



Dear LERA Annual Meeting session chair:

As the LERA Annual Meeting approaches, LERA needs to partner with you to provide for a successful event. There are a number of specific requirements to fulfill in your role as Chair of this session, both leading up to the conference, and at the conference itself.

Leading up to the meeting, we ask that you:

- Finalize session details and confirm name, affiliation, and contact information for session participants. If you are not the session organizer, please work with that person.
- It is your responsibility to keep LERA advised of any changes over the coming months in presenters, paper titles, or contact information, so we can make sure all participants in this session receive important registration materials and that our LERA printed and web programs are accurate.
- Relay pertinent logistical information to the participants in your session, either by forwarding the emails you receive from us to your session participants, or however you see fit to distribute information. Examples include making each participant aware:
 - that they must register for the meeting and when early-bird registration deadline ends,
 - that they have an opportunity to publish their paper in the LERA Proceedings
 - that they need to forward their paper/presentation to both the chair and discussants (if any) as well as brief biographical remarks to the chair by May 3
- Review the listing of your session in the online program and ensure we have correct names, affiliations, and paper/topic titles for each person in the session. If we do not, please forward us the correct information.
- Assign discussants (if any) to specific papers
- Be mindful if any of your participants are traveling internationally; they may need extra information or assistance.

At the conference, we ask that you:

- Show up a few (10-15) minutes early to your session to corral your participants, answer questions, and set up any electronic equipment (laptops, software, etc.), and hookup electronic equipment to the LCD projector. ***We ask that people supply their own laptops and connecting cords. You may wish to arrange for one laptop to be available to everyone in your session to help smooth over transitions between speakers.***
- Introduce each participant in your session at the meeting.

- Set and enforce strict time limits for presenters and discussants: Time limits will vary depending on the number of panelists, but please be sure to leave enough time for:
 - 10 minutes after papers are presented for panelists to discuss their reactions to each other's work, and to draw out the main policy implications.
 - At least 10 minutes at the end for pointed questions (not statements) from the floor.
- Distribute author guidelines and consent forms to those authors who may wish to publish in the *LERA Proceedings*, and let LERA know if you are aware of anyone wishing to publish from your session. These will be available at the LERA registration table at the meeting.

Electronic Presentations

LERA will provide each session room with an LCD and screen package, but it is up to the participants of each session to ensure they have a laptop and a connecting cord, if you wish to present using an electronic presentation (PowerPoint, etc.). We ask that the chair coordinates the logistics of electronic presentations with session participants, including who will share slides, etc.

Publishing in LERA Proceedings

Papers presented at the meeting are invited to be published in the online (electronic) LERA Proceedings, and we ask that the Chair distributes author guidelines and permission forms to those interested in publishing at the meeting. LERA requires that an author, or at least one author of a multiple-authored paper, be a member of the Association in order for their paper to be published. LERA will advise all session participants of that requirement; however, you might help by passing that information along to your panel, and be aware of this rule when discussing it with them. They can visit the website to join online at www.LERAweb.org. Author submission instructions may be found at the LERA website under Publications/Proceedings.

Thanks once again for agreeing to serve as chair, and best wishes for an exciting session.

LERA staff

LERAoffice@illinois.edu

217-333-0072