A White Paper on Conducting LACEA-LAMES Annual Meetings[1]

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(Version Oct 2016)

Abstract

Over the past twenty years, the Latin American and Caribbean Association (LACEA) held annual meetings. Similarly, the Latin American Meetings of the Econometric Society (LAMES) have been held for more than three decades. These meetings are currently considered the most important academic meetings in Latin America and the Caribbean, and their organization entails numerous significant steps and details. However, each year, the organizers must begin from scratch based on the experience of previous organizers and officers from the LACEA and the Econometric Society. Therefore, this document is an attempt to contribute to the organization of future meetings. By no means do these notes pretend to be a manual; however, they offer some thoughts that may be useful for future meetings based past experiences.

Introduction

The Latin American and Caribbean Economic Association (LACEA) is an international organization of economists that aims to gather and increase knowledge of economics to support appropriate policy making in Latin America and the Caribbean. The Latin American Meetings Econometric Society (LAMES) is part of the Econometric Society (ES), and its principal objective is to study econometric and statistical issues related mainly to Latin America. Both associations hold world-renowned annual meetings that occur near the end of the year, usually between October and November. The LACEA meeting is currently in its twenty-first year (in 2016), and the LAMES is currently in its thirtieth year (in 2016), and these meetings have been held in nearly all Latin American countries as well as France (in 2005). The meetings are a joint effort of the LACEA and LAMES each year, except in years when the World Congress of the Econometric Society convenes. There are slight differences between preparing for the LACEA meeting only and the LACEA-LAMES joint meeting and these differences will be highlighted in this document; however, the core of the conference structure is the same.

The organization of these meetings entails significant financial, logistical and academic effort and coordination. These notes are based on our experiences with two LACEA-LAMES conferences and previous experiences organizing academic events. These guidelines are an attempt to provide a description of all the steps that organizers should follow to prepare the sessions, establish the program and coordinate with suppliers and others.

This document is divided into six sections. After this introduction, section 2 discusses aspects of the candidacy period and offers a suggested structure for the proposal. Section 3 describes how to organize committees, types of sessions, program preparation, the structure of the budget and funding challenges, and the classification of sponsors. Section 4 presents the general aspects that are involved in managing the conference. This section describes the registration system and considerations for working with the host institution. It also describes some general aspects that should be considered: parallel events, institutional stands, social activities and special services that should be hired. Finally, Section 5 presents the final period of the

conference. This sections relates mainly to the preparation of reports, both financial and technical, and to obtaining evaluation information from participants.

Candidacy Period: The Proposal!

The very first step when beginning to plan an LACEA-LAMES meeting is to consider an institution(s) that may be willing and prepared to host a meeting of this size. It is important to be clear regarding the costs, effort and risks of committing to this endeavor. Support from the leadership of the host institution(s) and cooperation with the people who will manage the planning process are key for the success of the meeting. Depending on the country and the city selected, it may also be important to obtain support from central, regional or local governments.

The proposal for the host institution(s) is presented to the LACEA's executive committee (generally through its secretariat or its president) and to the Econometric Society's Regional Standing Committee (generally through its secretary or chairman) one to two years in advance. The proposal may be presented simultaneously to both institutions, and there is no fixed procedure for submission. A member of these committees or the leaders of the organizations may offer suggestions for institutions that could host the meetings. Either way, it is always advisable to prepare a proposal that includes useful information since it also helps to determine the size and requirements of the meeting.

While there is no fixed format for a proposal, we suggest presenting the following information to the LACEA and LAMES committees:

1. *Introduction*: Presents the main reasons that justify why a specific country and city may be an appropriate place to hold the conference. It is important to be clear on the benefits that your institution and the city bring to the meetings, and vice versa.

2. *Organizing Institutions*: This section presents the institutions that will be organizing the meetings. While there is no restriction on the number of organizing institutions, due to the large amount of coordination that is required, fewer institutions is better. In this section, it is important to include information that proves that the proposed organizing institutions have experience in organizing large events. In addition, it is important to establish the strengths and weaknesses of the institution in terms of infrastructure and academic structure as well as financial issues.

3. *Conference City*: This section is important since it presents general information regarding the city in which the conference will take place. For major cities, this may not be an issue since the city will "sell itself"; however, these meetings will also be held in smaller cities, and the proposal should provide relevant information that demonstrates

that the city is able to host an event of this size. Some key facts that should be included in this section include the frequency and number of international available flights from and to the conference city because most of the participants will fly to the host city from abroad; thus, a large number of available flight options are necessary. Another important factor is the lodging possibilities in the city, since the meetings can be expected to host between 600 and 900 participants. As many participants will not be from the host city, an adequate number of available hotels (preferably near the venue) is required. Additionally, it is important to describe the venue and the infrastructure available to host the conference. Due to the size of the meetings, a university is usually the ideal venue (as well as for financial reasons); however, neither the LACEA or ES have a restriction in this regard.

4. *Potential Organizing Committee*: It is useful to present the potential members of the organizing committee and their academic trajectory and experience as well as their commitment to the process. While there may be a distinction between academic and non-academic organizers, it is desirable that all the organizers interact. In the proposal, an academic chair can be suggested; however, the chair must undergo a reference process, and the chair's selection must be agreed upon by the LACEA and ES.

5. *Sponsors*: Given that one of the key factors for a successful conference is fundraising, it is important to describe the different options and strategies that could be implemented in order to obtain funding. At this point, is not necessary (and it is certainly very difficult) to secure funds for the meetings. However, it may be a good idea to have already secured some funding for the meetings.

6. *Budget*: A preliminary budget should be included with a description of potential revenues and expenses and their sources. The critical question is always how much the conference will cost. The answer depends on the host city selected and the cost of living in that city; based on our experience, we found that the conference costs between XXX and YYY dollars.

Planning the Conference!

1. Determining the Conference Chairman, Executive Committee Members and Program Committee Chairman

1.1. Conference Chairman

The conference chairman is responsible for verifying and validating all the procedures required to organize and conduct the conference. The chairman is the lead representative of the event.

Therefore, it is recommended that the conference chair be an individual of authority from the organizing institution. Several decisions regarding the role and resources of the organizing institution will be made during the conference process; thus, having a conference chairman with sufficient decision power may be a good option.

Some of the conference chair´s main tasks include the following:

➢ Verifying the fulfillment of the tasks assigned to involved personnel
➢ Fundraising
➢ Ensuring the appropriate management of resources
➢ Keeping the LACEA's and LAMES's executive committees informed about the details of the conference

1.2. The Need for a Conference Executive Committee

While this is not a requirement for any conference, establishing an executive committee composed of senior executives of the institutions organizing the event and some influential entrepreneurs committed to fundraising is recommended. This executive committee helps by approaching different institutions and facilitating fundraising.

