

Asia-Pacific Economic Association

Third Annual Conference

Notes to the Participants:

- (a) The program of the conference has been posted. Please download it and read it carefully because some of you have been assigned as a discussant or session chair. If you have doubts, please contact Gloria Chung <ecgloria@ust.hk>.

Please accept our apology if you do not find the time for your session exactly the same as what you want. Since there is not much time left, we will not be able to accommodate any requests for a change in the program. However, if you find any serious problems such as missing papers, please contact Shin-ichi Fukuda <sfukuda@e.u-tokyo.ac.jp> and Francis Lui <fnfntlui@ust.hk> immediately.

- (b) The list of participants has been updated and uploaded. Please take a look. You can download a printable copy of it.
- (c) All the papers that I received have been posted. Please take a look and let me know immediately if you find any problems, especially typos and missing papers.
- (d) There will be a computer with a video projector and an overhead projector in each conference room. So please feel free to use powerpoint or transparencies. To use powerpoint (or other software) to help your presentation or discussion, please bring a USB flash drive with your file to the conference. Please embed all the fonts you used in the powerpoint file. If possible, please use the following system to name your file so that we will not show the wrong file: last1-last2-xy.ppt, where last1 is the last name of the first author, last2 is the last name of the second author (if any, and neglect all other authors, if any, for this purpose), xy is the session number; for example, the ppt file for the paper by Alan Wai Lun Lo and Bill Wan Sing Hung in session 2-A will be named lo-hung-2a.ppt.

You can also send an electronic version of your ppt file to Gloria Chung <ecgloria@ust.hk> at least 24 hours before your presentation, using the above-mentioned system to name your file.

If you use transparencies, please make them before coming to the conference. We apologize for not having the staff to help you make transparencies.

- (e) All sessions last for 1 hour and 45 minutes, which will be divided equally among the papers to be presented. For example, if there are four (three) papers, each paper will have 26 (35) minutes for presentation, comments from a discussant (if any), and floor discussion. Roughly speaking, if there is a discussant for a paper, presentation can have about 60% of the time allocated, comments by a discussant 25-30%, and the rest for floor discussion, and if there is no discussant for a paper, presentation and floor discussion will share the time allocated in the ratio of 70-30 to 80-20. More explicitly,

please use the following table as a guideline, depending on the number of papers and on whether there are discussants:

(i) Four papers (minutes)

	Presentation	Commentary	Floor discussion
With a discussant	15	7	4
With no discussant	20	---	6

(ii) Three papers (minutes)

	Presentation	Commentary	Floor discussion
With a discussant	20	10	5
With no discussant	27	---	8

- (c) Since there are parallel sessions, they have to be held and ended on time. We will have a helper who controls the time with a bell. If there are 3 minutes (for presentation or discussion) left in the time slot allocated to that presentation, the helper will ring the bell once. At this time, you should plan to end very soon. If time is up, then the bell will be rung three times. Then you should end immediately (perhaps after finishing the current sentence).
- (d) **Session chair:** Your main duty is to keep the order of the session. Before the session starts, please check whether all the authors and discussants are present, and who the presenter of each paper is (especially if a paper has more than one author). If a (or more) presenter is absent, please allocate the time for each of the papers accordingly. Please also contact the helper about the change in the amount of time for the papers. When the session starts, you may introduce the presenter (and the discussant later) with one sentence, something like “The first paper is xxx, to be presented by yyy of zzz (university).” You do not need to tell the background of the presenter in order to save time. Please feel free to stop any presenter who denies the time regulations and refuses to stop when time is up. It is your main responsibility to end the session on time.
- (e) **Paper presenter:** Please bring about 20 copies of your paper (and/or 20 copies of handouts) to distribute among the audience in your session. Please make sure that the copies have your e-mail address (and that of your co-author) so that other people can contact you later. If you use powerpoint, please give a copy of your file to the helper before the session begins (or send a copy to Gloria at least 24 hours before the session). We want to transfer all files to the computer before the session starts; otherwise if you give your file to the helper in the middle of the session, then the time used to transfer the file to the computer will be taken from your quota. When presenting your paper, please make sure of the amount of time you have for presentation. Please follow the regulations in terms of the bell rings. For example, if you hear one bell ring, plan to wrap up your presentation within 3 minutes. If you hear three bell rings, then that is the last sentence in your presentation. Don’t try to

drag on because if you do, you are doing a disservice to later presenters in the same session.

- (f) **Discussant:** If you use powerpoint, please give a copy of your file to the helper before the session begins (or send a copy to Gloria at least 24 hours before the session). We want to transfer all files to the computer before the session starts; otherwise if you give your file to the helper in the middle of the session, then the time used to transfer the file to the computer will be taken from your quota. Please follow the regulations in terms of the bell rings. For example, if you hear one bell ring, plan to wrap up your discussion within 3 minutes. If you hear three bell rings, then that is the last sentence in your presentation. Don't try to drag on because if you do, you are doing a disservice to those people who have presentation later. It will be helpful to the authors if you can prepare your comments in a written form and give a copy of the report (or the file by e-mail) to the author.