**NBER SUMMER INSTITUTE 2018**

 **HELPFUL HINTS**

Hi there,

Welcome to SI2018! Please do not feel overwhelmed while reading this document. It is here to help guide you through the process. Take it one step at a time. Should you have any further questions about this helpful document, ask Rob for further assistance.

**Packet Inserts –** *You may or may not be making packets anymore depending on Rob’s decision. If you’re not, skip this entire section.*

**What’s a packet**? Each participant attending SI will receive one packet that includes all the information they may need during the course of their stay.

Each Participant Packet Should Include:

* **The President’s Welcome Letter** (Jim Poterba)
* **The Conference List** (it lists out all the different workshops, organizers, etc.)
* **The Wifi/Computer Room/Mother’s Room Info Sheet**
* **A** **Premade** **Name Tag**
* **A copy of the agenda (including participant list) for each program the participant is attending**

Generic Packets**:**

* Make **5 extra generic packets** for ***each*** workshop. Include everything a participant packet includes except for a nametag
* Make 10 extra program copies for each program.
* Combine all these generic packets into one separate box for each week (3 boxes total) Always keep the copies and corresponding generic packets together.

**Break & KVL Schedules for the Sonesta**

Located next to this document on the desktop is a Folder Icon labeled “SI2018”. In this folder are two folders labeled AV and Break Schedules. Everything in this folder file are 2017 copies for you to use for SI2018. Clear/edit all the information in these documents to update it for SI2018.

In short terms, the schedule is broken down to when each workshop has its’ breakfast, breaks, lunch, dinners/clambakes, and adjourning times on any given day. These schedules help us figure out how much stuff we need and when we need it. It will most likely change as time gets closer but is always good for reference.

**Travel Reimbursements (Travel Expense Reports)**

* They will look confusing at first. Take your time and don’t rush through it. Ask Rob how to do it if you’re really confused. It’s basically a form people use to get back the money they spent on the trip to the conference. They each have their own restrictions and it is listed on the SI database.
	+ Click on the Google Chrome Icon at the bottom of your taskbar or on the desktop.
	+ It should automatically open up to a gmail tab and a tab that is labeled “Conferences for User”
	+ If the site prompts you to log in, look at the CPU to your right (the thing that has the computer power button on it) – you should see a paper labeled “helpful hints”. All your log in information is listed on this paper. If you’re on the nber website, chances are your log in is the same as “computer log in.”
	+ Once signed in, use the search bar to find the person’s name listed on the reimbursement request. Only include the meetings they responded “Y” to
	+ Make sure you convert currencies if needed to USD using OANDA currency converter online. Convert the currency for that day the currency was exchanged, print out each record, and attach it to the reimbursement form.
	+ When Carl is done stamping received date and reviews the information, he will put it back in your office. Photocopy the first page for our records - send the original copies to the Accounting through interoffice mail and file the photocopies alphabetically in the copy room drawers.
	+ If the Reimbursement IS NOT PART OF SUMMER INSTITUTE, FILE IT IN THE OFFICE, NOT THE COPY ROOM. The link only applies to SI, ask Carl/Rob for limitations for other reimbursements.

**What to Pack for the Hotel**

* Extra batteries for clickers
* Pens (at least two cases at a time)
* NBER Pads of Paper (at least two cases at a time)
* Bells (Bring three cases with six in each case)
* Laptops with corresponding charger and mouse
* Projectors with corresponding power cords and connection cables
* Extra name tags and nametag holders
* Flash Drive for presentations that need to be loaded onto it
* Office Supplies: Tape, Post-Its Notes, Scissors, Printer Paper (1 case), Pens, highlighters, sharpies

**Before Leaving for the Hotel**

* 1. Check that all laptops, projectors, and clickers work.
	2. Keep Tabs (preferably a checklist) on everything you are bringing so that when we move back from the hotel we can replenish items that are lost during the process.

**Summer Institute Phone**

* Make Sure Rob has your number for easy communication while at the hotel.

**SI Master Agendas**

A few years ago, the NBER printed master agendas of all the meetings. Participants loved these but we no longer have them. Expect a lot of questions about a “master schedule” for “all of the meetings”. Just tell them we no longer have them but that you can get them an agenda for a specific meeting if they know which one they are interested in.

**Hotel Bills**

About a week after the S.I. ends, the hotels we’ve used will send us a master bill. Our job is to calculate how much each meeting should be expensed for the bill. There is a template located in the Sonesta Bills folder of the previous S.I. **CHECK CALCULATIONS AS YOU GO AND DON’T RUSH THROUGH.** \*When you finish splitting the grand total, make sure to ADD KVL EXPENSES AND F&B EXPENSES TOGETHER FOR THE PAYMENT REQUEST

If it helps, the conferw drive SI2017 folder has the Sonesta and Marlowe Bills that have already been done correctly and submitted. You may look at those for reference. Be careful not to change that data.

**Timesheets**

* <http://psaweb.acct.nber.org/team/>
* Accounting/HR will let you know what your login info is.
* Try to stay ahead and submit them a couple days before the deadline to ensure you get paid.
* The payroll schedule is located here <http://admin.nber.org/1050/>

**Additional Tips**

* KEEP ORGANIZED, THE MORE ORGANIZED YOU ARE THE FASTER THINGS WILL BE.
* Bring stuff to do during down time; there will be huge gaps of down time throughout the SI and after.
* Don’t hesitate to ask Rob or Carl questions even if you seem annoying. It is better to avoid as many mistakes possible then have to redo it.
* Don’t worry about the codes everyone throws at you at first. The more you’re exposed to them, the faster you’ll catch on.
* At the office, Breakfast is covered. It includes a variety of bagels, pastries, & fruits as well as a huge array of coffee, hot chocolate, tea etc.
* At the hotel, Breakfast and Lunch is covered. If you have any restrictions, just ask Rob, he’ll be able to tell you what they had planned for food.
* Lunch is an hour long and is unpaid, so make sure to take it! You are free to leave for lunch for the full hour and brought lunch can be stored in the fridge in the kitchen if it is labeled with your name and date. People are food thieves.
* Jim’s title may make him seem scary, but he’s very friendly and will stop by every so often to say hello and thank you.
* ***Prepare for all weather conditions at the office and at the Sonesta. Sometimes the office is really hot and sometimes it’s really cold, the Sonesta is always freezing. Bring some extra layers to be prepared.***
* The staff clambake is delicious and fun, something to look forward to, it is recommended you go and mingle.
* Conference assistants wear name tags at the Sonesta to ensure that participants know they can ask us questions. People will start calling you by your name and expect that you know anything and everything about the NBER, about economics in general, and about the secrets to life. Don’t worry if you encounter some crazies (which you will at some point) just be friendly, smile, and keep moving things along.
* People will make comments about the Summer Institute gift, just go with it, and make witty comments back.
* This is a fun job, even if it seems mundane in the beginning!