



Session Organizer Guidelines

Hosted by Queensland University of Technology

Coordinated by Western Economic Association International

To Be a Session Organizer

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

Selecting Participants

This is one of the most important determinants of your session's quality. A mix of young scholars and more experienced researchers fosters a mutually beneficial exchange.

Suggested Session Format

The session time allocation is one hour and 30 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.

Information Needed by December 1, 2010

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 200 to 400 economists attending will be on the program. In addition to the general sessions, the program consists of 50 to 60 small discussion groups with 6 to 8 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.

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.

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

- December 1, 2010 — Session information is due to WEAI (sample format is found on the back).
- April 1, 2011 — 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 four participants pay the usual registration fee.

Format for Session and Participant Information

Verify information and send final version to WEAI by December 1, 2010. NOTE: Please submit **revised** information with additions underlined and deletions ~~struck out~~.

Session Organizer: Nancy L. Valles
Session Title: Issue in Oil and Gas Transportation
Topic Area Code: Q32
Scheduling Request: Please schedule April 28-29

Chair: Nancy L. Valles, University of California, Santa Barbara
Nancy L. Valles
Department of Economics
University of California
Santa Barbara, CA 93939
Phone: 123-456-7890; Fax: 123-876-1234
E-mail: nancyval@ucsb.edu

Paper 1: Rodney W. Holder, Mount St. Vincent University, Halifax, N.S.

Title: *Production Technology and Ecology*

Rodney W. Holder
Department of Economics
Mount St. Vincent University
Halifax, N.S. Canada B3M 2J6
Phone: 123-456-7890; Fax: 123-876-1234
E-mail: rodney_ho@msvu.ca

Paper 2: Lois E. Levine, San Francisco State University, Calif.

Title: *On the Speed of Inventory Adjustments*

Lois E. Levine
School of Business
San Francisco State University
1600 Holloway Avenue
Phone: 123-456-7890; Fax: 123-876-1234
E-mail: lelevine@sfsu.edu

Paper 3: Shawn Peters and William J. Barie, University of Utah, Salt Lake City

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

Shawn Peters
Department of Economics
University of Utah
Salt Lake City, UT 81818
Phone: 123-456-7890; Fax: 123-876-1234
E-mail: speters@econ.utah.edu

William J. Barie
Department of Economics
University of Utah
Salt Lake City, UT 81818
Phone: 123-456-7891; Fax: 123-876-1243
E-mail: bill_barie@econ.utah.edu

Discussant 1: Sheldon Berg, Decision Resources, Reston, Va.

Sheldon Berg
623 Smith Way
Annadale, VA 22003
Phone: 123-456-7890; Fax: 123-876-1234
E-mail: sheldon@Compu.Serve.Com

Discussant 2: Daniel E. Cortez, Drees, Dunn & Company, Overland Park, Kans.

Daniel E. Cortez
Drees, Dunn & Company
9101 W. 110th Street
Overland Park, KS 66210
Phone: 123-456-7890; Fax: 123-876-1234
E-mail: 258854@AOL.Com

Discussant 3: Gabriella Marie Rosendahl, University of California, Santa Barbara

Gabriella Marie Rosendahl
Department of Economics
University of California
Santa Barbara, CA 93939
Phone: 123-456-7890; Fax: 123-876-1234
E-mail: gabe@econ.ucsb.edu

For program updates visit
www.weai.org

WEAI, Executive Office, 18837 Brookhurst Street, Suite 304, Fountain Valley, CA 92708 USA
Phone: 714-965-8800 | Fax: 714-965-8829 | sessions@weai.org | www.weai.org