

AERE Summer Conference General Guidelines

Administration of Conference

- (1) The conference will be held in each year that a World Congress is not held.
- (2) The conference should be held in early June each year – similar to the historic timing of the AERE Workshop, which was typically held during the first or second week of June. This time period does not conflict with other related conferences and workshops that are traditionally held in the summer (i.e., EAERE Annual Conference in late June; NBER EEE Summer Institute during third week of July; AAEA Annual Meeting at the end of July; Western Economic Association Meeting during the last week of June; and Camp Resources in early August).
- (3) The conference will be organized through an open call for proposals process. The call will be announced in the November *AERE Newsletter* two years prior to the Conference (i.e., the November 2011 newsletter will announce for the 2013 Conference). [Note: An exception was made in the call for proposals for the June 2012 Conference since the venue has already been selected.] Deadline for submission of proposals for the 2013 Organizing Committee is February 15, 2012. The Organizing Committee will be selected by March 1, 2012 and announced on the AERE Web immediately following selection and in the May *AERE Newsletter*.
- (4) The *Conference Committee* will consist of:

The Organizing Committee:

Comprised of the individuals chosen through the open call process. Normally, a team of two or three individuals would be expected to comprise this committee with one chair or two co-chairs. This committee is responsible for executing all aspects of the conference, including but not limited to, selection of a location and venue/hotel no less than 12 months in advance of the event start date (if one has not already been selected by AERE);¹ selection of a chair of the Sponsored Paper Sessions; determination of registration fees in consultation with the AERE Treasurer; selection/organization of the academic program; provision of the academic program content in a Word document, formatted for use for inclusion in the conference program.

For the 2012 Conference, support staff at the Center for Agricultural and Rural Development at Iowa State University will provide layout and printing of the conference program. The organizing committee should, however, carefully proofread the final

¹ AERE will be responsible for all final contracts and negotiations with the hotel/venue and will receive all revenues and pay all costs associated with the conference. However, in proposing a location/venue, the organizing committee should provide AERE with a proposal from the venue/hotel that includes the following information: # guest rooms available & price; meeting room capacity of venue (breakout and plenary); AV costs; minimum food and beverage requirements of the venue; and any special concessions available from the hotel/venue. Anyone interested in proposing a location/venue should contact AERE for a detailed description of the required parameters that a venue/hotel must meet.

program draft in its entirety. The academic program content should include (in chronological order) a list of events including their time, room location, and event details. A brief overview of events (times/room/title of event) should be provided as a "quick glance" summary for conference participants, and a detailed program should also be provided which lists: parallel session titles, room assignments, session chairs, paper titles, presenters and coauthors (in the order in which papers are expected to be presented) and any other pertinent details. If posters are included in the conference, times at which poster authors are expected to be by their posters to answer questions and interact with conference attendees should be specified.

Ex Officio Members:

- a) One person appointed by each conference Sponsored Sessions Federal Agency Sponsor (see "Program Sponsorship" below).
- b) The AERE Program Committee Chair
- c) The AERE Executive Director

Provisions should be made by the AERE President to ensure that an Organizing Committee is in place for two consecutive conferences at all times, including the first two years after a World Congress. If inadequate responses from the Call for Proposals for the Organizing Committee are received, the Board shall identify and appoint an Organizing Committee(s). Board-appointed organizing committees may include members of the Board.

- (5) All receipts of funds for the conference (registration fees) will be paid directly to AERE and all disbursements (conference venue charges) will be paid by AERE.
- (6) To the fullest extent possible, existing online resources should be utilized to facilitate conference execution, including but not limited to: paper/abstract submissions, communications with authors, and posting of schedules. The Organizing Committee is strongly urged to continue using Webmeets which was an excellent resource for the 2011 Summer Conference.
- (7) Registration fees for the conference should be reasonable and in-line with similar conferences (e.g., AAEA, SEA, WEAI, and ASSA conferences). Registration fee will be set in consultation with the AERE Treasurer.
- (8) A meeting of the AERE Board will take place during the Conference.
- (9) The AERE Awards Ceremony (including AERE Fellows, Publication of Enduring Quality, and Best *JEEM* Paper) has moved from the ASSA meetings to the AERE Summer Conference. In years the World Congress is held, the Awards Program will be held at the World Congress.
- (10) AERE will continue to sponsor a lunch at the ASSA meetings and hold a business meeting during that lunch as in the past in which election results are announced and other business of the Association is presented. A Fellow's Talk will be part of the luncheon.

- (11) The Conference website, with program details, should be either linked to the AERE website or hosted directly on the AERE website. The AERE management company should normally expect to develop and manage the conference website, unless a program committee specifically requests this duty be transferred to them. In this latter case, the website should be clearly linked to an AERE webpage for the conference and be kept current. Registration fees for the Conference will be paid in the same online manner as AERE membership and handled by the AERE management company.
- (12) Exhibitors: Cost was \$500 in 2011 and included lunch and coffee breaks—hotel did not charge AERE for up to 10 exhibit tables including table skirts, chairs, and wireless connection.
- (13) Program Ads: Cost for ads in 2011 was set at \$400 for a full page ad and \$200 for a half page, black and white ad, 8 ½ x 11 inch page size, camera-ready copy.

