

UPDATED, 3.2.21
MEETING PLANNING GUIDELINES
FOR LOCAL ORGANIZERS AND PROGRAM CHAIRS:
PHYSICAL, VIRTUAL AND HYBRID MEETINGS



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Background

The Econometric Society (the Society) is currently organized into six regions: Africa, Asia, Australasia, Europe and Other Areas, Latin America, and North America.

The Society oversees nine regional meetings and five regional schools annually and, once every five years, a World Congress. The regional meetings rotate location within each respective region but are generally held at approximately the same dates each year. Every effort should be made by the organizers to follow the guidelines on dates below so a meeting does not overlap with another. If a meeting must take place during a different time block than what is noted below, please contact the Society's Executive Vice-President (EVP) and General Manager (GM).

REGIONAL MEETINGS

Africa Meeting

Early June

Asia Meetings (normally 2 annually)

Late June and early July

Australasian Meeting

Early July

European Meetings (2 annually)

Summer with EEA – late August

Winter – December (simultaneous with the European Job Market)

Latin American Meeting

with LACEA - November

North American Meetings (2 annually)

Winter with AEA/ASSA – first week January

Summer, early to mid-June

SCHOOLS

Winter School of the Delhi School of Economics and the Econometric Society (DSE)

Mid December

Latin American Workshop in Econometrics or Economic Theory (topic rotates annually)

May or November/December

Africa Summer School in Econometrics (NEW)

Late May/Early June

Summer School in Dynamic Structural Econometrics (DSE)

July, (rotating worldwide)

Asia School in Econometrics and Statistics

July, (Asia-Yongmiao Hong)

Asia School in Economic Theory

August, (Asia-In-Koo Cho)

Every region has a Regional Standing Committee (RSC) responsible for the organization of the regional activities of the Society. Each region has a chair appointed by the president of the Society, one regional secretary (and treasurer in the case of Europe), several voting members (some elected by the respective RSC members plus all council members representing the respective region) as well as the scientific and local organizers of the regional meetings who are added as non-voting members the year prior, year of, and year after planning a regional meeting. The regional chair and secretary, with the full RSC, choose the program chairs, meeting sites and local organizers. The majority of physical meetings are planned at least one and preferably two years in advance while virtual meetings may be planned six or more months in advance. More information can be found about the regions and RSCs at <https://www.econometricsociety.org/society/organization-and-governance/regions>

Role of Local Organizers and Program Chairs: Physical, Virtual and Hybrid Events

Programmatic Choices and Decisions for both Chairs and Organizers Specific to Virtual Meetings

When setting up a virtual meeting, there are several programmatic decisions that need to be made regarding the presentations and program that require discussion and decisions by both the program chair and local organizers. Questions that need to be answered include: 1) Should any/all/some presentations be pre-recorded and made available prior to the official opening of the Congress or will all

presentations be live? 2) If presentations are recorded, should they remain in the standard 4-person sessions or might each be recorded separately? 3) Does one want to arrange to have all live presentations recorded during the presentation and made available later on-demand? 4) Whether recorded or presented live, in a virtual meeting does it make sense to keep the traditional live program format or might there be fewer contributed or invited sessions, shorter sessions, or sessions broken up with more Q&A and/or breaks? One should not assume that a physical meeting format can precisely translate to a virtual format. 5) What are the best ways to encourage networking between participants--by virtual chat, face-to-face networking, topical networking or networking rooms lead by experts, or by incorporating specific networking software such as gather.town.? 6) Finally, do the planners want to incorporate mechanisms designed to encourage participation and increase attention span such as use of polling software, gaming tools, or surveys?

Unlike when planning a physical meeting where separation of tasks between program chairs and local organizers are clearer, in a virtual or hybrid meeting, some tasks fall between the responsibilities of program chairs and local organizers. Registration and collecting and editing or entering speaker biographical information can occur at different junctures in the process depending on the chosen software packages. It is important to work out these details and determine when and how they happen and who does what. Submission and registration software are sometimes separate software packages whether for an in-person meeting or virtual. Sometimes universities have their own meeting registration software connected to their payment processing and banking systems so they may prefer to use their own system.

It is also always possible to use registration software that links directly to the Society's credit card processing and banking systems when arranged with the Society's GM. The organizers therefore do not have to worry about setting up a bank account or credit card processing. This is especially helpful for organizers and institutions in developing countries.

It is highly recommended for the program chair to hire administrative help for the set up and population of the submission and registration software and help with related program creation and software functions. If an admin is not hired, this work will generally fall to the program chair. In cases of virtual and hybrid meetings, it may make sense to share the admin person with the local organizers so there is a conduit between the two parts of the planning and execution process. **For information on hiring an RA and for a sample job description, please see page 10 of this document.**

At the same time, it is important to create a realistic work schedule to follow including submission set up, Call for Papers distribution, submission deadlines, the review process, registration, data transfer etc. **A sample work schedule can be found in Attachment 5.**

Local Organizers

Both Physical and Virtual Meeting

The local organizers begin planning their meeting at the same time the program chair(s) begins his or her work. The local organizers start with creating a meeting web site or landing page. This becomes the meeting information hub for physical meetings, but obviously plays a more crucial factor in virtual meetings as discussed in the next section.

Physical event:

Local Organizers are responsible for arranging the physical facilities, accommodation, meals, and social events. They collaborate with Program Chairs to arrange the meeting website, which should contain registration and program information. The local website should be linked to the "[Future Meetings](#)" section of the Society's website. The Local Organizing Chairs of the current year provide a written report about the local arrangements to the Regional Standing Committee or the Joint Congress Committee that

is then shared with the following year's local organizers. This report, which is mandatory, is important to provide continuity in planning.

Virtual Event

Planning a virtual event begins with setting up a landing page or web site in consultation with the program chair, choosing meeting software (not including paper submission software which the chair chooses), managing the software and data entry and the software contract(s), correspondence with the presenters regarding the logistics and links for their presentations, recruiting Zoom (or other software) room managers, training and organizing the room managers, and overseeing them during the virtual meeting. A separate document entitled *Virtual and Hybrid Solutions* prepared by the Society provides reviewed software options for all facets of a virtual meeting. To receive a copy, simply request it from the GM.

Specifically, a local organizer will set up and populate the virtual meeting software to present the program, the presentations, and any related functions such as networking programs etc. that may require separate software. The local organizer will coordinate and set up individual links (Zoom or similar) for speakers, embedding links in the software schedule, ensuring the program is searchable and navigable, scheduling speakers, training speakers, conducting speaker "tech checks," potentially pre-recording presentations, reviewing and editing pre-recorded presentations, hiring RAs, students or other admin to staff the Zoom (or other) rooms, training and overseeing those "Zoom room" staff, and other functions as needed.

The local organizer is also responsible for working with the hosting institution and the central office of the Society to decide upon branding of both the landing page and virtual meeting software. Such branding might include camera-ready artwork from the hosting institution, virtual tours of hosting campus and/or of the "destination" city (which can also help with securing sponsors).

