

7th Midwest International Economic Development Conference
GUIDELINES FOR CHAIRS, PRESENTERS AND DISCUSSANTS

Important Dates

17 March 2010	Early Rate Registration deadline
19 March 2010	Deadline for booking your hotel reservation at the group rate.
26 March 2010* (or asap**)	Deadline for submission of final paper-PDF to: trnka027@umn.edu
26 March 2010	Late Registration fee deadline
16 April 2010	Conference starts

Hotel and Registration

HOTEL RESERVATIONS

Your hotel reservation must be made by the March 19 deadline to obtain the group rate. See the conference website to make hotel reservations: <http://www.apec.umn.edu/faculty/pglewwe/Minnconf/>

REGISTRATION FEE

Please register for the conference as soon as possible so that we can get count totals for meals. The deadline for submitting your registration is March 26. The registration form is available on the conference website: <http://www.apec.umn.edu/faculty/pglewwe/Minnconf/#registration>

Even though you are a presenter at the conference, we are asking all presenters (including graduate student presenters) to pay the full conference registration fee which will help cover some of the cost for meals and other expenses. If you have concerns about this, please contact Paul Glewwe at pglewwe@umn.edu.

Your Paper

***PDF**

Send a pdf of your paper (and subsequent revisions of your paper) as soon as possible so it can be made available to conference participants. Email PDF file to: trnka027@umn.edu

****COPIES**

If we receive the final PFD version of your paper by March 26, 2010, we will make 15 copies of your paper to have available at your session. Attendance is around 30-40 people per session. If you would like more than 15 copies available at your session, please bring any additional copies with you. **If the final PFD version of your paper is not submitted to us by the March 26, 2010 deadline**, please make your own arrangements to provide 15 (or more) copies of your paper to have available at your session.

Chairs, Presenters and Discussants

TIMING

Each session runs for 2 hours.

In sessions with 2 papers: 30 minutes for each speaker to present, 10 minutes for each discussant to comment, and 10 minutes for questions from the floor.

In sessions with 3 papers: 25 minutes for each speaker to present, 10 minutes for each discussant to comment, and 5 minutes for questions from the floor.

In sessions with 4 papers: 20 minutes for each speaker to present, 5 minutes for each discussant to comment, and 5 minutes for questions from the floor.

BIOS

Presenters and Discussants: To facilitate your introduction, you may want to prepare a sentence or two about yourself. You can hand this to your session chair before your session starts.

PRESENTERS

Authors should present findings and significance.

DISCUSSANTS

All the discussants will be assigned. To ensure that all presenters receive useful comments on their papers, all presenters will be the discussant of one other paper presented in their session. To see which paper you are assigned to discuss, please refer to the Conference Program link at <http://www.apec.umn.edu/faculty/pglewwe/Minncnf/>.

Please refrain from spending more than 1 minute summarizing the author's presentation, since everyone will have just heard the author present the paper. The aim is to provide constructive comments that will help the author improve the paper. Discussants should address the significance of any substantive problems with the paper. Try to limit remarks to no more than three or four major points.

CHAIRS

Chairs should provide a brief introduction of participants, act to move proceedings along, and recognize questions from the floor (unless the presenter prefers to take questions from the floor directly). Please keep time during the session, keep the order of the presentations (as some people want to move from one session room to another to hear particular papers), and organize the discussion. Papers could be discussed after each presentation or after the presentation of all papers if all participants agree. If the Chair is also presenting a paper in the session, another presenter will introduce the Chair.

At the Conference

CHECKING IN AT REGISTRATION DESK

When you check in at the registration desk on Friday or Saturday, please be prepared to give your flash drive, or other electronic media containing your presentation file, to the staff at the registration desk. They need it momentarily to copy your presentation to the conference laptops.

BIOS

Presenters and Discussants: To facilitate your introduction by the session chair, you may want to prepare a sentence or two about yourself. You can hand this to your session chair before your session starts.

EQUIPMENT

The conference site is equipped with laptop computers and video projectors. Bring your PowerPoint presentation (or other presentation software) on a USB flash drive or a CD. It's a good idea to have a backup copy of your presentation with you. Let us know if you have any other specific AV requirements. We do NOT recommend that you use your own computer. This slows things down and often does not work.

Conference Website Links (the following 3 links will be available on the website by March 30 and updated as needed):

CONFERENCE PAPERS

The conference papers will be available on the website shortly after the March 26 deadline. They may be replaced with revised versions (pdf's) as we receive them. Click on the **Conference Papers** link for updates. If a paper is not available on the website, you may want to email the author directly for a copy.

LIST OF PRESENTERS

A contact list (e-mail addresses) of the presenters, chairs, and discussants will be available on the conference website after March 30. Click on the **List of Presenters** link for updates.

CONFERENCE PROGRAM

We will notify you when the program is set. The conference program (subject to revisions) will be available on the website in early April. Click on the **Conference Program** link for updates as the program comes together.

Thanks for your cooperation. Please contact Frank Trnka at trnka027@umn.edu if you have questions.