Some of the tasks of the executive committee may include the following:

➢ To contact local firms
➢ To support the image and position of the event at the local and international level
➢ To support the invitations sent to keynote speakers
➢ To contact with policy makers and public institutions

1.3. Establishing the Academic Chairmen and the Program Committees

The conference requires Academic Chairmen for LACEA and LAMES. The host institutions generally propose academics to serve as program committee chairs for LACEA and LAMES that should be acceptable to both organizations. The LACEA and LAMES academic chairs are independent; however, however coordination between them is necessary. In some cases, it may be helpful to have co-chairs to reduce the work load. These chairs should accomplish several tasks:

➢ Select and contact keynote speakers
➢ Select and contact people to serve on the Program Committees
➢ Select, contact and plan invited sessions (semi-plenary)
➢ Select all the papers for the conference

➢ Coordinate with keynote speakers and invited speakers
➢ Develop the conference program
➢ Coordinate with submitters
➢ Manage the academic portion of the conference

The program committee is composed of leading academics who are able and willing to evaluate papers in a timely manner. The academic chairs should contact and obtain a commitment to evaluate between 10 and 25 papers from each committee member. In most cases, the program committee members will evaluate approximately 15 papers. The LACEA and LAMES program committee members are independent, and coordinating to ensure that an individual is not a member of program committees for both organizations is suggested. While there is no required number of program committee members, it is beneficial to have approximately 70 to 80 program committee members for LACEA and approximately 45 to 55 for LAMES. Once the list is ready, an invitation letter should be sent to the candidates. In 2015 and 2016, the Ex Ordo System was used to accomplish this task.

The following is an example of an invitation letter sent to program committee members.

Dear [[Name]],

We would like to invite you to **join our program committee**. We hope that you'll agree to participate.

The deadline for submission of papers is [[SubmissionEndDate]], and with your assistance, we hope to complete the review process by [[ReviewEndDate]].

To avoid delays during this review window, we're asking you to log into your conference dashboard, update your details and nominate your topics of interest.

Please click on the link below to accept/decline our invitation. You will be required to create an account and then choose the topic areas that are most relevant to your research expertise.

Yes, I accept the invitation

No thanks, don't email me again

Best regards,

[[ChairNames]]

[[ConferenceShortName]]

In addition, it is necessary to invite keynote speakers. This is one of the most important and challenging tasks since potential keynote speakers generally have their schedules established well in advance. Fortunately, LACEA and ES members are generally willing to help, so we suggest approaching them and asking for help in contacting and recruiting potential keynote speakers. The conference requires 10 to 11 keynote speakers. The following invitation letter was sent to potential keynote speakers.

Dear Professor [],

On behalf of the Latin American and Caribbean Economic Association (LACEA) and the Latin American Meetings of the Econometric Society (LAMES) Organizing Committee, we are pleased to invite you to deliver a keynote address at the conference to be held in Medellin, Colombia. Universidad EAFIT and the Colombian Central Bank will organize this year's conference. It will be held on the EAFIT campus in Medellin on November 10–12. Your presentation can be scheduled on the 10th or 12th of November.

We have confirmed the participation of renowned keynote speakers such as [NAMES], and we are sure that your participation would greatly increase the quality of the conference.

It is an honor and privilege to invite you to participate in this year's conference, and we invite you to speak about the topic of your preference with a specific focus on academic research and potential policy applications. We would be happy to cover your business class ticket and any expenses that your visit would incur, and we would be pleased to provide a tour of Medellin and its surroundings that is tailored to your interests. Medellin is a wonderful city in a wonderful country, and we are sure that you would enjoy the visit. While there are no direct flights from [city] to Medellin, Medellin can be reached via stops in Miami (American Airlines), Atlanta (Delta) or Panama (Copa).

We thank you for considering the invitation and look forward to a positive confirmation—it would be an honor to have you. For more information about the conference or the arrangements, please contact the program co-chairs

With kindest regards,

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2. Fundraising and Budget Considerations

Perhaps one of the most important challenges of the LACEA-LAMES meetings is fundraising and maintaining a balanced budget. Therefore, a precise and comprehensive budget must be built at the beginning of the conference process. This budget will differ from that presented during the proposal stage in terms of detail and size and will be closely related to fundraising efforts.

2.1. Expenses

Prepare a general budget by considering all the expenses that should be classified into various categories. Additionally, consider that some expenses will be fixed and others will be variable (based on the number of participants).

Be aware that budget must be continually reviewed and adjusted.

2.1.1. Budget Structure – Expense Categories

Table 1: Expense Categories

EXPENSE GROUPS	CATEGORIES	SUB CATEGORIES
Materials for participants	Backpacks or other bags Pens	
Food for participants	Coffee breaks Lunch	
Social activities	Ice breaker cocktail reception Welcome cocktail reception Conference dinner Farewell lunch	Catering Decoration Social/cultural shows: Ballet, musicians
Artwork	Design Printing	Printed conference program Invitations for parallel and social events Conference venue map Note pads Tourist information guide Certificates of completion Name tags Other souvenirs
Office/secretary/room supplies	Printing machines Laptops	
Communications	Equipment	Acquisition Rental
	Internet service	
	Communication service	Press conference Press facilities for in situ interviews
	Web Page	Creation Management
	Paper management software	Ex Ordo
Room facilities	IT and audio-visual requirements	Data Microphones
	Office materials	Markers Laser pointers
	Decoration	Rollers or others
Services	Translation service Ambulance service	
Transportation	Transportation for participants Transportation of materials	
Keynote and invited speakers	Air tickets Accommodation Transportation Visa fees	
Scholarships		
Logistics – Organizers	Organizers Support staff	
Administrative expenses		
Financial expenses	Banking expenses	

	Taxes	

2.2. Income: Fundraising Challenge

2.2.1. Permanent Sponsors

Permanent sponsors support the meeting every year. Organizers should offer these sponsors one or two invited sessions according to the sponsors' contribution. In some cases, organizers may also offer an exemption fee to some members.

Table 2: List of Permanent Sponsors

Permanent Sponsor	Contact	Email
Bank of International Settlements (BIS)	Enrique Arbeola	Enrique.Alberola@bis.org
Banco de España	Ángel Estrada	aestrada@bde.es
Inter-American Development Bank (BID)	Andrew Philip Powell	ANDREWP@iadb.org
Fondo Latinoamericano de Reservas (FLAR)	Carlos Giraldo	cgiraldo@flar.net
Banco de Desarrollo de América Latina (CAF)	Pablo Sanguinetti	PSANGUINETTI@caf.com
Banco Central de Chile	Rodrigo Vergara	rvergara@bcentral.cl
The World Bank (WB)	Daniel Lederman	dlederman@worldbank.org
International Monetary Fund (IMF)	Nicolas E. Magud	NMagud@imf.org

2.2.2. Local Sponsor

One of the most important tasks of the executive committee is to contact potential local sponsors for the event. To accomplish this, the executive committee should identify, prioritize and recruit a network of strategic partners who can be involved throughout the engagement process.

2.2.2.1. Engagement Planning With Potential Local Sponsors

Who are they?
These potential local sponsors are strategic actors such as members or representatives of the business sector, academia, public institutions or others.

What message should be conveyed to them?" It is important to define a main message regarding the LACEA-LAMES event. The message should describe the main issues of the meeting and the meeting's relevance for the country.

What is expected from these actors?