Hybrid Event

From 2021 onwards, when hosting a physical meeting, every effort should be made to provide a hybrid element as well. To hold a physical meeting with a hybrid element, both in-person and virtual meeting planning is required. Some basic meeting software must be used along with audio visual (AV) equipment and AV experts on site to set up live-streaming from the event to the event web site or landing page. There are budget issues to be considered; the more presentations that are live-streamed, the more AV equipment and AV personnel will be needed. Therefore, a decision will need to be made as to how many plenary, semi-plenary, policy and contributed sessions in an event will be live-streamed. The quality of the live streaming will depend primarily on the quality of the AV plan in the physical meeting. It is possible to broadcast live a straight view from a laptop computer as long as added one-way speakers are incorporated to properly broadcast the sound. A higher quality production will come from using two cameras that can change angles and pick up both the speakers and the presentation slides. YouTube, Vimeo, Facebook and other similar social media tools can aid in streaming too. Very high quality productions can be achieved by hiring an AV company to provide creative (graphics, etc.), pre-broadcast and broadcast set-up and oversight. Because technologies are constantly improving and innovating, always check back with the Society Central office for any updates or advice.

Program Chair(s)

In general, program chairs are responsible for the paper submission and review process, and for organizing the contributed sessions and the plenary and semi-plenary parallel invited sessions of the meeting. Chairs are entirely free to arrange the program as they see fit, subject to the structural constraints of the particular regional Aide Memoire that each region is required to maintain and that reflects any processes and decisions specific to that region. They should also consult with the EVP before approaching the presenters of certain named lectures to ensure eligibility and coordination across regions. Regional chairs and secretaries are responsible for maintaining their respective Aide Memoire.

The Program Chairs of the previous, the current, and the following year are expected to be non-voting members of the Regional Standing Committee Meeting to facilitate the transmission of information about organizing the program. The program chairs of the current year's meeting provide a written report on that meeting to the respective Regional Standing Committee. *Importantly, they are responsible for ensuring that at least one of the co-authors of a paper, typically the submitter, is a member of the Society at the time of submission.*

Physical Event

For physical events, program chairs typically choose submission software, handle paper submissions, choose a program committee, work with that program committee to review papers and accept and reject papers, and assemble the invited and contributed program. A chair is responsible for all communications with the program committee, set-up of submission review software or the hiring of an assistant to set up and manage software, the process for submission review, notice of acceptance, rejection, waitlist, creation of sessions, notification of sessions, program development, and transfer of the program to the appropriate meeting software

Virtual Event

If shifting a meeting from a typical in-person meeting to a fully virtual meeting, the program chair(s) and organizing committee chair(s) must work more closely together to agree upon and choose the software most appropriate for paper submission, registration and the actual virtual meeting, and to populate and implement the software..

The chosen software can consist of separate software packages but must be able to be configured together and should not be chosen independently of each other. (See the Society's PDF document on virtual and hybrid meetings for a more detailed review of meeting components and software options.) For instance, if submission software is chosen independent of the virtual meeting software, the two packages may not be compatible and will therefore require potentially expensive technical intervention.

That said, regardless, the program chair's primary responsibility rests with the paper submission and review process and the program development while the local organizers must be able to work with the chair(s) to transfer that data to the chosen virtual meeting tool in a way that best presents the program. The difficulty of this "hand-off" or data transfer will vary according to the type of software that is chosen. The better a software's application software interface (API), the more automatic and fluid the data transfer.

Hybrid Event

While responsibility for the hybrid portion of an event will rest more with the local organizers, the program chair(s) will need to work with the local organizers to determine how many and which presentations will be live-streamed and how that will be accomplished, e.g. transfer of the program to specific web site or simply to the landing page/web site. The program chair or his/her assistant will need to transfer the program data and review that transfer to make sure the program data transferred accurately.

Program Chairs: Invited Program and Program Structure (Virtual or In-Person)

The program chairs decide the structure of the scientific program and should refer to the Region's Aide Memoire for any regional program requirements. Specifically, in addition to the main lectures, the chair(s) decides what type and how many of each semi-plenary and/or policy sessions to have and how long each will run. A program format frequently followed might include two 105-minute concurrent semi-plenary sessions each day, a one-hour policy session each day over lunch, broken up by contributed sessions in the morning and afternoon, with the morning providing 105 minutes for four papers per session and the afternoon providing two hours for five papers. Nevertheless, depending on the duration of the conference, other formats may be more suitable as discussed above in the section

titled **Programmatic Choices and Decisions for both Chairs and Organizers Specific to Virtual Meetings.** Also, please see attachments 5 and 6 for sample programs.

Invited Lectures

In addition to the President's address, each program should contain keynote speakers as designated by the Society's Rules and Procedures and the pre-determined rotating schedules of the lecture series and the Marschak lecture. **See attachment 8 for the regional rotation of the Marschak and lectures series schedule through 2029.**

Jacob Marschak Lectures

Each year other than World Congress years, the Society's Marschak Fund supports a Jacob Marschak lecture, the location of which rotates among the regional meetings held outside North America and Europe. The lecturer is appointed one year in advance by the Program Chair(s) of the meeting after consulting with the Executive Vice President of the Society. The travel, accommodation, and registration expenses of the lecturer are consistent with the terms offered to the President, with an upper limit of \$4,000. *Those costs are usually paid by the Marschak Fund but may be paid out of the Society's general fund as needed.* The Society's Executive Committee decides the location of the lectures. In 2006, the Executive Committee agreed to support with up to \$4,000 a lecture at regional meetings outside Europe and North America with no Marschak lecture but with exactly the same conditions stated above. In particular, the lecturer is appointed at least one year in advance by the Program Chair(s) of the meeting after consulting with the EVP of the Society. The Regional Standing Committee may choose to name the lecture (e.g., the Hurwicz lecture).

Lecture series: Griliches, Hotelling, and Sargan

Each year other than World Congress years, the Society organizes three series of lectures: the Griliches Lectures in Applied Economics, the Hotelling Lectures in Economic Theory, and the Sargan Lectures in Econometrics. The lectures present an overview series of a topic in which the lecturers have done significant research. They are typically above PhD level, but not necessarily at the research frontier. Attendance is open to all members of the Society. The lecturers are proposed by a Lecture Series Committee appointed by the President and chosen up to two years prior to the lecture year. The location of the lectures rotates among the regional meetings (see attachment 8), and they normally take place right before or after those meetings in three sessions of 1.5-2 hours each. *The travel and accommodation expenses of the lecturers are paid by the local organizers.*

Other Lectures

In addition to the above rotating lectures, there are also region specific lectures; the Fisher-Schultz lecture (European Summer Meeting); the Walras-Bowley lecture and the Cowles lecture (North America Summer meeting); the Gregory Chow lecture (Asia meeting); and the Laffont Lecture (European Summer Meeting) as well as regional lectures discussed in a region's Aide Memoire. **It is the responsibility of the program chair** to ensure that the rotating lectures and lectures specific to the chair's region are included in the program. For more information on the aforementioned lectures, please visit the Econometric Society's web site/Rules and Procedures at <https://www.econometricsociety.org/society/organization-and-governance/rules-and-procedures> - 60. It is highly advisable to check with the EVP before approaching any of the lectures to ensure compliance with the R&P and avoid unnecessary duplicities across regions.

Program Committee and Organizational Structure for Submissions and Contributed Sessions; Announcements; Submission Outcomes

The Program Chair(s) choose and invite their program committee and decide upon what sort of organizational structure they will follow for paper review process. Some chairs choose a two-tiered structure while others choose a three-tiered organizational structure for the program committee. A two-

tiered structure simply includes the chair(s) and a program committee. The chair assigns papers to each program committee member, the program committee member reviews his/her assigned papers, places a grade and/or review in the system and the program chair(s) reviews those grades and comments and makes a final determination.

