

Non-NBER author memo

May 25, 2005

Dear <<fullname>>

We would like to invite you to participate in our meeting on Friday, July 15, 2005 at the NBER, 1050 Massachusetts Avenue, Cambridge, MA. This is a meeting of a small working group we organize as part of the NBER's Economic Fluctuations and Growth program and will take place the day before the large EFG meeting. The preliminary program can be found at <http://www.nber.org/~confer/2005/si2005/efjkprg.html>

You will also be receiving an invitation to attend the Economic Fluctuations and Growth Research Meeting. The meeting, organized by David Laibson and Michael Woodford, will be held on Saturday, July 16 at the Royal Sonesta Hotel in Cambridge.

Please reply via email through the Conference Department's web reply form at <<replyurl>>. We cannot guarantee housing if your reply form is received after June 10.

Authors will have 30 minutes to present followed by 15 minutes for the discussant and 15 minutes for general questions. Participants will be expected to have read all the papers carefully in advance and to come prepared with questions for discussion.

Note for Presenters If you have a new version of your paper that you would like distributed, please email it to us by JUNE 10, 2005. (Pete@Klenow.com and chad@econ.berkeley.edu). Otherwise, we will use the version we've already received. After that date, papers will be mailed to all participants, together with a final schedule.

Funding is available up to a maximum of \$500 per paper. This amount can be shared in the case of co-authors. Please see the Summer Institute information sheet (www.nber.org/~confer/2005/si2005/travregnbs.html) for details on housing and transportation costs in Cambridge.

Morning coffee and pastries as well as lunch will be provided.

Further Summer Institute information, including updated programs and **information for authors**, can be found on the Summer Institute 2005 page at <http://www.nber.org/~confer/2005/si2005/si2005.html>. Papers will also be available on this site before the workshop.

For participants staying at the Royal Sonesta Hotel, shuttle vans will be available in front of the hotel at 800 am and 830 am on July 15 to take you to the NBER. There will also be shuttle vans leaving from the NBER going to the Royal Sonesta Hotel at 430 pm and 500 pm.

ALL SUMMER INSTITUTE PARTICIPANTS WILL RECEIVE A CONFIRMATION LETTER PRIOR TO THEIR WORKSHOP(S). PLEASE READ YOUR CONFIRMATION CAREFULLY AS IT WILL CONTAIN IMPORTANT INFORMATION CONCERNING HOUSING, REIMBURSEMENT, AND WHICH WORKSHOP(S) YOU ARE OFFICIALLY REGISTERED FOR. IF ANY OF THE INFORMATION ON YOUR CONFIRMATION IS INCORRECT OR IF YOU DO NOT RECEIVE A CONFIRMATION LETTER TWO WEEKS PRIOR TO YOUR WORKSHOP, PLEASE CONTACT SOMEONE IN THE NBER'S CONFERENCE DEPARTMENT IMMEDIATELY.

We hope you will be able to join us this summer. If you have any questions, please contact the NBER's Conference Department at 617/868-3900 phone, 617/864-1825 fax, or via e-mail at confer@nber.org.

Sincerely,

Chad Jones and Pete Klenow