

SOUTHWESTERN ECONOMICS ASSOCIATION

EXPECTATIONS FOR 2010 ANNUAL MEETING IN HOUSTON, TX

GENERAL

- All conference participants are expected to register for the annual meeting
- All sessions will be 75 minutes long consisting of three or four paper presentations or three or four participants in a panel discussion.
- Each paper will have a discussant

PRESENTERS

- Submission of papers for presentation at the annual meeting represents a commitment to attend and present at the annual meeting
- Full papers must be received by the deadline for paper submission (TBA) for it to be included on the final conference program
- Authors must send full paper to the chair of their session, their paper discussant, other participants in their session and the program chair by the paper submission deadline.
- Be sure that you have the necessary medium (e.g., transparencies, LCD projector, laptop computer, etc.) available to facilitate your paper presentation
- Time allotted for each presenter will be determined by the session chair but as a guide, prepare to make your presentation between 10-12 minutes to allow time for discussion and Questions and Answers.
- Be on time for your session
- Notify session chair, your paper discussant and the program chair if you can not attend the annual meeting after the final program has been concluded

SESSION CHAIRS

- Contact presenters and paper discussants for your session as soon as final program is out to request for final copy of papers, discuss time for presentation, and assign discussants to papers.
- Communicate any last minute changes to session members before the annual meeting
- Arrive early for your session to ensure that the session starts and ends on time
- Manage time judiciously to ensure that no one speaker is disadvantaged
- If there are last minute changes in your plans that you are unable to attend, inform the program chair so that alternative arrangements can be made for your session

DISCUSSANTS

- Review the paper assigned to you ahead of the meeting and have remarks ready to share with the author
- Limit your remarks to constructive criticism, especially suggestions on improving paper quality
- Time allotted for each paper discussion will be determined by the session chair but as a guide, prepare to make your remarks between 3-5 minutes
- Be on time for your session
- Notify session chair, author of the paper you are discussing, and the program chair if you can not attend the annual meeting after the final program has been concluded