In a three-tiered review process, the chair(s) choose a program committee consisting of program area coordinators (PACs) and program committee members (PCs). The chair(s) invite and assign a number of PACs to specific broader topic areas and the PACs in-turn each invite a number of program committee members to work in their assigned topic area. The PACs oversee their PCs. The PCs read and review their assigned papers, providing the first grade along with comments. The PACs then each review the grades and comments of the PC and determine an overall grade which can be different than the PC's grade. The program chair reviews both grades per paper and makes a final determination.

Points to consider if PACs assemble sessions:

- a) It is important to combine session papers from different fields that are on a similar topic (PACs would be constrained to remain within the field assigned to them) so PACs must be given access to all accepted papers at this point in the process (but not before);
- b) Even if using the three-tiered process, chairs may want to assemble the sessions themselves instead of asking the PACs to do so.

Overall, the three-tiered process tends to spread out the workload more and gives the chair(s) less hands-on reviewing work. On the other hand, it might increase the heterogeneity of the quality of the accepted papers.

The chair(s) is still responsible for the final choice of acceptance, rejections, and if he/she chooses, waitlist. A waitlist may be used to replace accepted papers/presenters who in the end choose not to register to present and is might be appropriate for use during physical conferences where there is generally a 10% attrition rate.

The three-tiered design was adopted by the European Region and the European Economic Association (EEA) which initiated such an organization beginning in 2017. The 2020 World Congress chairs followed the same model and found it very effective.

Deciding on Submission Structure and Work Schedule

A few decisions need to be made regarding setting up the submission process. First, chair(s) must choose the topic categories they want to include in the submission software. As earlier noted, there is a sample list of topics and breakouts in the addendum. Then (s)he and/or the PACs must assign program committee members to the topics, determining which topics might have a larger number of submissions and therefore require a larger number of program committee assigned to them. Information on the distribution of submissions from previous years is very useful in this respect and can usually be found in each region's meeting reports or by requesting available topic distributions from the General Manager. Finally, when setting up paper submission, chairs must decide whether they wish the program committee member's name to appear along with the topic or show the topic only. Either approach can be accommodated in most submission software and is a simple preference as to whether the chair wishes submitters to see the name of the program committee member to whom they are submitting.

Submission of Individual Sessions

Some program chairs allow individuals to submit entire sessions through the paper submission software. Generally, if a decision is made to allow the submission of full sessions, the Congress notices and web site should *clearly* state that there is no guarantee that all papers in a submitted session will be accepted and if a paper (or papers) from a submitted session are rejected, the accepted papers will be folded into other sessions. In theory, this session submission policy makes sense, *however in practice some session*

submitters do not read the policy and when papers are accepted and rejected and sessions formulated, several individual papers from full session submissions are generally rejected, resulting in complaints, program shuffles, and more work for the chairs.

Sample Submission, Acceptance and Registration Schedule

If submissions open on November 15 with a submission closing date of January 31, acceptance and rejections can go out March 31 with the registration deadline for scholarship recipients set at April 14 and for presenting authors of April 30. The final program could be released May 31. If the regional meetings take place at approximately the same dates every year, the regional secretary may want to create a permanent calendar to help future program chairs.

Sample Timeline

Paper submission: 6 weeks

Review/acceptance rejections: 8 weeks

Scholarship registration: 2 weeks

**Presenting author registration: 4 weeks*

Non-presenter registration: Can remain open up to the point at which the registration information must be transferred to the virtual site. In-person meetings can arrange to take walk-in late registrations. Virtual late registration can sometimes be handled by a virtual tool, but often linking the Society's payment mechanism to the software is only possible with the registration software so please keep this in mind when setting non-presenter registration deadlines.

Calls for Papers/Submission Process

Calls for Papers are distributed via the Society's blast email system approximately four times total or as needed and announced on the Society's web site under the meetings section. Society staff can also publicize a Congress through social media channels with special attention to Twitter. **It is up to the program chairs** to provide the GM a draft Call for Papers following the format seen on the Society web site under meetings, <https://www.econometricsociety.org/meetings/future-meetings> and to request the distribution of the Call for Papers (Program Chairs) and the "Registration Open" announcements (Local Organizers) as well as discuss a publicity plan for the meeting.

Please note: Econometric Society membership is required for any paper submission but not for the actual conference registration. Only the main submitter of a paper must be a Society member but membership should be encouraged for all attendees. This information should be included in all Calls for Papers.

As a rule, submissions are very slow to come in and planners generally become concerned that the Congress will have a very low submission rate. However, in the last few days leading up to the submission deadline and especially the day of the deadline, the bulk of papers usually comes in. If necessary, the chair(s) may extend the submission deadline as needed, announcing it through the Society's blast email system, and/or may set up a "soft deadline extension" by leaving submissions open past the deadline but without notification to allow stragglers to submit.

Assigning Papers Once Submission Closes

Once submission closes, depending on the review structure decided upon, chairs immediately assign papers to the PACs or PCs. An **alphabetical list of topic areas used for assignments** is included in **Attachment 1**. The PACs, if being used, assign each PC a number of papers to read by sub-topic. Each program committee member is asked to read and provide a preliminary grade and, when applicable, notes to each assigned paper. A sample grade scale typically used is on a scale from A to D. (A=definitely accept; B=accept as space allows; C=Marginal; and D=reject) though the grading scale is entirely up to the chair(s).

Paper Acceptance Rate

The program committee members and/or PACs typically aim for about a 50-60% or slightly lower acceptance rate but do not reject good papers or accept poor papers to meet that rate. Additionally, the acceptance rate of course also depends on the number of papers submitted and the capacity of the meeting (often limited in physical meetings). The acceptance rate is entirely up to the chair(s). This is just a guideline.

Financing the Meetings: Budget, Registration Fees and Sponsorship

Typically, a Congress will be funded through a combination of collected registration fees, hosting institute investment, and sponsorships. The local organizers must work with the Regional Standing Committee to set registration fees, determine what their institution is willing to finance -- whether it be in-kind through meeting rooms, catering, AV, etc. and/or direct financing – seek out sponsorships, and determine their overall costs. *In fact, a budget and these commitments are generally made as part of the institution's Congress bid and should always be referred to during the planning process.*

The budgeted costs are generally covered by registration fees, sponsorships and exhibit booth fees. Given that it is prudent to set the level of registration fees so that the conference ends up with a deficit with very low probability, often there will be a surplus. In that case, the RSC will take the surplus less 10% that goes to the Central Society office, and transfer the surplus to their regional investment account. Nevertheless, some donors include claw-back clauses in their donations in the case of a surplus, which must be respected. If the RSC or local organizer requires a loan to cover any meeting costs prior to the collection of registration fees, they must contact the Society's EVP and GM who will arrange for a transfer of funds that must be repaid upon the local budget reconciliation. As a general rule, the regions shouldn't accept any deficits, although, if a deficit does occur, they may decide to cover them from the regional funds at which point the planners, the host institution and the respective RSC need to discuss what is to be done. *Regions cannot rely on the Central Office of the ES to cover those deficits.* Each RSC should include very clear financial arrangements in the regional Aide Memoire.

The Central Society office does not finance meetings other than by providing targeted grant money. The Society provides grants to regions for activities involving "young economists".

Grants for Young Economists

In 2004, the Executive Committee agreed to provide grants to regions for activities involving "young economists". Currently the grants amount to \$10,000 per year for each of the following regions: Africa, Asia, Australasia, and Latin America. The Regional Standing Committees decide on the allocation of the grants, which may be used to fund expenses of young economists presenting papers at the regional meetings, special sessions for young economists at these meetings, or special meetings or schools for young economists.

