



Session Organizer Guidelines

Hosted by Victoria University of Wellington & Massey University, Wellington

To Be a Session Organizer

You are encouraged to be a current or newly joining member of Western Economic Association International or of another allied society participating in the conference. Paper submission fees are waived for all papers presented in organized sessions.

Suggested Session Format

The session time allocation is one hour and 45 minutes. A typical session includes a chairperson, three papers, and three discussants, with at least one discussant assigned to comment on each paper. Other formats, such as panels or roundtables, may also be used.

Overall Responsibility

As the organizer, you have the following responsibilities:

- Monitor preparations of your session participants.
- Maintain liaison between your participants and WEAI.
- Ensure that your session participants are well prepared.
- Make sure your session participants meet all deadlines.
- Keep the Executive Office informed of changes to your session.

Session Scheduling Requests

If extenuating circumstances allow a participant to attend only part of the conference, please include a scheduling request with your preliminary session information.

Information Needed by July 15, 2014

After receiving commitments from session participants, send the following information to WEAI (see sample on back):

- Session title of 80 characters and spaces maximum.
- One *JEL* topic area code.
- Professional affiliations, mailing addresses, phone and fax numbers, and e-mail addresses for all participants (including coauthors).
- Paper titles (if applicable) of 60 characters maximum.

Program space is limited; please submit materials early. Sessions are subject to review by a screening committee.

Conference Format

The format is intended to promote active involvement by all attendees — nearly all 250 to 400 economists attending will be on the program. In addition to the keynote sessions, the program consists of 85 to 140 small discussion groups with 10 to 17 meeting concurrently during each time period. Including program participants, session attendance may range from six to sixty, depending on the time of day and the topic's popularity, etc. However, the most fruitful discussions often occur among small groups of interested individuals. Your session can benefit by inviting experts besides those on the program to attend.

Registration Fees

All attendees, including WEAI Officers and Board Members, are asked to pay the conference registration fee to help defray the sizable cost of organizing the conference. Please inform prospective participants that they are responsible for their own expenses. Organized session participants may register at the member rate even if they are nonmembers, but are cordially invited to join the Association.

Waiver of Manuscript Submission Fees

WEAI members can submit their conference papers to either *Economic Inquiry* or *Contemporary Economic Policy* without paying the usual manuscript submission fee provided the manuscripts reach the editors within six months after the conference.

Checklist

- July 15, 2014 — Session information is due to WEAI (sample format is found on the back).
- November 1, 2014 — Deadline to take advantage of early registration discount.
- December 1, 2014 — Verify that all session participants have received copies of all papers.

WEAI members who are employed by an Institutional Member receive *complimentary* conference registration if they organize a session in which at least three participants pay the usual registration fee. Visit weai.org for more info.

Format for Session and Participant Information

Verify information and send final version to WEAI by July 15, 2014. NOTE: Please submit **revised** information with additions underlined and deletions ~~struck out~~.

Session Organizer: Steven M. Danna
Session Title: Issue in Oil and Gas Transportation
Topic Area Code: Q32
Scheduling Request: Please schedule **January 10**
Participating Organization: Association of Economists for Economics

Chair: Russell W. Barie, University of California, Santa Barbara

Russell W. Barie
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University of California
Santa Barbara, CA 93939
Phone: 123-456-7890; Fax: 123-876-1234
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Paper 1: Kevin Gellerman, Mount St. Vincent University, Halifax, N.S.

Title: *Production Technology and Ecology*

Kevin Gellerman
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Halifax, N.S. Canada B3M 2J6
Phone: 123-456-7890; Fax: 123-876-1234
E-mail: kg@msvu.ca

Paper 2: Abigail Rosendahl, San Francisco State University, Calif.

Title: *On the Speed of Inventory Adjustments*

Abigail Rosendahl
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San Francisco State University
1600 Holloway Avenue
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E-mail: ar@sfsu.edu

Paper 3: Andrew Barie and Kristina Jones, University of Utah, Salt Lake City

Title: *Equilibrium Asset Pricing in the Presence of Risk*

Andrew J. Barie
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Kristina Jones
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University of Utah
Salt Lake City, UT 81818
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Discussant 1: Sean Gellerman, Decision Resources, Reston, Va.

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Discussant 2: Michael Danna, Drees, Dunn & Company, Overland Park, Kans.

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Discussant 3: Abigail Rosendahl, University of California, Santa Barbara

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For program updates visit
www.weai.org

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