



STUDENT ROLE GUIDELINES

Peer Review Board Guidelines

Peer Review Board Members are responsible for evaluating all conference submissions against a rubric to determine which students should be offered a presentation or poster session. Peer Review Board members are eligible to submit a conference proposal. Students must meet the following requirements to apply to be a peer reviewer.

- Currently in enrolled in an undergraduate or 4+1 program or a recent graduate from Fall 2021 and Spring 2022.
- Completed or are concurrently enrolled in intermediate macroeconomics and microeconomics courses. Exceptions do apply, please check with your professor to ensure you are able to perform the role as described.
- Attend three 1-hour virtual training sessions that will cover expectations of peer review board members and demonstrate how to successfully evaluate a submission against a rubric.

Applications open: January 1, 2022

Application deadline: January 28, 2022

Notification of acceptance: February 4, 2022

Training sessions: February 14, 21, and 28, 2022

Evaluation of Submissions: March 16–30, 2022

Presentation Guidelines Paper

Current undergraduate students who are conducting independent or student coauthored original research in all fields of economics and finance are encouraged to submit a paper for consideration. Papers can be empirical, theoretical, or analytical in nature. All papers submitted will be reviewed by the ESP Peer Review Board. Papers will be accepted based on the selection criteria detailed in the rubric. Paper presenters may also serve as discussants and/or session chairs. Students who wish to submit their research must meet the following requirements.

- All accepted presenters must register and attend the conference (virtual or in-person).
- Currently enrolled in an undergraduate or 4+1 program or are recent graduates from Fall 2021 and Spring 2022.

Proposal application open: February 11, 2022

Proposal application deadline: March 11, 2022

Notification of acceptance: April 8, 2022



Presentation Guidelines— Poster

Current undergraduates who are conducting independent or student coauthored research in all fields of economics and finance are encouraged to submit a proposal for a poster session. Posters will be accepted based on the selection criteria detailed in the rubric. Poster presenter may also serve as discussants and/or session chairs. Students who wish to submit their research must meet the following requirements.

- All accepted poster sessions must register and attend the conference (virtual or in-person).
- Currently enrolled in an undergraduate or 4+1 program or are recent graduates from Fall 2021 and Spring 2022.

Proposal application open: February 11, 2022

Proposal application deadline: March 11, 2022

Notification of acceptance: April 8, 2022

Discussant Guidelines

Discussants hold two important responsibilities during the conference—helping those in the audience better understand the paper by reading the paper assigned very carefully and taking time to understand the paper's contributions, its strengths and weaknesses and providing comments such as why and what the author can do to improve the paper. Discussants are responsible for responding to session presentations with 5-7 minutes of remarks. Students must meet the following requirements to apply to be a discussant.

- All accepted presenters must register and attend the conference (virtual or in-person).
- Currently enrolled in an undergraduate or 4+1 program or are recent graduates from Fall 2021 and Spring 2022.
- Completed or are concurrently enrolled in intermediate macroeconomics and microeconomics courses. Exceptions do apply, please check with your professor to ensure you are able to perform the role as described.
- Attend a 1-hour virtual training that will cover how to use clarifying questions, ideas for extension, and supportive suggestions to facilitate the learning by both the presenter and the audience.

Application open: February 11, 2022

Application deadline: March 11, 2022

Notification of acceptance: April 8, 2022

Training session: TBD



Session Chair Guidelines

Session chairs are responsible for timekeeping during the session, introducing presenters and discussants, and managing the audience question and answer portion of the session. Students must meet the following requirements to apply to be a session chair.

- All accepted session chairs must register and attend the conference (virtual or in-person).
- Currently enrolled in an undergraduate or 4+1 program or recent graduates from Fall 2021 and Spring 2022.
- Attend a 30-minute virtual training that will review roles and responsibilities on the day of the event.

Applications open: February 11, 2022

Application deadline: March 11, 2022

Notification of acceptance: April 8, 2022

Training sessions: TBD