Setting Registration Fees

There are no set registration fees required by the Central Office, however appropriately setting fees is critical to covering costs and potentially posting a meeting surplus. Examples of fees for a physical meeting and a virtual meeting follow, and **Attachments 2, 3 and 4** provide sample budgets for in-person and virtual meetings that include various registration fees.

Sample Registration Fees for In-Person Physical Meeting

(includes meals, social events etc.)

REGULAR REGISTRATION

ES Member	\$545
Non-Member	\$1090

ES Student Member	\$390
Student non-member*	\$780
Accompanying Person	\$250

LATE REGISTRATION

ES Member	\$645
Non-Member	\$1190
ES Student Member	\$440
Student non-member	\$830
Accompanying Person	\$250

ONSITE REGISTRATION

ES Member	\$775
Non-Member	\$1430
ES Student Member.	\$530
Student non-member	\$995
Accompanying Person	\$300

Sample Registration Fees for Virtual Meetings

Presenter Registration Fees:

ES Member; high-income countries: \$100-\$125 pp

ES Member; student or low-, low-middle, or upper-middle income countries: \$50

See [World Bank link for countries by income](#).

Non-Presenter Registration Fee, all categories: \$10-\$25 pp

Sponsorship Opportunities and Exhibit Booths

It is up to the local organizers and hosting institution to secure sponsorships to help defray the meeting expenses. In a physical meeting, one would typically find sponsorship signage and other sponsorship opportunities such as hosting a break room or special “visit the sponsor” booth. At the same time, a physical meeting might have a room of exhibit booths with products related to economics such as publishers and software. A virtual meeting is no different. There are plenty of opportunities for sponsors and exhibitors in a virtual meeting. Please see **Attachment 8 for a sample letter and sponsorship opportunities sheet** that a local organizer may adapt to the particular meeting situation.

For Physical and Virtual Meetings: Hiring a Graduate Student or Admin.

As discussed earlier in this document, it is highly recommended for the program chair(s) to hire administrative help for the set up and population of the submission and registration software and help with related program creation and software functions. The graduate student or admin can handle all data entry and organizational tasks associated with the submission software and the contributed program and communications with the PACs and PCs, and correspondence regarding the invited and contributed programs. If the program chair(s) does not hire an admin, these responsibilities will fall directly on them.

In the past, a 3rd or 4th year economics Ph.D. student with a good understanding of economic topics and who could be relied upon to have confidential access to material (such as reviews of submissions) has been hired and can be immensely helpful to a program chair. An economics graduate student can help the chairs sort papers among topics and address program issues. However, that person must also be willing to handle the administrative work associated with the submission and registration software, acceptances and rejections, correspondence with program committee members, submitters, and others

regarding this work. In cases where hiring an economics graduate student isn't feasible, administrative help should be hired but the topical sorting will need to be handled by the program chair.

Following is a sample job description that has in the past been circulated amongst economics students

Ph.D. Student Job Description

Work with the world's top economists and econometricians on executing the program and travel grants for the Econometric Society XX meeting. Familiarity with graduate level economics including broad economics topics and sub-topics required. Attention to detail required and critical. Working knowledge of Conference Maker or other submission software and Excel a huge plus. Under the general supervision of XX, will assist the chair (and local organizers when necessary) to enter and manipulate program details using submission software, help set contributed sessions, produce final program, correspond with speakers, track and distribute travel grants using Excel, proofread documents, coordinate and communicate amongst the chairs and other duties as they arise.

An example of hours and payment of a past contract is 10 hours a week for four months for a total of \$4,500 or 170 hours (\$26.47/hour). As noted, this is just an example and you may determine you need more or less time at a different rate of pay.

FREQUENTLY ASKED QUESTIONS

How many participants should we expect to attend?

You should base this number off of past Society meetings in your region by talking with past organizers and/or reading their program reports and/or the region's Aide Memoire. Additionally, for physical meetings, please keep in mind that attendance is linked to the desirability of the travel destination (e.g. higher for London, possibly lower for Coventry). For virtual meetings, limited experience so far has shown a doubling of the typical number of submissions compared to a physical meeting and up to four times as many attendees as a physical meeting due to the lack of barriers associated with a virtual meeting. These factors should be taken into account when setting budgets and in choosing the number of program committee members needed to review papers.

Do you use the university as a venue for all activities?

Typically, a Congress holds its academic presentations on campus while moving off campus for some if not all social events.

How do we handle booking hotels?

Local hotels and room blocks are reserved in bulk with room discounts by the local organizers or their university's travel department and made available to the attendees at the bulk prices with links on the meeting web site. Nevertheless, the widespread availability of internet booking sites has reduced the need for these, especially if the negotiated rates are not very competitive. It might also be helpful to negotiate a bulk rate for plenary and semi-plenary invited speakers and RSC members at a particular hotel if it is feasible for them to stay at that hotel.

How many parallel sessions should we plan for?

This depends on the length of the meeting (1 day...5 days), the space available for a physical meeting, or the capacity available in virtual meeting software. Two sample programs are attached to this document—one for a physical meeting and one for virtual.

Should we allow parallel "sponsored" sessions arranged by local organizations?

This is a decision to be made between the program chair(s) and local organizing committee in accordance to the RSC guidelines. It is not often done but has been done in the past.

How much financial contribution is expected from the host organization if any?

This is determined by the host institution in the original bid and should be clearly communicated to all parties. A host and its sponsors provides the financing for the Congress with a combination of in-kind services, university contributions, grants and sponsorships. See the sample budgets in this document for more information.

How much funding does the Society provide for meetings?

As discussed above, the financing of a meeting is provided by the host institution and any sponsors the local organizers secure. The Central Society office provides Grants to Young Economists and provides funding for certain lectures, but it does not provide general funding for the meetings or absorb any potential losses.

If holding a virtual or hybrid meeting, how do we choose the associated software?

The Society has produced a PowerPoint document, *Virtual and Hybrid Meeting Solutions*, that lays out several software choices appropriate for various size meetings. Solutions include paper submission software, registration software, virtual meeting software, and networking software or tools that combine more than one of those processes. The document lays out pricing and detailed components of each product. All products recommended have been used successfully by economic or similar academic organizations and come recommended.

How do we solicit sponsors and sponsorships for meetings?

As discussed in the document above, this is primarily the role of the local organizers. Sponsorships are possible for in-person and virtual meetings. Sample sponsorship forms are included in the attachments for your use.

If I have questions about program chair functions or meeting planning, who should I contact?

First, always start with your region's chair and/or secretary. They should be able to answer most of your questions and are most familiar with your region's Aide Memoire and details specific to your region. However, if they cannot answer your questions, or the question has to do with a function handled by the Central office as discussed in the above document, then please contact the EVP or GM.