These partners should initiate potential negotiations with other possible local sponsors

2.2.2.2.   Engagement with Key Actors

Once the key actors who can support the meeting are identified, the organizers should establish a meeting schedule. During meetings with these key actors, the executive committee should provide all the information relevant to the sponsor role. The executive committee should also explain the possible role that the actors could play during the event.

2.2.2.3.   Engagement with Local Business

➢ Following the preliminary meetings, follow up with key actors to maintain direct communication with them

➢ Send all necessary information and documents to maintain their interest in the event

➢ Schedule additional meetings to reinforce the importance of their participation in the event

The following tables present some options that could be offered to local businesses to secure their support.

Table 3: Options for Private Sponsors

Level	Participation in the Meeting	Organizational Image at the Meeting	Access to Participants
	Offer a stand for the	1. Invite them to sponsor an invited session. The executive committee could include 3 academic lectures. 2. Offer them the opportunity to be identified as a platinum sponsor. 3. Indicate that the company logo will be included on the printed material that will be distributed during the event. 4. Indicate that the company logo will be included on the official banners,	1. The company could include promotional material in the participants´ bags. 2. The company could distribute promotional material. 3. The organizers could

Platinum	company. The standard size for a stand is 3,00 x 2,00 x 2,40 mts.	rollers, etc. that will be installed throughout the conference venue. 5. Indicate that the company logo could be included on the web site of the event. A link to the company´s site could also be included.	offer the company free tickets for the meeting (approx. 20). However, it is important to obtain a list of participants from the company in advance.
Gold	Offer a stand for the company. The standard size for a stand is 3,00 x 2,00 x 2,40 mts.	1. Offer them the opportunity to be identified as a gold sponsor. 2. Indicate that the company logo will be included on the printed material that will be distributed during the event. 3. Indicate that the company logo will be included on the official banners, rollers, etc. that will be installed throughout the conference venue. 4. Indicate that the company logo could be included on the web site of the event. A link to the company´s site could also be included.	1. The company could include promotional material in the participants´ bags. 2. The company could distribute promotional material. 3. The organizers could offer the company free tickets for the meeting (approx. 10). However, it is important to obtain a list in advance.
Silver		1. Offer them the opportunity to be identified as a silver sponsor. 2. Indicate that the company logo will be included on the printed material that will be distributed during the event. 3. Indicate that the company logo will be included on the official banners, rollers, etc. that will be installed throughout the conference venue. 4. Indicate that the company logo could be included on the web site of the event. A link to the company´s site could also be included.	1. The company could include promotional material in the participants´ bags. 2. The company could distribute promotional material. 3. The organizers could offer the company free tickets for the meeting (approx. 10). However, it is important to obtain a list in advance.

Table 4: Other Options for Private Sponsors

| Options	Description
Formal Dinner	The possibility of locating marketing materials in the venue used for the formal dinner. The company will be identified as a sponsor, and its logo will be included in the meeting program and on the web page for the

	event.
Cocktail Reception	The possibility of locating marketing materials in the venue used for the cocktail reception. The company will be identified as a sponsor, and its logo will be included in the meeting program and on the web page for the event.
Welcome Cocktail Reception	The possibility of locating marketing materials in the venue used for the welcome cocktail reception. The company will be identified as a sponsor, and its logo will be included in the meeting program and on the web page for the event.
Lunch	Recognition as a sponsor during the conference´s lunch. The company may also include a roller (2,00 x 1,00 mts) in the lunch venue. The company will be identified as a sponsor, and its logo will be included in the meeting program and on the web page for the event.
Coffee Break	Recognition as a sponsor during the conference´s coffee breaks. The company will be identified as a sponsor, and its logo will be included in the meeting program and on the web page for the event.
USB	The USB pen drives that will be distributed to the participants will include the logo of the company. The company will be identified as a local sponsor, and its logo will be included in the meeting program and on the web page for the event.
Publication of 1 Page in the Official Program for the Event	Publication of a full page in the official program for the meeting.
Pens	The pens that will be distributed among the participants will include the company´s logo. The company will also be identified as a local sponsor, and its logo will be included in the official program for the meeting.
Stand	Provide a 3,00 x 2,00 x 2,40 stand with furniture and a banner. The company will be identified as a local sponsor, and its logo will be included in the meeting program and on the web page for the event.
Bags	Include the company's logo on the bags that will be distributed to the participants.
Publication of ½ Page in the Official	Publication of a half page in the official program for the meeting.

Program for the Event	
Staff Uniforms	Include the company's logo on the staff uniforms.
Cell Phone Charging Totems	Include the company's logo on the totems.

3. Key Milestones for the Preparation of the Program

There are four important dates that can be considered milestones:

➢ Conference date

➢ Paper submission deadline

➢ Notification of acceptance deadline and call for participation

➢ Date on which the program preparation will begin
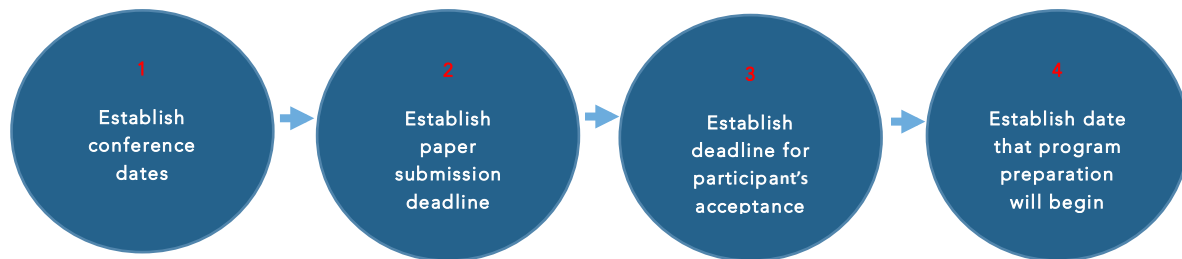
4. Sessions

4.1. An Overview of the Conference

The duration of the conference is 3 days. We suggest the following general structure for the meeting according to social and academic activities:

Table 4: General Structure of the Meeting

ACTIVITIES	NUMBER
Social	Cocktail reception (the night before the meeting starts)
	Welcome cocktail reception
	Conference dinner
	Farewell Lunch
Academic (during the meeting)	Keynote lectures (approximately 5 to 6 with 2 parallel)
	Invited sessions (approximately 5 to 6 with 6 to

	8 parallel) Contributed sessions (approximately 5 to 6 with 20 to 30 parallel)
Other	Group photograph

4.2. Types of Sessions

This section will present all the information required to organize the sessions for the meeting. There are 3 types of sessions that should be scheduled during the event.

4.2.1. Keynote Lectures

Approximately 10 keynote lectures should be offered. The keynote lectures should be scheduled concurrently (two at a time). Each lecture lasts 1 hour. A word of caution: due to an agreement between LACEA and LAMES, a slot (without a concurrent session) must be reserved for the Econometric Society Presidential Address (held every year), the LACEA presidential address (held every two years), and the Carlos Diaz Alejandro Lecture (held every two years). This will affect the number of keynote speakers who should be invited.

4.2.1.1. Identifying Keynote Speakers

The academic chairs are responsible for identifying keynote speakers using their own networks. The chairs can also use the LACEA-LAMES network and can request assistance from members of the executive committee.

