

MEMORANDUM

TO: Authors
FROM: Christina Romer and David Romer
DATE: May 9, 2005
RE: Summer Institute

We are delighted that you have agreed to present a paper at the Monetary Economics Summer Institute this year.

PAPERS

We have copies of your papers which will be sent to the copy center on June 20. If you wish to provide a revised copy, please send it by June 20 to:

Rob Shannon
Conference Department
NBER
1050 Massachusetts Ave.
Cambridge, MA 02138

We recommend using Federal Express or some other reliable means to make sure that it arrives in time. You may also e-mail your paper in PDF or Word format to confer@nber.org.

PRESENTATIONS

There are no discussants for Summer Institute. You will have 25 minutes for your presentation. There will be 30 minutes of general discussion.

SLIDES

Bob Hall gives what we feel is sage advice to presenters at EF&G meetings about the appropriate use of overhead slides or power-point presentations. His crucial points are:

- Use a large font – no smaller than 20 point.
- Limit the number of slides to no more than 10 to 15 for a 25-minute presentation.
- Reserve slides for equations, graphs, and results. Do not use them to give verbal summaries.
- Graphs should use color to distinguish lines from each other.