Dear <<fullname>>:  
  
The Summer Institute (SI) submission deadline -- March 20 -- is fast approaching.  Thank you for organizing a meeting this year. The judgement of the program directors in selecting papers is a critical input that helps to make the SI so successful.  
  
I am writing to ask for your help in managing the invitation list for your meeting.  In order to reverse the unsustainable recent growth of the Summer Institute, last year I asked each organizer to target a five percent reduction in the number of meeting participants. Most organizers trimmed their invitation lists, and the result was a slight decline in the number of SI participants between 2017 and 2018.  
  
I hope that you will do three things to update your invitation list for 2019. First, please review the list of individuals who were invited to the 2017 meeting of your group, but were placed on an "invite if space permits" list for 2018. None of those individuals were invited in 2018. The individuals who fell into that category may be found on this page:  
  
<http://conference.nber.org/conforg/IR_AG/review_invite>  
  
If there is anyone on that list who you feel should be invited for 2019 -- keeping in mind our goal of holding numbers constant at 2018 levels -- please indicate that by clicking on the appropriate box on the web form. I expect very few individuals to move to the "must invite" category, but I want to allow this possibility.  
  
 Second, please review the program for your meeting from 2018. If there is anyone on the program who should be invited for 2019, please email Rob Shannon (rshannon@nber.org).  
  
 Finally, if you are adding a few new invitees, you may wish to review your full invitation list. You can find that by clicking on boxes next to the green text in the upper right corner of the screen at the URL above.  You can change the status of an invitee and in particular move someone who was invited in 2018 to the "invite if space permits" list for 2019.  
  
 I know that it is very difficult to make decisions about invitation lists, but I ask you to make every effort to avoid expansion of your meeting relative to last year's levels. There is a long queue of researchers who would like to attend Summer Institute, and unfortunately, we cannot accommodate them all. By making tough calls now, we can ensure that those who attend the 2019 meeting do not come away with the view that the meeting has become unwieldy and over-crowded.  
  
If you have any questions, please contact Rob at 617-588-0384 or rshannon@nber.org.  
  
Thank you very much for your assistance -- all best wishes.  
  
Jim Poterba