Addendum

Attachment 1: Topical Breakout for Paper Distribution and Grading

Attachment 2: Sample Budget, Virtual Congress, EEA Tool

Attachment 3: Sample Budget Physical World Congress

Attachment 4: Sample Virtual Congress Budget

Attachment 5: Sample Meeting Work Schedule

Attachment 6: Sample Physical/In-Person Program Schedule

Attachment 7: Sample Virtual Congress Program Schedule

Attachment 8: List of rotating lectures series and Marshack

Attachment 9: Sponsorship Opportunities

Attachment 1: Topical Breakout for Paper Distribution and Grading

Applied Theory/ Industrial Organization
Bargaining, Repeated Games, Matching
Bayesian Econometrics, Mcmc, Bayesian Financial Econometrics
Bayesian Econometrics, Simulation Methods, Applied Time Series
Bayesian Macroeconometrics, Bayesian Estimation Of Dsge Models
Bayesian Methods Vars Macroeconometric Modeling
Beliefs And Knowledge
Beliefs And Knowledge & Information And Uncertainty
Bounded Rationality, Incomplete info
Bounded Rationality, Evolution/Learning, Incomplete info
Causal Inference
Choice Theory
Contests, Learning And Evolution
Contract Theory, Dynamic And Repeated Games
Contract Theory, Information Design
Decision Theory
Dynamic Games
Econometrics/Financial Econometrics
Economic Geography
Economic History, Culture And Institutions
Economic Theory/Cheap Talk
Economic Theory/Networks, Organizations And Firms
Economic Theory/Persuasion And Information Design
Economic Theory/Rational Expectations Equilibrium Environment
Evolution/Learning, Incomplete Info
Factor Models Macroeconometric Modeling
Identification
Finance
Finance/Household, Banking, Behavioral, Corporate
Fiscal Federalism
Fiscal Policy
Forecasting
Growth
Health
High-Dimensional Econometrics And Machine Learning
Housing
Incomplete Info
Industrial Organization
Inequality
Inequality And Lobbying And Interest
Inflation And Monetary Policy
Information And Uncertainty
Information And Uncertainty & Beliefs And Knowledge
Information Economics/Industrial Organization Institutions
Institutions And Lobbying And Interest
Institutions And Voting
International Economics
IO
IO, Contract Theory
Labor Search
Learning And Evolution, Behavioral Economics
Lobbying And Interest
Macro/Finance
Macro/Other
Macroeconomics
Macroeconomics, Continuous Time
Macroeconomics, Discrete Time
Matching Markets, Experimentation
Matching, Applied Theory
Matching, Information Economics
Matching, Repeated Games
Mechanism Design, Information Design
Mechanism Design; Experimentation
Micro-Econometrics
Miscellaneous
Panel And Network Data Topics
Pensions And Savings
Persuasion, Bargaining,
Political Economy
Procurement
Procurement, Fiscal Federalism, Health
Productivity/Investment
Public Goods And Externalities
Rational Inattention
Repeated Games
Repeated Games; Organizations
Reputation; Search And Matching
Reputations, Auctions, Voting
Revealed Preferences
Revealed Preferences & Beliefs And Knowledge
Search, Theoretical Io
Structural Estimation. Microeconomics
Structural Vars Macroeconometric Modeling
Identification
Taxation
Theory
Trade
Unit Root Nonstationarity Cointegration Time Series Modeling
Welfare Economics

Attachment 2: Sample Budget, Virtual Congress, EEA Tool

Budget Plan for a hypothetical congress on scale of EEA-ESEM	Amount (EUR)
<i>Please note all numbers are net values</i>	
VENUE/TECHNICAL	
EEA Congress Platform	42500
ADMINISTRATIVE COSTS	
Management fees	30000
Student helpers (40 for 40 hours each - €20 per hour)	32000
PRINT & DESIGN & WEBSITE	
Congress Website & Submission Software	20000
SPEAKERS/COMMITTEE MEETING EXPENSES	
Paid directly by the Association	0
SOCIAL PROGRAMME	0
OTHER	
VAT consultancy	0
Insurance conference	0
Survey Monkey 1 year subscription	1100
BANK COSTS	
Payment platform & credit card processing (4% of total registration fees)	5697
Other bank transfer costs	500
<u>TOTAL COSTS</u>	<u>131797</u>
INCOME	
Registration for PRESENTERS only (€75/ 35 students, €120/ 915 regular)	142425
Sponsorship	
Exhibition and Advertisers	1000
<u>TOTAL INCOME</u>	<u>143425</u>
SURPLUS	<u>11628</u>

Attachment 3: Bocconi Budget, Physical World Congress

ECONOMETRIC SOCIETY WORLD CONGRESS (ESWC)

17-21 August 2020 (Mon-Fri)

Bdg Hypothesis

(all in EURO)		Attendance:	1200
Revenues/Costs Breakdown		Total	
Registration		479.201	
Exhibitors		14.000	
A	CONGRESS REVENUES	493.201	
I	Preparatory Activities Costs	-56.000	
Bocconi Housing Rental Income <i>(200 Students x 6 days)</i>		0	
Bocconi Housing management costs		0	
II	Bocconi Housing management	0	
Admin And Management Costs		-184.021	
Speakers/Committee Expenses		-31.500	
Insurance, Ambulance Costs, Childcare		-10.500	
III	Total Administrative Costs	-226.021	
16/08 ESWC - Welcome reception		-30.663	
17/08 ESWC - First Day		-41.981	
18/08 ESWC - Second Day		-41.981	
19/08 ESWC - Third Day - Street Food		-113.373	
20/08 ESWC - Fourth Day - Duomo		-76.477	
21/08 ESWC - Last Day		-30.527	
IV	Total Direct Costs	-335.003	
B=I+II+III+IV	TOTAL COSTS	-617.023	
C=B x 10%	CONTINGENCY <i>(10% of Total Costs for price changes)</i>	-61.702	
A-B-C	NET REVENUE/(EXPENSE)	-185.525	

(all in EURO)		Attendance:	1600
Revenues/Costs Breakdown		Total	
Registration		638.934	
Exhibitors		14.000	
A	CONGRESS REVENUES	652.934	
I	Preparatory Activities Costs	-56.000	
Bocconi Housing Rental Income <i>(200 Students x 6 days)</i>		0	
Bocconi Housing management costs		0	
II	Bocconi Housing management	0	
Admin And Management Costs		-184.021	
Speakers/Committee Expenses		-31.500	
Insurance, Ambulance Costs, Childcare		-10.500	
III	Total Administrative Costs	-226.021	
16/08 ESWC - Welcome reception		-32.663	
17/08 ESWC - First Day		-43.481	
18/08 ESWC - Second Day		-51.581	
19/08 ESWC - Third Day - Street Food		-127.523	
20/08 ESWC - Fourth Day - Duomo		-77.977	
21/08 ESWC - Last Day		-35.777	
IV	Total Direct Costs	-369.003	
B=I+II+III+IV	TOTAL COSTS	-651.023	
C=B x 10%	CONTINGENCY <i>(10% of Total Costs for price changes)</i>	-65.102	
A-B-C	NET REVENUE/(EXPENSE)	-63.191	

PMC, 08/11/2019

Attachment 4: Sample Virtual Congress Budget

SAMPLE VIRTUAL CONGRESS FINAL BUDGET BASED ON 1,000 total attendees
(500 PRESENTATIONS/PRESENTERS AND 500 ADDITIONAL ATTENDEES)

Item	Budget
Revenues	
Sponsorship A	\$28,500
Sponsorship B	\$25,000
Presenter registration fees @\$100 high-income/upper-middle income, @\$50, low/low-middle/middle income/student per participant, plus non-presenter attendee registration fees @\$20 per attendee	Registration fees broken into categories below
High/upper-middle income presenters, \$100@450	\$45,000
Low/Low-Middle/Middle Income and Student presenters, \$50@50	\$2,500
Non-presenting attendees, \$20@500	\$10,000
Exhibit booths, @\$250 per booth X 4	\$1,000
Total Revenue	\$112,000
Expenses	
Registration refunds	\$700
Software: web site, submission, registration, virtual meeting, networking	\$50,000
Web site programming to accept linked payments	\$1,000
Submission software fee for registration set up	500
Staffing, 1 FT@ 3 months, \$50/hr, Temp Project Manager- for local organizers	24,000
Staffing, 1 grad student PT @ 4 months, \$25/hr + for chairs	\$4,000
Students for Zoom room managemet and quality control/review if pre-recording presentations, @ 25/hr	\$15,000
Zoom license-2 months--approx \$1,250 a month with 25 licenses, large meeting add on, recording add-on. Zoom prices vary based on multiple factors	\$3,500.00
Transaction fees for credit card processing-4.5% of total reg fees collected	2,633
Unanticipated expenses (approx 10% of total costs less this expense)	10,000
Total Expenses	111,333
Total Revenues	\$112,000
PROFIT/LOSS +/-	667