Program Sponsorship of Conference

AERE had a long tradition of working closely with AERE Workshop government agency sponsors on the scholarly content of the AERE Workshop. The AERE Conference will build upon this tradition.

- (1) The Organizing Committee will work with the agency sponsors to select the theme for the Sponsored Sessions (see Conference Program--item 4), the keynote speaker and other events/speakers. Travel and honoraria for these individuals will be paid through sponsorship funds. Conference organizers will notify these individuals of the agency requirements for **coach travel only** and submission of actual expense receipts for reimbursement to the AERE Executive Director no later than August 15th.
- (2) To the extent agreeable by both AERE and the editorial board of REEP, the keynote address may be published in the *Review of Environmental Economics and Policy (REEP)*. Page charges can be paid through sponsorship funds.
- (3) A proceedings issue of *REEP* or *JEEM* may be considered. Publication costs can be defrayed through sponsorship funds.
- (4) Training workshops may be funded through sponsorship funds and/or a combination of sponsorship funds and separate, or additional, registration fees. [Note: The topic for the 2011 Training Workshop was: *Recent Developments in the Design and Implementation of Discrete Choice Experiments.*]
- (5) Sponsorship by private corporations, nonprofit organizations and/or NGOs may also be considered. Sponsorship by these entities should be specified as gifts, will be targeted to social events such as receptions, dinners and/or lunches, or travel scholarships for students or individuals from low-income countries -- and will not result in involvement in the academic program. The AERE Board will be responsible for selecting sponsors that are appropriate given the stated mission of AERE.

Conference Program

- (1) The conference should, initially, be two full days and include parallel sessions. The AERE Board should re-evaluate the question of conference length from time-to-time based on feedback from the Organizing Committees and the general membership.
- (2) The conference should include a Welcoming Reception (5:30 – 7:30 p.m.) on the evening prior to the first full day of sessions. Dinner on the first full day of the conference is optional.
- (3) All paper presenters must be current AERE members.
- (4) The conference should have a “Sponsored Sessions” track, chosen by the Organizing Committee in consultation with the agency sponsors, with approval by the AERE Board. The Sponsored Sessions will focus on a theme each year, similar in nature to the former AERE Workshop’s themed nature. The keynote speaker will be tied to this theme. Keeping in the spirit of the AERE Workshop, the Sponsored (“themed”) Sessions will allow for longer paper presentation and discussion times (45 minutes per paper, rather than the typical 20-30 minutes). The Invited Sessions will be held over a period of one and one-half days to two days and will consist of 8 to 12 papers in total. Program sponsors for the AERE Conference will fund travel subsidies for papers accepted to the Sponsored Sessions. Conference organizers will notify these individuals of the agency requirements for **coach travel only** and submission of actual expense receipts for reimbursement to the AERE Executive Director no later than August 15th. Consideration should be given as to whether papers must be available (on the AERE website) for the Sponsored Sessions prior to the start of the conference (of course, papers are required to be made available to discussants – but in keeping with the AERE workshop tradition, papers have been available to all attendees prior to the workshop).
- (5) A plenary session could be considered.
- (6) Posters are optional—but must be considered when contracting for hotel space.
- (7) Papers for all non-theme (“general”) sessions should be selected from a general call for abstracts, however, submissions to the Sponsored Sessions which are not selected should not be precluded from consideration for presentation in the general sessions (but no funding is provided for travel to present in general sessions).
- (8) Sessions for graduate students could be considered. The June 2012 Conference will feature Graduate Students’ Featured Sessions. In addition to the general call for papers, one set of sessions will be dedicated to feature outstanding graduate students about to enter the job market. These sessions aim to feature the latest methodological advances in any topic of environmental and resource economics. The graduate students’ featured sessions will include 8 to 10 papers. Discussants will be identified for each. Abstracts submitted for consideration in the Graduate Students’ Featured Sessions will also be considered for the General sessions unless requested otherwise by the author.

- (9) A typical format for the general sessions will be three to four paper groups for 1.5 hours each session. Deviations from this format may be considered. Conference organizers are urged to consider how the total number of attendees (dominated by presenters) will be spread across parallel sessions so “thin” attendance in the parallel rooms is avoided. Sponsored sessions should be in two-paper groups for 1.5 hours each session.
- (10) Time for facilitation of informal conversation among AERE members should be considered.

A sample schedule based on the June 2011 Summer Conference is below.

