Dear Authors and Discussants:

The NBER Macro Annual Practice Session will take place on March 31, 2020 at 1:00 pm EDT.

The program for April 2 and 3, 2020, may be found here:
[http://conference.nber.org/sched/Macro20.](http://conference.nber.org/sched/Macro20.%EF%BF%BD) .

Please follow these instructions to make sure you have Zoom on your computer. The meeting ID and link are below: **NBER Zoom Requirements for Presenters**In order to participate as an NBER Presenter, please provide your cell phone number to me (rshannon@nber.org):

Verifying the minimum requirements

- Zoom Desktop Client

- A high speed internet connection

- A laptop or computer with a microphone and speaker

**Installing Zoom and entering a meeting**- Open a web browser on the laptop or computer you will use for your presentation and click on this link: <https://zoom.us/support/download>- Zoom will begin downloading the appropriate file depending on the type of computer you have such as Apple and or Windows

- Once Zoom has been installed, open the Zoom Desktop client by either going to the dock on your Apple computer and or using the search function on your Windows computer

- Once Zoom is open you will be presented with two options, "join a meeting" or "sign in", select the "join meeting" option (note if you have a Zoom account, do not sign in)

- You be provided with a Meeting ID. Please sign in with a 1A in front of your name, for example if your name is John Smith you will enter your name as; 1A - John Smith

- Leave all of the checkbox options unchecked

- You will see dialogue box that will ask you to join by computer audio

- If you are having computer audio problems please see the instructions below

- If you are having any other issues with this meeting please contact and NBER staff person at marc.a.fowler@gmail.com or 617 416 5642

**Audio by telephone option:**- Audio is also available by telephone. To join by telephone, select the phone call tab and dial into the conference using the dial-in telephone numbers (see below)

- You will see a dialogue that says "do you want to continue without audio," select "continue" and you will join the conference by telephone

**When it is your turn to present:**-Click the Participants link at the bottom of the zoom window so you can find your name in the list to the right.

-The moderator will give you access to unmute your speaker, to share video which your can do next to your name in the participant list.  Then click Share Screen.  Please have your slides ready.  Once you press share screen at the bottom of the zoom window, what is on your screen (your slides) will be shown to everyone.  At the end of your presentation and question period, be sure to click Stop Share to make way for the next presenter.

**Questions and Answers:**At the end of your presentation we will allow for questions and answers. When someone from the audience asks a question, they will do so by "raising their hand" and Zoom will indicate this to you by flashing that someone has raised their hand on the Zoom control bar. Once you have clicked on that, you can answer the person's question by selecting their name which will unmute them. After you have answered the question you will then need to lower their hand and press the "mute participant" button and continue on to the next question. If you encounter any difficulties a member of the NBER staff will be on hand to assist.  Once the question period is over, be sure to click Stop Share.

**Meeting ID and Link**
The Zoom Meeting ID is 750 252 0046.  You can join the session by using this link <https://zoom.us/j/7502520046>**To join by phone**One tap mobile
+13126266799,,7502520046# US (Chicago)
+16465588656,,7502520046# US (New York)

Dial by your location
        +1 312 626 6799 US (Chicago)
        +1 646 558 8656 US (New York)
        +1 346 248 7799 US (Houston)
        +1 669 900 9128 US (San Jose)
        +1 253 215 8782 US
        +1 301 715 8592 US
Meeting ID: 750 252 0046
Find your local number: <https://zoom.us/u/ab2S9RQrjG>Please let me know if you have any questions.

Sincerely,

Rob