Attachment 5: Sample Meeting Work Schedule

SAMPLE WORK SCHEDULE FOR: PROGRAM CHAIRS, AREA COORDINATORS AND PROGRAM COMMITTEE

Task Deadlines

- **September 15, Program Chairs:**
 - Recruit all Area Coordinators
 - Invite and confirm parallel invited sessions
 - Invite and confirm lunchtime policy session participants
 - Coordinate with your PACs the list of topics and sub-topics that will appear in Conference Maker so when PCs accept they can simultaneously express their preferences
- September 15 to November 14: PACs recruit program committee (PCs)
- Nov. 14: PACs recruit all PCs and begin assigning topics as appropriate
- Nov. 1 to Nov. 14, Submission software set up

Paper Submission Open and Close

- Nov. 15: Paper submissions open
- Jan. 31: Paper submission closes

Paper Review and Grading: Deadlines

- Feb.8-9: grad student distributes papers to PCs
- Feb. 10 to Feb. 14: PACs review paper distributions and make adjustments as needed
- Feb. 15 to March 13: PCs review and grade papers due to PACs
- March 14 to March 20 – PACs chase late responding PCs
- March 20 - PACs select final papers
- March 20 - March 27 - PACs chase late responding PCs
- March 27 – April 3- Program Chairs review paper decisions and make final decisions on borderline papers **AND** decisions on scholarship recipients
- **April 6-notification of paper decisions**
- May 6-May 15, 2020 Chairs/PACs assign papers to sessions

Please note that the sessions cannot be put together until AFTER presenters have registered. There is around a 10-20% dropout generally for physical meetings and a 5-10% dropout rate for virtual meetings so putting sessions together before knowing who will be presenting doesn't work.

Paper Notifications Out

- April 6: Notification of paper decisions

Registration Deadline for Authors

- April 30: Registration deadline for presenting authors

Session Assembly

May 1 - May 5: All non-registered presenters are withdrawn from the final program / system

May 6 - 15: PACs assign papers to sessions

May 16 - 26: Program Chairs review / reassemble and SCHEDULE

May 27 - 30: Assistant uploads program to software

May 31: Program is released.

Attachment 6: Sample Physical/In-Person Program Schedule

Monday 8/17/20	Tuesday 8/18/20	Wednesday 8/19/20	Thursday 8/20/20	Friday 8/21/20
<p>2 concurrent sessions Paired invited 09:00-10:45</p> <p>Frontiers of Modern Econometrics Alfred Galichon Stéphane Bonhomme</p> <p>Contests and Contracts Juuso Välimäki Thomas Mariotti</p>	<p>2 concurrent sessions Paired invited 09:00-10:45</p> <p>Beliefs in Macroeconomics Nicola Gennaioli Yuriy Gorodnichenko</p> <p>Human Capital and Intergenerational Mobility Janet Currie Nick Papageorge</p>	<p>2 concurrent sessions Paired invited 09:00-10:45</p> <p>Frontiers of Time Series Econometrics Raffaella Giacomini Anna Mikusheva</p> <p>Social Interactions and Development Abhijit Banerjee Matt Jackson</p>	<p>2 concurrent sessions Paired invited 09:00-10:45</p> <p>Macroeconomic Policy Monika Piazzesi Ivan Werning</p> <p>Topics in Microeconomic Theory Philippe Jehiel Alexander Wolitzky</p>	<p>2 concurrent sessions Paired invited 09:00-10:45</p> <p>Topics in Industrial Organization Leslie Marx Volker Nocke</p> <p>Modern Causal Inference Alberto Abadie Christian Hansen</p>
Coffee break 10:45-11:15	Coffee break 10:45-11:15	Coffee break 10:45-11:15	Coffee break 10:45-11:15	Coffee break 10:45-11:15
Each session 4 papers	Each session 4 papers	Each session 4 papers	Each session 4 papers	Each session 4 papers
Contributed sessions 11:30-12:45	Contributed sessions 11:30-12:45	Contributed sessions 11:30-12:45	Contributed sessions 11:30-12:45	Frisch Lecture David Pearce 11:30-12:45
Lunch break 12:45-14:15 Policy Session 13:00-14:00 Inequalities Panel	Lunch break 12:45-14:15 Policy Session 13:00-14:00 AI and ML in Empirical Research	Lunch break 12:45-14:15 Policy Session 13:00-14:00 Trade Wars and Trade Talks	Lunch break 12:45-14:15 Policy Session 13:00-14:00 Climate Change	Lunch break 12:45-14:15 Policy Session 13:00-14:00 Consumer Data and IT Firms: Customization vs. Discrimination
Each session 5 papers	Each session 5 papers	Each session 5 papers	Each session 5 papers	Each session 5 papers
Contributed sessions 14:15-16:15	Contributed sessions 14:15-16:15	Contributed sessions 14:15-16:15	Contributed sessions 14:15-16:15	Contributed sessions 14:15-16:15
Coffee break 16:15-16:45	Coffee break 16:15-16:45	Coffee break 16:15-16:45	Coffee break 16:15-16:45	Coffee break 16:15-16:45
Presidential address Orazio Attanasio 17:00-18:15	Fischer- Schultz lecture Esther Duflo 17:00-18:15	Walras-Bowley lecture Roger Koenker 17:00-18:15	Cowles lecture Robert Shimer 17:00-18:15	Each session 4 papers Contributed sessions 16:45-18:15