4.2.1.2. Expenses Covered by LACEA-LAMES

There are some costs associated with keynote speakers that should be covered by the LACEA-LAMES conference.

Table 5: Keynote Speakers' Expenses Covered by the Conference

MAIN COSTS RELATED TO KEYNOTE SPEAKERS	DESCRIPTION
Air tickets	First class
Transportation	From and to the departure and arrival airport
Accommodation	
Administrative – immigration costs	Visa fees
Tours and other recreational activities	City tours

It is important to distribute general information to all speakers regarding the following: visa, compensation details, hotel and transportation. It is also important to identify any special requirements they may have. Examples include the need for medical assistance, the existence of medical conditions (allergies) or requirements for special food, among others.

Organizers should also collect speakers' biographies to be used for their introduction and assign a responsible person to introduce them to the audience. The organizers should also arrange audio/visual and other requirements for the speakers' presentations. Please collect their presentations in advance.

During the conference, organizers should be prepared for the arrival of the speakers. It is important to know their arrival and departure times in order to organize vehicles and escorts who will pick them up from the airport.

At the airport, the speakers should be able to immediately recognize the escort. Organizers should guarantee that the escort is able to answer all the speaker´s questions. Be aware that some speakers will need to exchange money.

Organizers should also arrange for the speakers' accommodation and provide all the support they may need. The organizers should also arrange reimbursement for the speakers' expenses (visa fees, transportation from their departure city to the airport). Make an appointment with the speakers to facilitate payment.

4.2.2. Invited Sessions:

Five to six invited sessions should be scheduled, and each invited session should include 6 to 8 sessions of 2 to 3 papers. These sessions are organized by international institutions and permanent and local sponsors as well as by the conference organizers. These sessions can consist of either discussion panels or paper presentations and require significant coordination with permanent and local sponsors. The academic chairs must organize the invited sessions based on budget availability; they are required to contact the conference organizers for these sessions. Each invited session last 1.5 hours.

4.2.2.1. Types of Invited Sessions

The different types of sessions are typically sponsored by the organizations that permanently support the meeting such as the BID, CAF, World Bank, FLAR and others.

Once the organizers receive confirmation of sponsorship from these institutions, it is necessary to request their logos in a high definition format and all the information required to manage their logos.

These logos should be included on all the meeting materials and on the web site. Before the materials are printed, it is important to obtain approval from every sponsor.

The LAMES hosts the Simoensen Lectures, which represent a special type of invited session. This session aims to highlight the work of young economists in the region. The chair of the LAMES proposes two names to the regional standing committee, and these names can be confirmed or rejected; once the names are confirmed, an invited session should be arranged for the Simoensen Lectures.

4.2.3. Contributed Sessions

This section will provide information regarding the contributed sessions. It includes a description of the structure of the call for papers, the review process and the award of scholarships.

4.2.3.1. Structure of the Call for Papers

There are some aspects in addition to general information (content, format, etc.) that should be considered when planning the call for papers.

- ➢ The deadline for paper submission
- ➢ Format of the papers: Language, extension
- ➢ The system used for paper submission management (Ex Ordo or other). This system should allow the receipt of papers and send confirmation to the participants that their documents have been received. We recommend assigning a code to each participant
- ➢ The system will also be used to notify authors of the acceptance or rejection of their papers and to send out reminders

4.2.3.2. Ex Ordo System

In 2015 and 2016, the Ex Ordo system (http://www.exordo.com/) was used to manage the call for papers. The main functions of this system include the following:

- ➢ Collect Abstracts and Papers: Create a custom form for your authors. All data is stored online and backed up daily. Simple export for offline use

- ➢ Powerful Peer Review: Build a custom widget for your reviewers to grade and comment online. Review in 1 or 2 stages
- ➢ Accept & Notify Authors: Filter the completed reviews by summary score. Drill down to individual reviews and add chair comments. Accept and notify authors with 1 click

Table 6: Ex Ordo System - General Information

ACTIONS	LINKS
Setting up the Ex Ordo System	http://screencast.com/t/EOvWzmPf1IL
Submitting an Abstract/Paper	http://screencast.com/t/48YWlV0 M
Sending Emails from Ex Ordo	http://screencast.com/t/i6dDyUmhXVG
Allocating to Reviewers	http://screencast.com/t/Jg3TAoyMIJ
Reviewing a Submission	http://screencast.com/t/0shun4q7N
Accepting a Submission	http://screencast.com/t/BGxbMyN1d9S
Book of Proceedings	http://screencast.com/t/nnRnS0apv4S
Ex Ordo Online Timetable	http://screencast.com/t/eVK3Eko2qr

Price: The price for 1000 submissions is 3,500 USD (2016).

Contact:

- ✓ Peter Casserly, peter@exordo.com

4.2.3.3. Review Process

The program committee should identify reviewers and establish their area of expertise. They should also establish the review criteria.

The paper management system is also used to send papers to the reviewers and to record the score they assign to each paper.

- ➢ **Review period:** The review process lasts 1 to 2 months. Each reviewer will receive approximately 5 to 15 papers
- ➢ **Fee exception:** We suggest offering a registration fee exemption to all reviewers

4.2.3.4. Scholarship Awards

At every meeting, approximately 25 to 50 scholarships are granted to young scholars who are typically PhD students or young researchers in the region with limited resources. To be eligible for a scholarship, a young scholar's paper must have obtained the highest marks.

