**2023 Student Role Guidelines**

**Peer Review Board Member Guidelines**

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

* Currently in their Junior or Senior year or recent graduates from Fall 2022 and Spring 2023.
* Attend three 1-hour virtual training sessions that will cover expectations of Peer Review Board members.
* Demonstrate ability to successfully evaluate a submission against a rubric.
* Attend periodic virtual meetings to review submissions for acceptance to the conference.

**Applications open:** November 7, 2022

**Application deadline:** January 6, 2023

**Notification of acceptance:** February 3, 2023

**Training sessions:** February 13-28, 2023

**Evaluation of Submissions**: March 17-31, 2023

**Paper Presentation Guidelines**

Current undergraduate students who are conducting independent or coauthored original research in all fields of economics and finance are encouraged to submit a proposal for a paper session. Papers can be empirical, theoretical, or analytical in nature. All proposals submitted will be reviewed by the ESP Peer Review Board and acceptance will be based on the selection criteria detailed in the rubric. Students who wish to submit their research must meet the following requirements.

* Must register and attend the conference (virtually or in-person)
* Students must be Freshman through Seniors in their undergraduate program or recent graduates from Fall 2022 and Spring 2023.
* Research can be independent, co-authored by other students, or faculty co-sponsored.

**Proposal application open:** February 10, 2023

**Proposal application deadline:** March 10, 2023

**Notification of acceptance:** April 4, 2023

**Training sessions:**  February 6-9, 2023

**Poster Session Guidelines**

Current undergraduates who are conducting independent or coauthored research in all fields of economics and finance are encouraged to submit a proposal for a poster session. Proposals can be based on research that is either completed or currently being conducted, but with results to present. All proposals submitted will be reviewed by the ESP Peer Review Board and acceptance will be based on the selection criteria detailed in the rubric. Posters can be presented during a session at the conference or informally at the networking reception. Poster presenters may also serve as Discussants and/or Session Chairs. Students who wish to submit their research must meet the following requirements.

* Must register and attend the conference (virtual or in-person).
* Students must be Freshman through Seniors in their undergraduate program or recent graduates from Fall 2022 and Spring 2023.

**Proposal application open:** February 10, 2023

**Proposal application deadline:** March 10, 2023

**Notification of acceptance:** April 4, 2023

**Training sessions:**  February 6-9, 2023

**Discussant Guidelines**

Discussants fulfill two important responsibilities during the conference: (1) 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 and its strengths and weaknesses and (2) providing comments and suggestions on what the author can do to improve the research. 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.

* Must register and attend the conference (virtually or in-person).
* Students must be Freshman through Seniors in their undergraduate program or recent graduates from Fall 2022 and Spring 2023.
* Completed or are concurrently enrolled in intermediate macroeconomics and microeconomics courses. Exceptions do apply, so please check with your professor to confirm if 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 10, 2023

**Application deadline:** March 10, 2023

**Notification of acceptance:** March 13, 2023

**Training session:** April 24-27, 2023

**Session Chair Guidelines**

Session Chairs are responsible for timekeeping during the session, introducing presenters and discussants, and managing questions from the audience. Students must meet the following requirements to apply to be a Session Chair.

* Must register and attend the conference (virtual or in-person)
* Students must be Freshman through Seniors in their undergraduate program or recent graduates from Fall 2022 and Spring 2023.
* Attend a 30-minute virtual training that will review roles and responsibilities on the day of the event.

**Application open:** February 10, 2023

**Application deadline:** March 10, 2023

**Notification of acceptance:** March 13, 2023

**Training session:** April 24-27, 2023