Attachment 7: Sample Virtual Congress Program Schedule

ECONOMETRIC SOCIETY/BOCCONI UNIVERSITY 2020 WORLD CONGRESS PROGRAM as of 8/1/20					
TIME	MONDAY, AUGUST 17	TUESDAY, AUGUST 18	WEDNESDAY, AUGUST 19	THURSDAY, AUGUST 20	FRIDAY, AUGUST 21
10:00 – 12:00 AM UTC 12:00-14:00 PM CEST/Milan 6:00 - 8:00 AM EDT/NYC	During the Congress, contributed sessions can be accessed and viewed, with continued 24-hour access throughout the Congress. Official Congress runs Monday 8/17/20-8/21/20	LIVE Q&A Live Q&A for contributed sessions Multiple concurrent sessions of 30-minute blocks	LIVE Q&A Live Q&A for contributed sessions Multiple concurrent sessions of 30-minute blocks	LIVE Q&A Live Q&A for contributed sessions Multiple concurrent sessions of 30-minute blocks	LIVE Q&A Live Q&A for contributed sessions Multiple concurrent sessions of 30-minute blocks
12:00-13:00 PM UTC 14:00 -15:00 PM CEST/Milan 8:00 - 9:00 AM EDT/NYC *NOTE SPECIAL TIME Q&A ENDS AT 13:30 UTC	*LIVE Q&A Live Q&A for contributed sessions Multiple concurrent sessions of 30-minute blocks NOTE SPECIAL END TIME 13:30 UTC Watch Contributed Sessions or earlier taped-from-live presentations.	LIVE Q&A Live Q&A for contributed sessions Multiple concurrent sessions of 30-minute blocks LIVE SPECIAL GATHERING ALL PACs AND PCs WHO WORKED ON WORLD CONGRESS INVITED	LIVE POLICY SESSION Trade Wars and Trade Talks Chair: Giovanni Maggi Chad Bown Ralph Ossa Steve Redding	LIVE Q&A Live Q&A for contributed sessions Multiple concurrent sessions of 30-minute blocks CONTRIBUTED SESSIONS Watch Contributed Sessions or earlier taped-from-live presentations.	LIVE MENTORING SESSION Gender Mentoring Session Chair: Marina Halac Xiaohong Chen Janet Currie Nicola Fuchs-Schündeln Nezh Guner
13:00-14:00 AM UTC 15:00 -16:00 PM CEST/Milan 9:00 -10:00 AM EDT/NYC *NOTE SPECIAL TIME WELCOME BEGINS AT 13:30 UTC	*LIVE WELCOME Welcome Address Orazio Attanasio, President Econometric Society Mario Monti, President Bocconi University SPECIAL TIME 13:30-14:00 UTC 15:30-16:00 CEST/Milan 9:30 am-10:00 am EDT/NYC	LIVE POLICY SESSION AI and ML in Empirical Research Chair: Victor Chernozhukov Esther Dufo Guido Imbens Vasilis Syrgkanis	LIVE POLICY SESSION What can economics do for racial justice? Chair: Eliana La Ferrara Kerwin Kofi Charles Lisa Cook Imran Rasul Leonard Wantchekon	LIVE POLICY SESSION Climate Change Chair: Philippe Aghion Per Krusell Esteban Rossi-Hansberg	LIVE POLICY SESSION Consumer Data/ and IT Firms Chair: Jacques Cremer Steve Tadelis
14:15-15:30 PM UTC 16:15-17:30 PM CEST/Milan 10:15 - 11:30 AM EDT/NYC	LIVE PRESIDENTIAL ADDRESS Economics and Measurement: Measuring what, measuring how? Orazio Attanasio Introduction by Stephen Morris	LIVE FISHER-SCHULTZ LECTURE Generic machine learning for heterogeneous treatment effects in randomized experiments—and other use of Machine learning tools by experimentalists Esther Dufo Introduction by Gianmarco Verona, Rector Bocconi University	LIVE WALRAS-BOWLEY LECTURE Invidious Comparisons: Ranking and Selection as Compound Decisions Roger Koenker Introduction by Victor Chernozhukov	LIVE COWLES MEMORIAL LECTURE Random Networks in the Theory of Information Diffusion, Financial Intermediation, and Disease Transmission Robert Shimer, Introduction by Larry Samuelson Preceded by a tribute to World Congress Program Chair Emmanuel Farhi by Jean Tirole	LIVE FRISCH LECTURE Individual and Social Welfare: A Bayesian Perspective David Pearce Introduction by Orazio Attanasio
15:30-16:00 PM UTC 17:30-18:00 PM CEST/Milan 11:30 AM -12:00 PM EDT/NYC	LIVE NETWORKING 3 live networking sessions Labor Economics Economic Theory General Networking "Coffee break"	LIVE NETWORKING 3 live networking sessions Industrial Organization Macroeconomics General Networking "Coffee break"	LIVE NETWORKING 3 live networking sessions Environmental Economics Finance General Networking "Coffee break"	LIVE NETWORKING 3 live networking sessions International Macro & Finance Experimental & Behavioral Economics General Networking "Coffee break"	LIVE NETWORKING 3 live networking sessions History, Culture and Institutions Microeconomics General Networking "Coffee break"
16:00-17:30 UTC 18:00-19:30 PM CEST/Milan 12:00 - 1:30 PM EDT/NYC	LIVE CONCURRENT SESSIONS Contests and Contracts Thomas Mariotti Juuso Välimäki Chair: Johannes Hörner *** Frontiers of Modern Econometrics Stéphane Bonhomme Alfred Galichon Chair: Victor Chernozhukov Paired invited Will include Q&A	LIVE CONCURRENT SESSIONS Beliefs in Macroeconomics Nicola Gennaioli Yuriy Gorodnichenko Chair: Ivan Werning *** Health as Human Capital Janet Currie Nick Papageorge Chair: Eliana La Ferrara Paired invited Will include Q&A	LIVE CONCURRENT SESSIONS Frontiers of Time Series Econometrics Raffaella Giacomini Anna Mikusheva Chair: Victor Chernozhukov *** Social Interactions and Development Abhijit Banerjee Matt Jackson Chair: Eliana La Ferrara Paired invited Will include Q&A	LIVE CONCURRENT SESSIONS Macroeconomic Policy Monika Piazzesi Ivan Werning Chair: Ricardo Caballero *** Topics in Microeconomic Theory Philippe Jehiel Alexander Wolitzky Chair: Johannes Hörner Paired invited Will include Q&A	LIVE CONCURRENT SESSIONS Modern Causal Inference Alberto Abadie Christian Hansen Chair: Victor Chernozhukov *** Topics in Industrial Organization Leslie Marx Volker Nocke Chair: Johannes Hörner Paired invited Will include Q&A
17:30-18:00 PM UTC 19:30 - 20:00 PM CEST/Milan 1:30 - 2:00 PM EDT/NYC *NOTE SPECIAL TIMES INEQUALITIES SESSION BEGINS AT 18:15 UTC CLOSING REMARKS BEGIN AT 17:45 UTC	*LIVE POLICY SESSION Inequalities Panel Chair: Pinelopi Koujianou Goldberg Oriana Bandiera Sir Richard Blundell Jan Eeckhout Debra Satz *SPECIAL TIME 18:15 -19:15 UCT 20:15-21:15 CEST/Milan 2:15 pm-3:15 pm EDT/NYC	LIVE NETWORKING 3 live networking sessions Time Series Econometrics Political Economy General Networking "Coffee break"	LIVE NETWORKING 3 live networking sessions Development Economics Computational Economics General Networking "Coffee break"	LIVE NETWORKING 3 live networking sessions Public Economics International Trade General Networking "Coffee break"	*LIVE CLOSING REMARKS Closing Remarks Gianmarco Verona, Rector, Bocconi University Orazio Attanasio, President, The Econometric Society *SPECIAL TIME 17:45-18:15 UTC 19:15-20:015CEST/Milan 1:45 pm-2:15 pm EDT
18:00-23:00 UTC 20:00-1:00 PM CEST/Milan 2:00 -7:00 PM EDT/NYC *NOTE SPECIAL TIME LIVE Q&A BEGINS 19:30 UTC	*LIVE Q&A Live Q&A for contributed sessions Multiple concurrent sessions of 30-minute blocks *SPECIAL TIME 19:30-23:00 UTC 21:30-1:00 CEST/Milan 3:30 pm-7:00 pm EDT/NYC	LIVE Q&A Live Q&A for contributed sessions Multiple concurrent sessions of 30-minute blocks	LIVE Q&A Live Q&A for contributed sessions Multiple concurrent sessions of 30-minute blocks	LIVE Q&A Live Q&A for contributed sessions Multiple concurrent sessions of 30-minute blocks	LIVE Q&A Live Q&A for contributed sessions Multiple concurrent sessions of 30-minute blocks
23:00-11:00 UTC 1:00-13:00 PM CEST/Milan 7:00 PM -7:00 AM EDT/NYC	CONTRIBUTED SESSIONS Watch Contributed Sessions or earlier taped-from-live presentations.	CONTRIBUTED SESSIONS Watch Contributed Sessions or earlier taped-from-live presentations.	CONTRIBUTED SESSIONS Watch Contributed Sessions or earlier taped-from-live presentations.	CONTRIBUTED SESSIONS Watch Contributed Sessions or earlier taped-from-live presentations.	CONTRIBUTED SESSIONS Watch Contributed Sessions or earlier taped-from-live presentations.