Every scholarship consists of a grant of between US$400 to $700; the number and amount of the scholarships depends on the general budget of the meeting and fundraising.
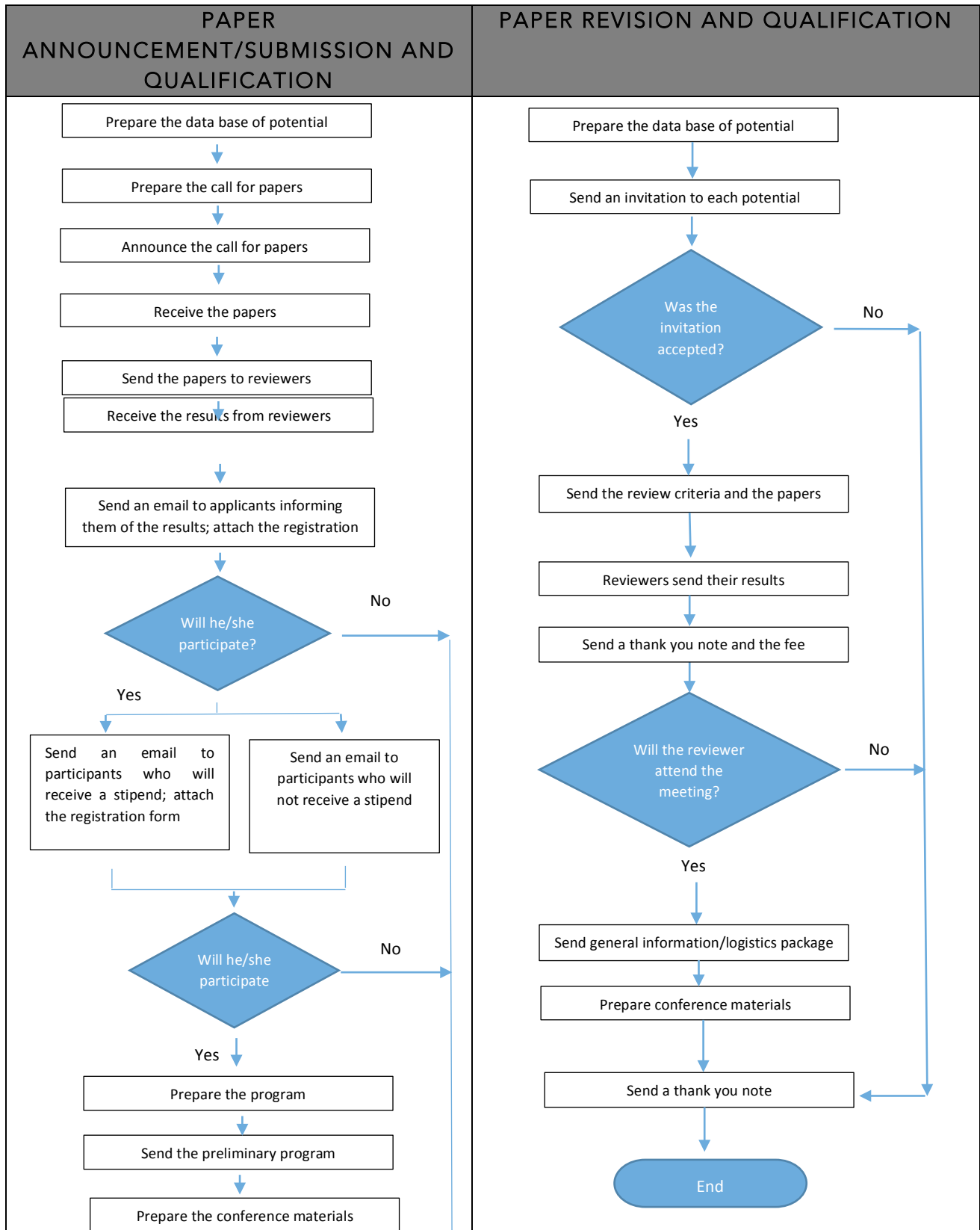
Depending on the host country's regulations, these grants could be offered in cash or as reimbursement. The academic chairs are responsible for awarding these scholarships in coordination with the conference chair.

Another type of scholarship involves registration waivers; one can waive registration as way of providing a scholarship to young scholars.

4.2.3.5. General Process for Preparing a Contributed Session

The following flowchart presents the general process for announcing the call for papers, paper submission and paper qualification. This process supports the preparation of the information required in the program regarding contributed sessions.

Graph 1: General Flowchart for Call for Papers

PAPER ANNOUNCEMENT/SUBMISSION AND QUALIFICATION	PAPER REVISION AND QUALIFICATION

PAPER ANNOUNCEMENT/SUBMISSION AND QUALIFICATION

- Prepare the data base of potential
- Prepare the call for papers
- Announce the call for papers
- Receive the papers
- Send the papers to reviewers
- Receive the results from reviewers
- Send an email to applicants informing them of the results; attach the registration

Will he/she participate?
- No →
- Yes ↓
  - Send an email to participants who will receive a stipend; attach the registration form
  - Send an email to participants who will not receive a stipend

Will he/she participate
- No →
- Yes ↓
  - Prepare the program
  - Send the preliminary program
  - Prepare the conference materials

PAPER REVISION AND QUALIFICATION

- Prepare the data base of potential
- Send an invitation to each potential

Was the invitation accepted?
- No →
- Yes ↓
  - Send the review criteria and the papers
  - Reviewers send their results
  - Send a thank you note and the fee

Will the reviewer attend the meeting?
- No →
- Yes ↓
  - Send general information/logistics package
  - Prepare conference materials
- Send a thank you note

End

Prepare the papers to be uploaded to the LACEA-LAMES repository End	

4.3. Special Prize Awards

A special prize is awarded to an individual who has made a significant contribution to economic analysis. This prize is called the Carlos Diaz-Alejandro Prize and is awarded biannually in even-numbered years. In odd-numbered years, the Londoño prize is awarded to the best paper presented at the LACEA's Annual Conference on Social Policy by young researchers that is relevant to Latin America and close to the research and policy interest of Juan Luis Londoño. Additional details have been extracted from the LACEA´s web page.

4.3.1. Carlos Diaz-Alejandro Prize[2]

The LACEA's Diaz-Alejandro Prize is designed to honor the memory and contribution of Carlos Diaz-Alejandro and to encourage high quality research on economic issues relevant to Latin America.

4.3.1.1. Criteria Procedures

➢ The prize will be awarded to an individual who has made a significant contribution or a body of contributions to the economic analysis of issues relevant to Latin America
➢ The prize will be awarded in even-numbered years
➢ The Selection Committee will consist of the LACEA's President, Vice-president and two other members of the Executive Committee designated by the Committee
➢ Nominations should be sent to the President of the LACEA and should include the name, institutional affiliation and one sentence explaining why you are nominating the person(s). Any member of LACEA can submit up to three nominations. Nominees cannot be current members of the Executive Committee
➢ The Selection Committee will propose the winner of the prize to the Executive Committee
➢ The selection will become effective automatically unless a simple majority of the EC members object. If the proposed candidate is rejected, the Selection Committee will

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[2] **Extracted from:**
http://www.lacea.org/portal/index.php?option=com_content&view=article&id=46&phpMyAdmin=b883a10db6c19d415348047740f5c4b0&phpMyAdmin=f18f79e76e8f09c4b5c658d1db20ad3f)

reconvene and make another proposal. If the second proposal is rejected, the prize will not be awarded

➢ The winner of the LACEA Diaz-Alejandro Prize will deliver the Diaz-Alejandro Lecture during the LACEA's annual meeting. The winner will also be named an honorary member of the LACEA beginning the following year

4.3.2. Juan Luis Londoño Prize[3]

The LACEA's Londoño Prize is designed to honor the memory and contribution of Juan Luis Londoño and to encourage high quality and policy relevant research on socioeconomic issues relevant to Latin America.

