



Dear Session Chair,

Congratulations on your accepted session! The Program Committee's selection of your symposium speaks to the quality of the ideas you seek to bring into the meeting, and we look forward to bringing this to the **LERA@ASSA 2018 Meeting in Philadelphia, PA, January 5-7, 2018**. LERA needs to partner with you, as chair of this session, to make this a successful event. There are a number of specific requirements to fulfill in your role as Chair, both leading up to the conference, and at the conference itself. In the coming months, we will be sending you emails with further directions as deadlines approach. Please keep this letter for your reference. Please note that we are asking chairs to leave time for panelists to react to each other's papers and to consider the policy implications of work presented on the panel.

Leading up to the meeting, we ask that you:

1. Finalize session details and confirm name, affiliation, and contact information for session participants (you will see further instructions below under 'Finalizing Session Information'). If you are not the session organizer, please work with that person.
2. Advise LERA office 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.
3. 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 wish 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 biographical remarks and/or papers to session chairs and discussants by November 14
4. Review the listing of your session in the online program when it becomes available (you will be notified when the program is live) 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.
5. Assign discussants to specific papers unless the LERA program committee has already done so.
6. Be mindful if any of your participants are traveling internationally; they may need extra information or assistance.

At the meeting, we ask that you:

1. Show up a few (10-15) minutes early to your session to corral your participants, answer questions, and ensure any electronic equipment (laptops, software, etc.) are set up and ready to go.
2. Gather names of people in the audience by circulating a pad asking for names, affiliation, and email address. Announce this at the beginning and end of the meeting.
3. Introduce each participant in your session at the meeting.
4. 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.
5. 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 table at the meeting.

Electronic Presentations - Each session room will be set up 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 it is not an IBM-compatible laptop), if any wish to present using an electronic presentation (PowerPoint, etc.). We ask that the chair coordinates the logistics of electronic presentations with session participants.

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.LERAnet.org. Author submission instructions may be found at the LERA website under Publications/Proceedings.

Thank you for submitting a symposium proposal. I look forward to working with you as we finalize arrangements for our **LERA@ASSA 2018 Meeting in conjunction with the ASSA, January 5-7, 2018, Philadelphia, PA**.

Cordially,
LERA Staff