

Guidelines for Session Chairs, Presenters and Discussants

Dear Session Chair and Presenter and Discussant:

Thank you for participating at the 2017 Southwestern Finance Association Annual Meeting.

Please note that the session chair will provide lap-top computers in all sessions. Presenters and discussants will be expected 1) to submit their power-points slides to the session chairs via email and 2) to bring a flash drive that contains their presentation materials.

Session chair is responsible for making the session runs smoothly and on schedule. During the session, the session chair will introduce each paper, its presenter and discussant. In addition, he/she will make certain that the presenting author and discussant follow the time guidelines:

- Paper presentations are allowed up to **20 (15) minutes per paper for each 3-paper (4-paper) session.**
- Discussion is allowed up to **5 minutes per paper.**
- The discussion should focus upon interpretations of the paper, offering insights on the paper, highlighting its contribution, and making suggestions for improvements (other than purely editorial).
- Q &A is allowed up to **5 minutes.**
- Unless noted otherwise, the sessions last **90 minutes.**

Thank you in advance for following the suggested guidelines. I greatly appreciate your contribution to the success of the 2017 SWFA Meeting.

Kindest regards,
Susana Yu, Ph.D.
Program Chair
Professor of Finance
Department of Accounting and Finance
Feliciano School of Business
Montclair State University