4.3.2.1. Criteria and Procedures

➢ The prize will be awarded to the best paper presented during the LACEA's Annual Conference on Social Policy by young researchers that is relevant to Latin America and close to the research and policy interest of Juan Luis Londoño

➢ The prize will be awarded in odd-numbered years

➢ The conference organizers will choose the winner, and there will be a toast and a medal awarded

➢ The selection will become effective automatically

➢ The winner of the LACEA Londoño Prize will have all travel expenses covered, including air tickets in economy class and standard accommodation
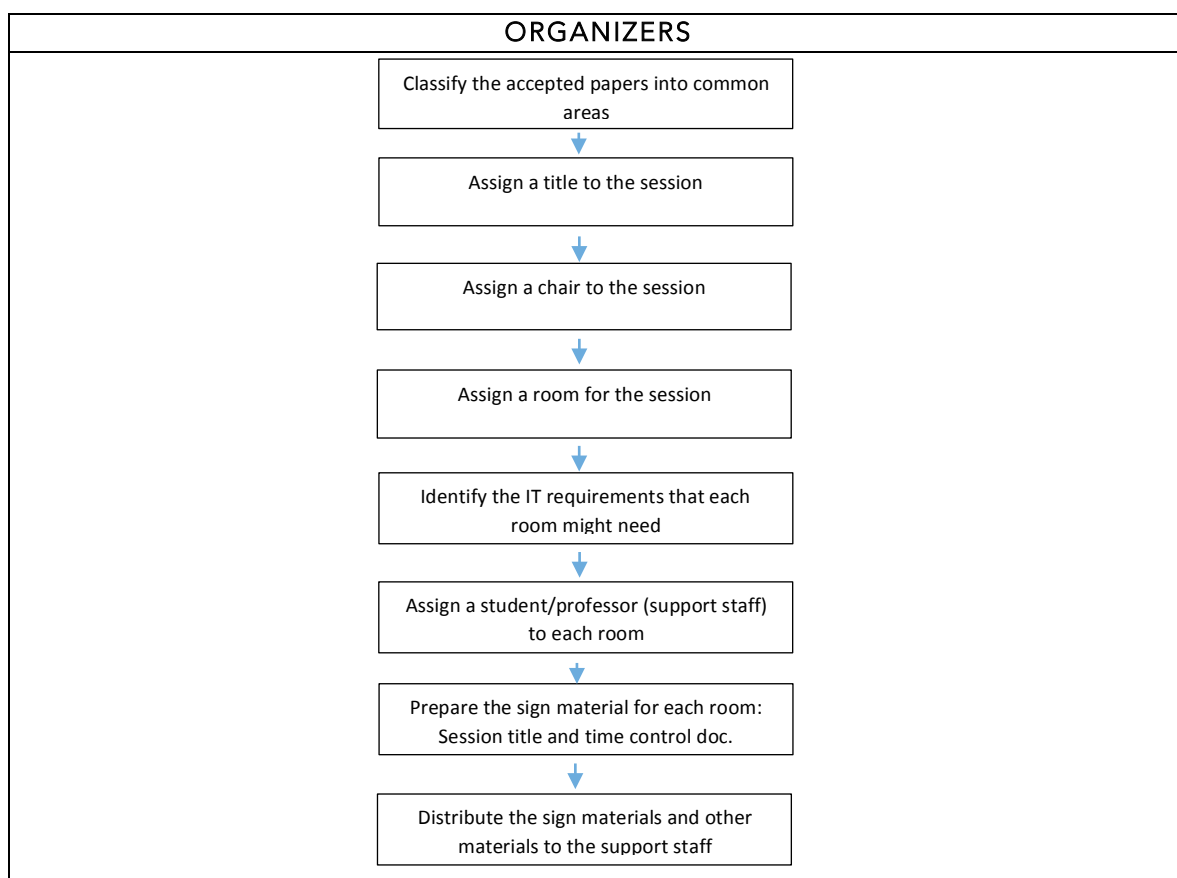
4.4. Program Preparation

This is perhaps the most complicated part of the entire conference; organizers must budget several hours to plan this part of the conference. The following chart may help in this regard.

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[3] Extracted from: http://www.lacea.org/portal/index.php?option=com_content&view=article&id=104&Itemid=36

Graph 2: General Flowchart for Preparing the Program Elements Related to Contributed Sessions

ORGANIZERS
Classify the accepted papers into common areas
↓
Assign a title to the session
↓
Assign a chair to the session
↓
Assign a room for the session
↓
Identify the IT requirements that each room might need
↓
Assign a student/professor (support staff) to each room
↓
Prepare the sign material for each room: Session title and time control doc.
↓
Distribute the sign materials and other materials to the support staff

The next sections present a general description of the main steps that should be followed to establish the program for contributed sessions.

4.4.1. Classify the Papers According to their Topics

The conference chair is responsible for classifying the papers according to their topics. We suggest using the JEL Classification System to organize the papers.

Table 7: JEL General Categories

CODE	GENERAL CATEGORIS
A	General Economics and Teaching
B	History of Economic Thought, Methodology, and Heterodox Approaches
C	Mathematical and Quantitative Methods
D	Microeconomics
E	Macroeconomics and Monetary Economics
F	International Economics
G	Financial Economics

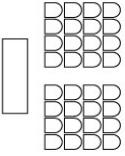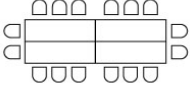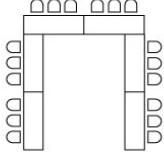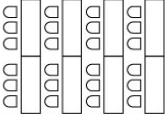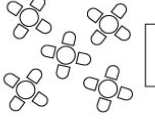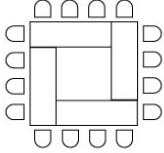| H	Public Economics
I	Health, Education, and Welfare
J	Labor and Demographic Economics
K	Law and Economics
L	Industrial Organization
M	Business Administration and Business Economics • Marketing • Accounting • Personnel Economics
N	Economic History
O	Economic Development, Innovation, Technological Change, and Growth
P	Economic Systems
Q	Agricultural and Natural Resource Economics • Environmental and Ecological Economics
R	Urban, Rural, Regional, Real Estate, and Transportation Economics
Y	Miscellaneous Categories
Z	Other Special Topics

Source: https://www.aeaweb.org/econlit/jelCodes.php?view=jel

4.4.2. Room Assignment

Once the papers have been classified into sessions, the organizing committee can determine the number of rooms that will be required. The aspects that should be considered include the following:

➢ The size of the rooms. Take into consideration that there should not seem to be too few or too many participants in a session.
   For contributed sessions, each room should have a capacity of at least 50 people.
   For invited sessions, rooms should have a capacity of 100 – 150 people.
   For the opening and closing ceremony, the room should accommodate 500 – 600 people

➢ IT requirements and equipment. Ensure that these are available for each room
➢ The room´s layout. Consider the following options and select the one that is most appropriate for all the sessions to be held in the room

Graph 3: Seating Plans

Source: http://bute-park.com/wp-content/uploads/2013/12/seating_plan.jpg

Managing the Conference!

5. Registration system for participants and LACEA-LAMES members

5.1. Registration

A registration system should be established and published on the website to obtain information from all participants and to provide a payment system.

The conference organizers should determine the price for attending the conference and both the early-bird and final registration dates. The system should also provide payment options (checks, international transfers, bank deposits, payments with credit cards, PayPal, or others) and

enable the monitoring of participants' registrations and payments as well as the electronic invoicing process.

Sometimes organizers must process invoice modifications if requested by participants, which may involve refunding participants' payments according to the cancellation policy.

A cancellation policy should be implemented and published on the website. It should include the schedule (dates) and reimbursement percentages.

The system should send a confirmation of registration to participants upon receipt of payment.

It is important to mention that all participants and presenters should be LACEA-LAMES members. To become a new member, renew a membership or update information, all participants should use the LACEA and Econometric Society web pages. Please note that members must be current in their dues in order to participate in the LACEA-LAMES annual meeting, receive the journal, and participate in the election of officers.

