

MEMORANDUM

To: CGP Program, Part (2), Authors and Discussants

From: Bob Stern

Subject: Updated October 2004 Conference Arrangements

Date: October 3, 2004

This is an update of arrangements for the University of Michigan conference on “Macro/Financial Issues and International Economic Relations: Policy Options for Japan and the United States,” which will be held on Friday and Saturday, October 22-23, 2004. I am attaching the latest version of the agenda for the conference. As you will note, the conference will be held in the Foster Library of the UM Department of Economics, which is located on the 2nd floor of Lorch Hall, adjacent to the Executive Residence where out-of-town conference participants will be staying.

The Executive Residence, which is operated by the UM School of Business Administration, is located at: 720 E. University, Ann Arbor, MI 48109-1234 (Tel. 734-763-1000; Fax 734-763-9467). The rooms will be prepaid for conference authors and discussants.

The format of the conference will allow an hour for each paper. Thirty minutes will be allocated for author(s) presentations, fifteen minutes for discussants, and the remaining time for questions and discussion. An overhead projector and PowerPoint projector will be available. Authors are requested, by **October 8, 2004**, to send their papers as E-mail attachments in **Word** format, and also, if to be used, their PowerPoint slides to me and to Judith Jackson at: rmstern@umich.edu and jjackson276481MI@comcast.net

Authors should also send their papers to their discussants as soon as possible. An E-mail list is attached for your reference.

Authors and discussants are responsible for making their own travel arrangements. Round-trip, Economy Class, airfares and related travel expenses will be covered. Flights should be booked for arrival at and departure from the Detroit Metropolitan Airport. On arrival in Detroit, follow the sign for Ground Transportation. Please be sure to take a **Metro** Taxi to Ann Arbor, which is about a 30-minute drive from the airport and should cost a flat rate of about \$40 (plus gratuity of \$5). Arrangements for the return trip to the Detroit Airport can be made at the desk of the Executive Residence.

Reimbursements for travel expenses will be provided subsequently upon submission of original receipts. If you haven't done so already, please notify us of your flight schedule as soon as possible so that we can reserve accommodation for you at the Executive Residence.

Let me know if you have any questions or concerns about the foregoing arrangements.