

## Agreement between The Economic Science Association and Local Conference Hosts

The Economic Science Association (ESA) in conjunction with local host institutions organizes several conferences throughout the year. There is a World conference (also known as the annual meeting) every year then regional conferences held at the discretion of the President and the Regional Vice-Presidents. This document will lay out the agreement to be made between the ESA and the local organizers for these conferences.

### The ESA Organization

The officers involved with the World meetings will typically be the President of the Association arranging the conference in conjunction with the relevant Regional Vice President and with local organizers and then the Treasurer assisting on financial matters. For the Regional meetings, the President is again the main representative of the ESA but they may delegate more of the responsibilities to the Regional Vice Presidents to oversee arranging the conference with local organizers again with support from the Treasurer regarding finances.

The ESA provides support to all conference organizers through its website, [economicscience.org](http://economicscience.org). All conferences will be advertised on this website. The website will handle all conference submissions and registration payments. To register for an ESA conference requires paid membership in the ESA during the appropriate period. There are tools in the website to then assist with preparing lists of attendees, conference programs and so on. Local Organizers will have access to the website and to the material collected in registrations and such as well as have the capability to control how the conference is listed on the site. Details regarding the current capabilities on these issues and ways to gain access to the site can be discussed with the ESA Webmaster.

### Timing of Conferences

As stipulated in the Bylaws, the world meetings are to be held in mid-June to mid-July. Timing of and scheduling of regional meetings is not laid out in the Bylaws, but should normally respect the following time windows. In the case the timing falls outside of these windows, the organizers need to motivate the timing and show that it does not interfere with other ESA conferences. In the year that there is a regional European meeting, the optimal timing for the NA meeting is probably November.

World meetings: mid-June – mid-July

European meetings: September

Asia-Pacific meetings: mid-January – mid-March

North-American meetings: October-November

### Determination of Local Organizers

Institutions or individuals interested in hosting a meeting should contact the President and/or Regional Vice President to express that interest. Choices of Local Organizers is at the discretion of the Conference Committee. This Committee includes: the President Elect (Chair), the Asia-Pacific Vice President, the European Vice President, the North-American Vice President, and

the Treasurer. This committee makes decisions about the meetings organized during the term of the current President Elect for when he or she becomes President.

Candidates willing to organize an ESA conference have to provide a document presenting important information about their proposal. This includes:

- Information on the local organization committee
- Presentation of the University or team (including the organization of past conferences)
- Provisional conference venue (with information on the number of rooms available and facilities)
- Accessibility of the city by plane and by train
- Accessibility of the provisional conference venue
- Attractiveness of the city
- Possibilities of sponsoring the conference
- Potential ideas about invited or special sessions

### Financing a Conference

All conference registration fees will be collected through the ESA website. The website works only in US dollars which means that even for regional meetings outside of the US, all participants will pay in dollars. One of the reasons for routing all payments through the ESA website is that all conference attendees are expected to be members of the ESA and routing traffic through this website ensures this.

The Treasurer of the ESA will make registration fees available to local organizers through wire transfer or other mutually agreeable method only after the registrations funds have been deposited in the ESA bank account. The ESA does have to pay transactions costs on all credit card transactions meaning that the entire amount of the registration fee is not available to the local hosts. The amount withheld from the registration fees to cover this expense can be discussed with the Treasurer. Advances are not usually provided but can be requested through the ESA President. Due to the transactions cost of wire transfers, which are covered with registration payments, it is recommended that local organizers arrange contracts with local vendors such that the number of times funds have to be transferred is kept to a minimum (typically one transfer before the conference and then another after for any residual funds) but the Treasurer will work with the local organizers to find a workable schedule. Local organizers are strongly encouraged to request the final transfer before the end of the calendar year within which the conference is held.

There are three potential financial arrangements that can be made between the ESA and local organizers. Each level requires a different level of reporting and cooperation with ESA officers. These arrangements differ on how conference profits and losses are dealt with. Which arrangement is made between the ESA and the local hosts is at the discretion of the President.

Option 1: Local Host Assumes All Liability. Under this arrangement, the local host agrees to cover any losses from a conference while being eligible to retain any revenues received above costs. In this case, the local organizers are solely responsible for the financial details of the conference. Local organizers will set their own registration fees, make all arrangements with local vendors and so on. The ESA will transfer all registration funds requested by the local organizers up to the amount collected less credit

card fees, transfer fees, and other costs incurred by the ESA. Local organizers are under no other reporting obligations regarding the financial details of the conference.