It is recommended the participants review the information included in their registration form, since organizers will use it in official documents for the event. Organizers should provide information about the registration fees and cancellation policy. This information should include the schedule (dates) and reimbursement percentages. In addition, organizers should specify precisely what the participation fee covers and should adhere to this before and during the event.

5.2. Administrative/Financial Procedure – Working with the LACEA and ES Secretaries

The list of all conference participants should be submitted to the secretaries of the LACEA and ES in order to verify the status (membership) of each individual.

5.3. Exceptions

For different reasons, a number of exceptions (registrations without payment) may be made for the conference. Executive Committee members and officers of both organizations do not pay registration fees. The LACEA has a list of honorary members who are also exempt from paying registration fees. While there is no formal agreement with permanent sponsors, the individuals who organize and participate in invited sessions organized by permanent sponsors generally do not pay registration fees. Additionally, as a means of expressing appreciation, it is customary that program committee members do not pay registration fees. Additionally, participants of invited sessions may not pay (based on agreements that the organizer has established with the sponsors of a specific session).

5.4. Working with the Host Institution/Conference Venue

There are some general aspects regarding the venue that should be considered when organizing the conference, such as the following:

5.4.1. Infrastructure

Accessibility: Consider the proximity of the venue to an airport and other means of transportation. Additionally, consider whether there are any tourist destinations near the venue, as organizers could provide this information to participants.

Availability: Organizers should check the availability of the venue and of all the rooms and spaces that organizers have determined will be required.

> ➢ At least 20-25 rooms for contributed sessions. These room should have capacity for at least 30 people
> ➢ A room for the opening and closing ceremonies
> ➢ A VIP room for keynote speakers and invited guests
> ➢ A room for the organizing staff. It is important to establish a secretary
> ➢ A space large enough to organize the registration and delivery of conference materials (registration space)
> ➢ At least one room for media where a press conference can be held or exclusive interviews with keynote speakers can be organized
> ➢ Adequate on-site parking for the buses and cars that will be used by the participants
> ➢ Space for meals
> ➢ Stands

Suitability: Determine whether the venue suits the profile of the audience. It is important to provide an appropriate space for sponsors and stakeholders.

Technical and Audio-Visual Equipment: Ensure that every conference room has the necessary audio-visual equipment and technical support. Arrange for an audio-visual technician to be onsite for troubleshooting. Organizers should consider the following aspects:

> ➢ Projection screens and cordless microphones
> ➢ Wi-Fi access
> ➢ Charging stations for cell phones and laptops

5.4.2. Working with the Staff: Students and Professors

Organizers should obtain a list of students and professors who will assist during the conference. Organizers should provide these individuals with IDs or other means of identification.

The staff should be divided into groups and a responsibility should be assigned to each group. The groups should include the following:

➢ Assign individuals who will be responsible for assembling the conference bags and setting up the registration desk
➢ Send a group of students to each hotel to provide assistance for the bus service
➢ Assign staff to each conference room to provide technical support and to verify that the audio-visual equipment is functioning properly before each session begins. These staff members should also be responsible for changing the signs for each room (room allocation signs)
➢ Assign a group of students to provide orientation assistance to the participants. They should be prepared to respond to general inquiries regarding the program, facilities, and local information
➢ Assign a group of students to the stands area. They should provide assistance in setting up the exhibits

5.5. Additional Logistics

5.5.1. Parallel Events

During the conference, there are some parallel events such as courses, special lunches or cocktail receptions organized by sponsors that may require the assistance of the organizers. The required assistance could consist of providing a list of participants or providing information regarding a supplier, etc.

Additionally, the conference organizers should reserve a space where a meeting of the Executive Committees of the LACEA and LAMES may be held. The cost of this meeting will be covered by the conference.

5.5.2. Stands

In addition to the rooms used for the sessions, the organizers should identify a space where the sponsors' and other partners' stands can be installed. The organizers should also map out the floor space for the exhibitors. It is also important to determine exhibitor requirements and order booths.

The organizers should determine in advance whether the stands will involve a cost and whether other items will be offered (equipment, furniture). The organizers should develop a package of different prices and distribute it to interested organizations.

5.5.3. Social Activities

Networking is an important part of the conference. Therefore, a conference dinner is featured during which participants should have an opportunity to socialize and learn about the local culture.

It is also important to organize a welcome cocktail reception during which participants have an opportunity to become acquainted with one another in a less formal environment.

The organizing committee should provide opportunities for participants to explore the city they are visiting. Social activities could include museum visits, city walks or dinners. Of the social activities that organizers could arrange, we suggest the following:

➢ Welcome cocktail reception and/or ice-breaker party
➢ Conference dinner
➢ Farewell lunch/City tours

5.6. Special Services Needed

5.6.1. Accommodation

Organizers should identify available hotels near the conference venue. Once these hotels have been identified, the organizers should request for special rates for participants and establish the booking/registration procedures for each hotel.

If necessary, sign a contract with hotels to provide accommodation, especially for keynote speakers and invited guests.

Hotels should provide accommodation information and booking deadlines to participants. This information must be published on the website.

5.6.2. Audio-Visual Needs

The organizers should ask keynote speakers whether they have any special requirements regarding audio-visual equipment (microphones, speakers, PowerPoint, or laptop projection, etc.). The organizers should also ascertain the items available in each room that will be required during the conference.

If some equipment cannot be provided by the local host, ask the host to recommend some local suppliers and obtain a quote for every item required.

We recommend assigning an audio-visual technician who will be onsite at the conference venue to assist in troubleshooting.

It is also beneficial to assign a staff member to each room to verify that the audio-visual equipment is functioning properly. Finally, it is necessary to establish security measures for audio-visual equipment.

5.6.3. Transportation – Parking Lots

The organizers should identify local transportation companies and negotiate a special price for the event. Once the provider is selected, the organizers should provide the provider with all the information relevant to participant transportation:

➢ Number of participants
➢ Schedule
➢ Addresses and meeting points
➢ Parking lots available at the conference venue

The organizers should establish a system of signs for the buses and arrange the schedule and details. They should also disseminate transportation information to the participants. One option involves publishing this information on the website for the event.

5.6.4. Catering

The conference organizers should provide participants with at least one warm and substantial meal per day (lunch). We recommend providing permanent coffee and beverages during the entire conference and 2 coffee breaks per day (one in the morning, and one in the afternoon).

It is necessary to consider the dietary restrictions of participants such as allergies or special requirements for vegetarians and vegans as well as for participants who are nut-free, kosher, gluten-free, and so on. To consider these requirements, organizers should obtain this information from participants in advance and request menu options from the caterers.

Finally, the organizers should send the final food and beverage requirements to the caterer and sign a contract with the company.

Another aspect to consider relates to the facilities available at the host institution where lunch could be served.

5.6.5. Printed/Promotional Materials

➢ Consistent branding is essential to ensuring that the meeting has a clear identity. Use the same logo, colors, graphics and fonts on printed materials and on the website
➢ Prepare printed materials requirements and determine whether printed materials can be designed in-house or must be outsourced
➢ Create brochures and conference identification materials

- ➢ Sign a contract with a printing company
- ➢ Reduce costs and be kind to the environment by providing as much information as possible on the website

5.6.6. Additional Services

There are some services that should be hired for the event.