Attachment 8: List of rotating lectures series and Marschak Marschak and New Lecture Series Rotating Regional Schedule

Lectures

New Lecture Series and Marschak Rotation

	Africa	Asia	Australasia	Europe	Latin America	North America
2016		Griliches (Ariel Pakes)	Sargan (Peter Philips)		Hotelling (Matt Jackson)	
			Marschak (Yeon-Koo-Che)			
2017	Griliches (Pierre André Chiappori)	Marschak (James Heckman)		Hotelling (Tomasz Strzalecki)		Sargan (Victor Chernozhukov)
2018		Hotelling (Yuliy Sannikov)	Griliches (Kenneth Wolpin)		Sargan (Xiahong Chen)	
2019	Sargan (Elie Tamer)			Griliches (Robert Shimer)	Marschak (Eliana La Ferrara)	Hotelling (Fujito Kojima)
World Congress						
2020						
2021	Marschak (TBD)	Sargan (Azeem Shaikh)	Hotelling (Alexander Wolitzky)		Griliches (Oriana Bandiera)	
2022	Hotelling (Nobu Kiyotaki)		Marschak (TBD)	Sargan (Japp Abbring)		Griliches (Amy Finkelstein)
2023		Griliches	Sargan		Hotelling	
		Marschak				
2024	Griliches			Hotelling	Marschak	Sargan
World Congress						
2025						
2026	Marschak	Hotelling	Griliches		Sargan	
2027	Sargan		Marschak	Griliches		Hotelling
2028		Sargan	Hotelling		Griliches	
		Marschak				
2029	Hotelling			Sargan	Marschak	Griliches
World Congress						
2030						

Note: the lecture schedule was altered because Latin America missed scheduling its lecture in 2018.

Attachment 9: Sponsorship Opportunities
SPONSORSHIP OPPORTUNITIES
THE ECONOMETRIC SOCIETY XX MEETING
XX CONGRESS 202X
(All access and contact will be GDPR compliant)

The XX region of the Econometric Society is excited to host its first virtual Congress. This virtual congress is replacing the in-person Congress of the ES that was due to take place at XX. The virtual Congress will take place the week of XX but all live presentations will be recorded upon delivery and available On Demand following the Congress

The XX Congress occurs annually and will bring together economists from across the XX region at all levels of their careers and covering all aspects of economics, with a scientific program reflecting the very best work in the profession.

Approximately 1,000 attendees are expected to attend for the duration of the XX days-long Congress. The Econometric Society's global membership is approximately 7,000 members representing more than 125 countries. The members hold regional meetings in each of the following geographic regions: Africa, Asia, Australasia, Europe, Latin America and North America.

The XX region of the Econometric Society is pleased to have had the opportunity to move into the virtual world, and enlarge the participant base to involve many more economists who would not have been able to attend an "in-person" congress.

This new era of virtual meetings places you in a unique position to take advantage of this paradigm shift brought to the fore by the COVID-19 challenge. Our virtual Congress will generate far stronger visibility, exposure and opportunities for the exhibitors, details of which are listed below:

Specifically, we are creating and presenting a virtual Congress that will highlight its sponsors, generating strong visibility online, stressing each sponsor's reputation as a bold leader, and leaving their footprint on the future. Attendees will access exhibitor booths, networking rooms with one-on-one chat functions, and other similar unique components, all as a backdrop to the presentations of the world's best and brightest economists. Additionally, analytics will be tracked and presented across all activities.

A virtual Congress experience actually provides more exposure and opportunities for a sponsor than does a physical conference.

New Opportunities Presented by Professionally Executed Virtual Congress

- Reach a larger audience – statistics show a 30% increase in attendance over physical conferences according to three companies who hold both live and in-person meetings.
- Access new and fresh sponsorship opportunities (see below for virtual sponsorship opportunities)
- Provide attendees long-term access to the Congress and thereby your product(s), providing multiple "touch-points" even after the Congress ends.
- Collect significant metrics across the board on the performance of every aspect of your sponsorship including the number of visits to your booth, how long each visitor stays, if they return, what they look at, and whether they pass on your information to others

Please see the sponsorship sheet below.

Platinum Sponsorship: Full Event Sponsor

Speaking Opportunity

† Pre-recorded presentation by your organization highlighted and advertised in a special section reserved just for your company.

Brand Recognition and Advertising

- † Listing as Platinum Sponsor on the event site
- † Logo placement multiple areas throughout web site
- † Logo included in custom banner ads and all social media advertising
- † Listing as sponsor on the pre- and post-conference agenda press releases

Virtual Exhibit Booth

- † Custom built exhibit booth(s) within the environment with the following features:
 - † Welcome / Product / Services video
 - † Product, sales and/or recruiting materials to share with attendee's visiting your booth
 - † One-on-one chat capabilities to create engagement for your booth visitors
 - † Ability for visitor to email your company representative directly or access and fill out product inquiry or employment application upon visiting booth
 - † One (or more) scrolling banner message(s) directing attendees to "Visit the Sponsor's booth in the Exhibit Hall
 - † Multiple announcement messages directing attendees to your booth

Post-Event Data

- † Breakdowns of data on how many people visited your booth, how many visits each, and what they accessed;
- † Record (with consent) of who attended your booth and record of all chats with permission from the accessor

Sponsorship Fee: \$25,000

Gold Sponsorship: Session Sponsor

Brand Recognition and Advertising

- † Listing as Gold Sponsor on the event site
- † Logo included in session area of the website
- † Logo included in custom banner ad of session/during session
- † Listing as Gold sponsor on the pre- and post-conference agenda press releases

Virtual Exhibit Booth

- † Custom built exhibit booth(s) within the environment with the following features:
 - † Product / Services video
 - † Product, sales and/or recruiting materials to share with attendee's visiting your booth
 - † One-on-one chat capabilities to create engagement for your booth visitors
 - † Ability for visitor to email your company representative directly or access and fill out product inquiry or employment application upon visiting booth
 - † One scrolling banner message directing attendees to "Visit the Sponsor's booth in the Exhibit Hall
 - † 3 announcement messages directing attendees to your booth

Post-Event Data

- † Breakdowns of data on how many people visited your booth, how many visits each, and what they accessed;
- † Record (with consent) of who attended your booth and record of all chats with permission from the accessor.

Sponsorship fee: \$10,000

Silver Sponsorship: Enhanced Exhibit Booth

Enhanced Virtual Exhibit Booth

- † Custom built exhibit booth(s) within the environment with the following features:
 - † Logo on entry to booth and within booth
 - † Welcome / Product / Services video
 - † Product, sales and/or recruiting materials to share with attendee's visiting your booth
 - † One-on-one chat capabilities to create engagement for your booth visitors
 - † Ability for visitor to email your company representative directly or access and fill out product inquiry or employment application upon visiting booth
 - † One announcement message directing attendees to your booth

Sponsorship fee: \$1,000-\$5,000

Exhibitor

Virtual Exhibit Booth

- † Custom built exhibit booth(s) within the environment with the following features:
 - † Logo on entry to booth and within booth
 - † Product, sales and/or recruiting materials to share with attendee's visiting your booth
 - † One announcement message directing attendees to your booth

Sponsorship fee: \$250-\$500