Option 2: Shared Liability. Under this arrangement liability is shared at a 50/50 split between local hosts and the ESA. Any profit or loss will be split equally by the local host and the ESA. This option requires more oversight by the ESA. The local organizers should provide to the President, the relevant Regional Vice President and the Treasurer their financial plan for the conference prior to establishing registration fees. This requires having estimated levels of all conference expenses and revenues to determine if the proposed registration fees will be adequate. One of the most important details in this regard is the agreement made with the conference hotel regarding room prices and guaranteed bookings. These details should be shared prior to registration fees being set. The local organizers should then report any significant changes in expected expenses prior to the conference and provide a complete accounting for expenses after the conference has been concluded. The ESA Treasurer will provide details of ESA costs associated with the event. After the conference, the profit/loss position can be established and the local organizers will be eligible to receive transfer of registration fees up to the appropriate amount.

Option 3: ESA Assumes All Liability. In this case, the ESA will bear all liability for losses and retain any revenues above costs. Due to the ESA's exposure to risk in this arrangement the local organizers will be expected to work closely with the President, relevant Regional Vice President and the Treasurer to ensure that losses do not occur. This means that the ESA officers should not just be notified of arrangements and financial decisions but that they should be consulted for approval prior to vendor contracts being signed. The ESA officers are entitled to suggest new vendors and venues if they estimate the costs to be too high. At the conclusion of the conference a complete accounting of expenses shall be provided and the local hosts will be eligible to receive funds transfer up to the total cost. This option will typically only be available for World Meetings.

### Choosing Plenary Speakers

The ESA encourages local organizers to arrange at least two plenary sessions at conferences but there is no fixed or required number of plenary speakers at ESA conferences. The number at a conference is at the discretion of the local organizers.

While local organizers generally have the right to choose plenary speakers, they are encouraged to invite a diverse group of plenary speakers, with diversity in gender composition, race and ethnicity, geographic region, as well as methodology taken into account. Organizers of the World meetings are encouraged to consider including a plenary speaker who is not an experimental economist. A list of past plenary speakers can be provided by the association.

The one requirement regarding plenary speakers is that the current ESA President should give a plenary talk at the World meeting half-way through his or her term in office.

### Setting Conference Registration Fees

Conference registration fees should reflect the cost of the particular location. Meanwhile, organizers should strive to have some continuity compared to previous conferences and take into account the limited travel funds of some members.

### Determining the Conference Program

The responsibility for arranging the conference program rests with the local organizers. The ESA Officers typically play no role in this aspect of conference organization. The ESA does however encourage local organizers to take an inclusive approach to assembling the program by accepting papers on a range of topics using multiple methodologies and from a wide selection of presenters. While submissions to the conference can be rejected, the ESA encourages local organizers to accept as many credible papers as they can accommodate.

The ESA also encourages the local organizers to organize topical workshops just before or after ESA conferences. If a workshop explicitly uses the ESA name, the President must pre-approve it.

### Choosing Venues

If the sessions are located in multiple buildings, local organizers should make sure that they are within short walking distance from each other and provide clearly marked maps. Local organizers should give consideration to the relative location of and movement between the conference venue and the conference lodging, and provide shuttle service when those distances are not easily walkable.

### Conference Meals and Refreshments

Coffee breaks, receptions, and meals that are offered should be organized in a manner that can efficiently accommodate the number of conference participants. Organizers are strongly encouraged to offer refreshments at each break.

### Executive Committee and Membership Meetings (World Meetings Only)

For world meetings, members of the executive committee typically meet during lunch hour in the first day of the conference to discuss any matters arising. Local organizers of these meetings should arrange a facility and catering for the meeting.

Membership meeting is typically held at the end of the day on the first day. Any registered ESA member is welcome to attend. Agenda includes approval of the new ESA officers, reports on ESA finances and journals by the President and editors. Local organizers are expected to arrange facilities to host this meeting.

### ESA Mentoring Program

The ESA Junior Faculty Mentoring Program typically holds a mentoring session during lunch time at the world or regional meetings. Local organizers are expected to arrange facilities and catering for this event.

Moreover, the local organizers of ESA meetings are expected to arrange facilities for the meetings of mentoring groups the day before or the day after the conference.

### Joint ESA and Other Association Meetings

If local organizers would like to have back-to-back ESA and another association meetings, they should consult with the President before finalizing such an arrangement. Anyone who attends the ESA conference is required to register for it through the ESA's standard registration system. People who do not wish to present at the ESA meetings should register as guests for the ESA meeting to cover costs associated with their attendance. The sharing of any revenues between associations should be explicitly negotiated with the ESA President and Treasurer.

### Information

At least 9 months before the date of the meeting, the organizers should send to the President and the Treasurer a document including the following information:

- Definitive local organization committee
- Conference venue
- Provisional program schedule
- Options for cocktail reception, lunches and for the conference dinner
- Provisional budget and sponsors
- Social events

### Conference Agreement Form

The ESA Conference Agreement form should be completed and signed by the local Host and the President at least six months, and preferably one year prior to the meeting. This agreement form should be completed after the President or Regional Vice President and the local host have negotiated an agreement.