- ➢ Arrange for an ambulance to be available throughout the entire meeting
- ➢ Hire a translation service if necessary

5.7. Communications

This section will describe the communication activities that should be considered. These activities include establishing a web page structure, preparing artwork, arranging for and disseminating a photographic and audio-visual record and organizing media coverage.

5.7.1. Channels of Communication and General Information

- ➢ The meeting may be advertised through a variety of different channels: web page, VOX LACEA blog, and blogs from other institutions (IBD)
- ➢ It is very important that participants know what to expect from the organizers, and vice versa
- ➢ When announcing the meeting, provide contact information. It is important to register a special email address for the meeting so that all messages can be found in one place

5.7.2. Website Structure

Every LACEA-LAMES conference has an official website. The organizers should contact the LACEA secretary to coordinate the use of the LACEA domain for the conference website. It is important to note that once the website is launched, it should be continually monitored and updated.

We have reviewed the web pages for past conferences and have discovered some similarities that could be included in future web pages.

Table 8: Web Page Structure

MAIN MENU	SUB MENU	SUB MENU CONTENT
Home		
Speakers	Keynote Speakers	
	Invited Speakers	
Committees	Local Organizing Committee	Conference chairman
		Co-Chair of LACEA Program Committee
		Co-Chair of LAMES Program Committee
	LACEA Program Committee	
	LAMES Program Committee	
	Steering Committee	
Registration	Registration Fees	Categories: Member and student members
		Dates of payment
	Registration Form	
	Registration Instructions	Personal data
		Payment options through credit card or PayPal
		Certificates
		Services
	Cancellation policy: Establish dates and discount percentage	
Conference Program	Program overview	
	Complete activities schedule	Program overview
		Welcome
		Information about the local institutions
		Description of LACEA and LAMES
		Presentations of LACEA-LAMES committees
		Previous meetings
		Program
	Contributed sessions	
	Program tools	Search the program
		Program overview
		List of speakers
		List of sessions
	Parallel events	
	Venue map	
Sponsors	Permanent sponsors	Banco Central de Chile
		Banco de España
		Bank for International Settlements
		Inter-American Development Bank
		World Bank
		IMF
		CAF

		Global Development Network
		LACEA
		The Econometric Society
	Other sponsors (local or temporary sponsors)	
	Technological partner/Public relations agency	
Conference Venue	Address	
	Google map	
Shuttle Bus Schedule	Ground transportation from the hotels is offered by the conference and the local venue	
About the City	Accommodation	
	General information about the city	Taxi service guide
		In case of emergency
		Special recommendations
	Tourism and attraction information	
	General information	Projector input cables
		Power plugs and sockets
News		
Multimedia	Video and photo galleries	
Contact Information/Contact Form		
FAQs	Visas and vaccine requirements for the host country	
	Referee procedure	
	Paper submission: Procedure, format	

5.7.3. Artwork preparation

Table 9: Artwork Details

CATEGORIES	SUB CATEGORIES
1. Artwork design	Logotype and its variations
	Color spectrum (Gama cromática)
	Font style (Tipografía)
2. Artwork materials	Street posters
	Press advertisements
	Banners
	Roll ups
	System of signs for
	i. Title of every session
	ii. Hallways

	iii. Buses
	iv. Time control during sessions
	v. Registration counters (by last name groups)
3. Suggested materials for participants	Printed conference program
	Invitations for parallel and social events
	Conference venue map
	Backpacks or suitcases
	Pens
	Notepads
	Tourist information guide
	Other souvenirs
	Certificate of completion
	Name tags

5.7.4. Photographic and Audio-Visual Record

The organizers should be sure to take many pictures – the pictures can uploaded to the website later and included in the technical report.

Ask the photographer to take a group photograph of the participants.

➢ Dissemination and media coverage
➢ Press conferences
➢ Press releases for newspapers/magazines/other
➢ Exclusive interviews
➢ Visits to the main communication partner's headquarters
➢ Social media: Facebook, Twitter, YouTube, Periscope, etc.

The Hangover: Post-Conference Period

6. Certificates

Certificates of participation should be available and distributed to all participants as some participants may need them in the future. Verify the data included on each certificate: personal information, category of participation, etc.

6.1. Evaluation form for Participants

The organizers should distribute an online evaluation form to all participants. The form should be structured as follows:

Table 10: Content of the Evaluation Form for Participants

CRITERIA	INDICATOR	SCALE
Organization and logistics	Overall Coffees and lunches Room equipment and support Social events Translation Transportation hotel-university Overall quality of sessions	Use a scale of 1 to 5, 5 is the highest
Quality of sessions	Overall Plenary sessions Invited sessions Contributed sessions	Use a scale of 1 to 5, 5 is the highest
Similarity of the topics of the sessions	Plenary sessions Invited sessions Contributed sessions	Use a scale of 1 to 5, 5 is the highest
Rating of the number of sessions included in the conference	Plenary sessions Invited sessions Contributed sessions	Poor Below Average Good Very Good Excellent
Attendance at the sessions	Plenary sessions Invited sessions Contributed sessions	Poor Below Average Good Very Good Excellent
Quality of the plenary lectures	Keynote lectures	Use a scale of 1 to 5, 5 is the highest
Suggestions for future conferences		

6.2. Reports

6.2.1. Technical Report

The organizers should prepare a technical report that describes conference indicators such as the number of participants, number of papers presented, and social events organized. The report could also include a photographic report. The following table describes some general aspects that could be considered for the report.

Table 11: Indicators for the Technical Report

CATEGORIES	SUBCATEGORIES	INDICATOR
Sponsors by category	Permanent sponsors Local sponsors	Number of sponsors Grants

Sessions	Keynote lectures
	Invited sessions
	Contributed sessions - submission statistics:
	     Submissions
	     Pending
	     Withdrawals
		Number of keynote lectures
		Number of invited sessions
		Number of papers submitted

Participants	Nationality Gender Categories Participants' type of institution/organization	Number of participants
Grants for participants by	Nationality Gender	Grants distributed to participants

6.2.2. Statement of Accounts

This report should include information about all the expenses. It is important to include the following information:

- ➢ Bill information (number)
- ➢ Date
- ➢ Amount
- ➢ Name of the company
- ➢ Description of the expense

It is also important to include a record of all the authors who received a scholarship. The organizers should include the following information for each author:

- ➢ Name
- ➢ Title of the paper
- ➢ Scholarship amount
- ➢ Gender
- ➢ Institution
- ➢ Job title
- ➢ Nationality
- ➢ Country of residence
- ➢ Email address
- ➢ Type of paper produced
- ➢ Paper web link

6.2.3. Acknowledgement Letters

Do not forget to thank everyone who made the meeting possible. Send a special letter to each sponsor, professor and any others who contributed.

Final Remarks

All good things must come to an end, and each year, an LACEA-LAMES meeting concludes following all the hard work roughly described in these few pages. As we stated at the beginning, these notes are not a manual, but they may help future LACEA-LAMES organizers in the complicated but fun endeavor of organizing a large, important and wonderful conference. We hope that these notes help in simplifying the organization of future conferences.

It has been a lot of fun!