



Session Information & Instructions

Audio-Visual Equipment

Computers and LCD projectors will be available in all the meeting rooms. Please be sure to save your presentation in a format compatible with Microsoft Office XP. If in doubt, email your presentation to weai@econ.ryukoku.ac.jp at least one week prior to the conference; staff will convert your presentation to a format compatible with Ryukoku University's system.

Session Structure & Procedures

In sessions without an organizer, the preliminary paper/discussant assignments are the responsibility of the session chair. Assignments may be changed by participants' mutual agreement. Session participants are expected to be familiar with all the papers in the session and to be prepared to contribute to the discussion.

Session time allocations (based on four papers) are as follows: **105 minutes total**. Approximately 15 minutes per paper presentation, eight minutes for the paper's primary discussant, and three minutes for other participants' discussion. The session chair may alter time allocations if appropriate.

Session Chairs

Your involvement in the weeks and months prior to the conference is essential to the session's success! Facilitate communication amongst session participants. Oversee the one-to-one assignment of discussants to papers. If needed, paper presenters are expected to discuss a paper in his/her own session. Each paper has a primary discussant—but chairs should urge all session participants to contribute to the discussion of all papers.

Please follow up with your session participants to ensure papers are distributed to everyone in your session by **February 15**. Discussants have **no** obligation to discuss a late paper.

Paper Presenters

Send your paper to each participant in the session no later than February 15. Limit your paper to 15 to 25 double-spaced pages in order to not overburden your discussant and fellow participants. Please stay within the allotted time. Summarize the paper's objective, methods, main points, and conclusions to facilitate fruitful discussion during and after your session. Bring at least three copies of your paper to distribute to session attendees.

Discussants

To ensure that everyone receives valuable feedback, all paper presenters are expected to discuss at least one paper. Plan your remarks to stay within the allotted time. **If you cannot meet your commitment, please locate a substitute and contact both WEAI and the session chair immediately.**

Conference Dates to Remember

- February 15** Deadline for papers to reach fellow session participants.
- March 24–27** Conference in Kyoto. Sessions begin on March 24.

Submit Your Conference Paper

- October 1** Current WEAI members are eligible for a complimentary manuscript submission fee. Submit your revised conference paper to *Economic Inquiry* or *Contemporary Economic Policy* by October 1, 2009.

The final version of the conference program should be available on our website at www.weai.org by March 1, 2009.