

## **Guidelines for Organizing Your Own Session**

The Midwest Economics Association invites current and newly joining members to organize a session at the annual meeting. Most sessions are one hour and 45 minutes long, and include a chair, three or four papers, and two to four discussants, with one discussant for each paper. Panel discussions, in which a moderator and three or more panelists discuss a topic of current interest, provide an alternative that can also be useful.

If you would like to organize a session, you need to do the following:

- ◆ Contact the MEA President (mea@grinnell.edu) with your intent to organize a session.
- ◆ By October 6 — Send title of session and names of participants to MEA office (mea@grinnell.edu)
- ◆ By November 1 — Send complete contact information on all session participants to the MEA office. It is essential that you include name, affiliation, and e-mail address for all authors, discussants and chair. Let your session's participants know that they will need to pay membership dues and the conference registration fee as well as their own expenses. Paper submission fees are waived for complete organized sessions.
- ◆ By February 1 — Make sure that all participants in your session are registered for the conference. Anyone who has not registered by February 5 may not appear on the printed program.
- ◆ By March 1 — Make sure that all authors have sent copies of their papers to all session participants. As a session organizer, you may need to remind and prod your authors (gently or otherwise) to meet the March 1 paper deadline.