Wednesday, June 8th

12:30 - 17:00: Pre-Conference Training Workshop
 17:30 -19:30: Welcome Reception (drinks and hors d'oeuvres)

Thursday, June 9th

09:00 - 10:30 a.m.: Parallel Sessions I
 11:00 a.m. - 12:00 p.m.: Keynote 12:00 - 13:30: AERE Awards Luncheon
 1:45 - 3:15 p.m.: Parallel Sessions II
 3:45 - 5:15 p.m.: Parallel Sessions III
 5:15 - 7:30 p.m.: AERE Board Meeting (By Invitation Only)

Friday, June 10th

08:30 - 10:00 a.m.: Parallel Sessions IV
 10:30 a.m. - 12:00 p.m.: Parallel Sessions V
 12:00 - 1:30 p.m.: Boxed Lunch & Poster Session
 1:30 - 3:00 p.m.: Parallel Sessions VI
 3:30 - 5:00 p.m.: Parallel Sessions VII

In 2011, there were 9 parallel sessions (8 general and 1 sponsored) presenting a total of 239 papers. 20 poster presentations were also accepted. Paper presenters in general sessions were given 15-18 minutes (max.) and sessions allowed for 25 minutes of audience questions at the end of the sessions. Sponsored sessions allowed 45 minutes per paper (25 minutes for presentation, 10 minutes for the discussant, and 10 minutes for audience discussion).

- (11) Pre-conference training workshops may be organized. Any pre/post-conference event such as a training workshop will be defined as part of the application of potential conference organizers, to the extent practicable.
- (12) AERE should facilitate job placement opportunities for students by inviting reduced-price (or free) AERE web-site job announcements for employers attending and interviewing at the conference.

- (13) A conference program shall be produced and given to conference participants. The academic program content should include (in chronological order) a list of events including their time, room location, and event details. A brief overview of events (times/room/title of event) should be provided as a "quick glance" summary for conference participants, and a detailed program should also be provided which lists: parallel session titles, room assignments, session chairs, paper titles, presenters and coauthors (in the order in which papers are expected to be presented) and any other pertinent details. Sample Table of Contents from 2011 Program:

Cover Page

Table of Contents

AERE Officers and Board of Directors [available on AERE Web]

AERE Institutional and University Members [available on AERE Web]

Organizing and Program Committee Members

Welcome Message from the AERE President [Cathy Kling]

Greeting from the Conference Organizing Committee [Committee Chair]

* Registration Information: Location and Hours

Map of Hotel

Neighborhood Street Map

Schedule at a Glance and the Grid of Sessions

*Pre-Conference Training Workshop Information

List of Papers and Presenters

Conference Program List of Attendees--Names, Affiliations, Email Address (AERE management company)

- **Registration Information:**

The Registration Desk will be covered by AERE management company staff and Marilyn Voigt (AERE Executive Director) and members of the Organizing Committee (or their designees) and graduate students as needed. A sample registration schedule based on the 2011 Summer Conference appears below:

Days / Hours

Wednesday (for Pre-Conference Training Workshop and Early Conference Arrivals)

11:30 a.m.-2:30 p.m.:

4:30 – 8:30 p.m. :

Thursday

8:00 a.m. – 4:00 p.m. :

Friday

8:00 a.m. – 2:00 p.m. :

AERE Management--VanDer Management (VDM) Company Support:

1. Oversee on-site arrangements and contracts for the conference, to include:
 - After the Organizing Committee has made the initial site selection and negotiated guest room rates, room block dates, and minimum food and beverage amount, VDM will review contracts for accuracy in meeting conference space requirements and negotiate with the hotel and AV companies for best rates for hotel rooms and shoulder dates, meeting rooms, exhibit space, reception and (optional) dinner space, AV, incidentals such as free internet in guest rooms, etc. Note: Organizing Committee Chair(s) will provide input as needed on anticipated number of attendees, schedule, and meeting/food/beverage/social function space requirements.
 - Make food and beverage selections for welcome reception, meals, breaks, and AERE Board Meeting based on budget guidelines approved by the AERE Treasurer; prepare and submit Banquet Event Orders (BEOs);
 - Handle arrangements for exhibits and Posters at the conference;
 - Determine registration deadlines, late fees, and cancellation policy (based on hotel contracts) in consultation with AERE Treasurer;
 - Provide necessary input to Organizing Committee for budget;
 - Attend conference (one staff person) and provide on-site oversight;
 - Track eligibility for reduced-price (or free) AERE web job ads by employers attending and interviewing at the conference if the committee decides to facilitate job placement opportunities for students. That is, if the employer is registered and interviewing—his/her organization gets a free ad on the AERE web.
2. Develop web-based registration forms and arrange for and oversee online registration, payments for registrations, social events (including guests), exhibits, and distribution of electronic receipts.
3. Prepare supporting conference/event materials, including:
 - Participant List, with contact information (this should be generated directly by the association management software);
 - Name badges, drink and meal tickets.
4. Provide event reports.
5. Construct and/or update the following:
 - AERE Summer Conference Page (date, place, and time. Does not include submission of papers)