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How do I update my contact information?

To update your information on the APEE Website, first log in using the “Sign In” link at the top right side of the black menu at the top of the screen and sign in using your email address and password. Then, hover over the “Your Account” navigation menu and select the “Your Account Profile” link. You may then make changes or corrections to your account information. Please note, you must click the “Save Changes” button at the bottom of the page to finalize your changes.

To update your contact information in the APEE Member Directory, please email your new information to Probasco@utc.edu or to Patricia Maisch at Patricia.Maisch@trincoll.edu. *The Journal of Private Enterprise* is mailed to the address on file in the APEE Member Directory.

I am having trouble logging in to the website? I entered my User ID and Password, but I'm still not able to log in.

Cookies must be enabled on your computer to login to the APEE website. To confirm that your computer is set to allow cookies: please use the instructions listed for your browser and operating system.

Internet Explorer:

Open your internet browser and click "Tools" on the browser menu bar at the top of your screen. In the "Tools" menu, please select "Internet Options." Then click on the "Privacy" tab and "Advanced." In the "Advanced" options, please select "Override automatic cookie handling" at the top of the window and "Always allow session cookies" underneath. Click "OK" twice to exit the menu. Close and reopen your browser.

Safari:

From the menu bar, select "Safari." Then click "Preferences," "Privacy," "Block cookies." Then select, "From third parties and advertisers."

Chrome (Windows):

Select the wrench box at the top right corner of the page menu area. Select "Settings." This will open a Chrome Settings webpage. At the bottom of the webpage, select the link, "Show advanced settings." Under "Privacy," select the "Content settings..." box. Under "Cookies," select "Allow local data to be set." Select "OK" at the bottom right corner of the Content settings.

Chrome (Mac):

From the menu bar, select "Chrome," "Preferences." This will open another browser tab with the Chrome Settings webpage. At the bottom of the webpage, select the link, "Show advanced settings." Under "Privacy," select the "Content settings..." box. Under "Cookies," select "Allow local data to be set." Select "OK" at the bottom right corner of the Content settings.

Mozilla Firefox (Windows):

Select the "Firefox" tab at the top left of the browser window. Select "Options," "Privacy." No selection as Firefox keeps cookies unless you remove them at this option page.

Mozilla Firefox (Mac):

From the menu bar, select "Firefox," "Preferences," "Privacy." Check "Accept cookies from sites."

If you still experience difficulty, please contact our office at probasco@utc.edu.

I want to submit a paper to *The Journal of Private Enterprise*. When is the deadline to submit papers, and how much is the submission fee?

The submission fee is waived for papers presented at the annual APEE conference. Other articles may be submitted for \$45 (plus an \$81 APEE membership fee if the submitting author is not yet a member). The submission fee should be mailed to Gerald Gunderson, Associate Editor, Journal of Private Enterprise, Trinity College, 300 Summit Street, Hartford, CT 06106.

Submissions should be uploaded to: www.editorialmanager.com/jpenterprise/ (Please fill out the required reviewers field, as that helps us compile our list of primary and backup referees.)

Please see <http://journal.apee.org/index.php> for more information.

How much is membership?

APEE offers several membership options. An Individual Membership is available for \$81.00. Institutional Membership, which allows the designation of two individual members, is available for \$261.00. The APEE Supporter Membership, for \$761.00, includes two memberships and one conference registration, the supporter name in the APEE conference program, and a subscription to *The Journal of Private Enterprise*. The APEE Sponsor Membership, for \$1,011.00, includes two memberships, two conference registrations, sponsor name in the APEE conference program, and a subscription to *The Journal of Private Enterprise*.

Is exhibit space available at the conference?

A 6-8 foot exhibit table for the APEE Conference rents for \$250, for all three days of the conference, in addition to the non-member registration fee of \$499 for each participant that attends the conference or accompanies the exhibit. The \$499 registration fee includes access to the opening reception and dinner on Sunday evening, continental breakfasts and lunches on Monday, Tuesday, and Wednesday, one year's membership (the current year) in APEE, and a one-year subscription to *The Journal of Private Enterprise*. Additional exhibit/promotional options are available. Please see the Exhibitor Contract on the APEE conference webpage at www.apee.org for complete details.

How do I submit a paper online for the APEE conference?

You may submit a paper by clicking the "Conference" link in the black menu located at the top of the APEE homepage. Then click the "Submit a Paper" link located in the center of the page. You should then be able to enter your paper information and abstract by following the onscreen instructions. Your paper description should be 1,000 characters or less. For further reference, please sign in using the email address associated with your APEE profile and your password, then view the paper submission instructions by clicking [here](#).

Do I have to submit my finished paper right now?

No. You may submit an abstract of your research. The full paper is not required until 30 days prior to the conference.

How long should my abstract submission be, and what are the file specifications?

Your paper description should be 1,000 characters or less. However, the file to be uploaded should be 20 MB or less and in either PDF, .doc, or .docx format.

Do I have to be a member of APEE to submit a paper for the conference?

No. However, you will have to register for the conference and pay the registration fee in order to attend and present your paper.

How do I submit a complete session?

Complete sessions may be entered online at www.apee.org. However, for control purposes, the APEE Conference website requires our office to grant access to the conference session submission function on an individual basis. To receive access to enter a complete session, please email our office at probasco@utc.edu with your name, affiliation, and email address. We will gladly grant you the appropriate access as well as send you the APEE Conference complete session submission instructions. Administrative privileges are password specific and will enable you to submit and edit your sessions only. The deadline for session submissions is December 1.

How do I view contact information for participants in my session(s)?

To access participant contact information, please log in to your APEE Account Profile. To login to the APEE website, click the “Sign In” link located at the right side of the black menu at the top of the screen, and sign in using your email address and password. After successful log in, program participant contact information and any paper files that have been uploaded will be available as hyperlinks on the 2017 APEE Conference Program Webpages. To access your 2017 APEE Conference Program appearances, please hover over the “Conferences” button located in the black navigation menu at the top of the APEE Homepage and click the “2017 Meetings” link from the Conferences drop down menu. Please click the “Program Participants” link. Then enter your last name in the last name field and click “Search.” After locating your name in the search results, please click on your name to display all conference participant details. To access any paper files that may have been uploaded, please click on the paper title. Participant contact information is only visible after logging in.

Will my contact information be available to the public from the conference program?

No. Beginning with the 2009 program, online access to contact information was restricted to logged-in program administrators, APEE members, conference participants, and registrants. The text of the contact information will not reside on any static pages that can be "harvested" by web-crawlers.

Do I have to bring my own laptop for my PowerPoint presentation? Is an overhead projector available?

Each meeting room will be equipped with an **LCD projector and VGA cable connectors**. Overhead projectors will **not** be provided. Session participants are responsible for providing their own laptop computers for use in concurrent meetings and coordinating compatibility with the provided equipment as well as with other session participants as applicable. If other audio visual equipment or connectors are needed, the participant will be responsible for making the arrangements through the hotel and for the rental cost of the additional equipment.

How do I review or edit my sessions?

To review and edit the sessions that you have already entered, please log in to the APEE website at www.ap ee.org and access the “Your Account” page by clicking on the “Your Account” link at the top of the menu on the right side of the menu bar. Then choose the “View Session Submissions” link to view and make any necessary changes to your submitted sessions. Click the orange “View/Edit” link located next to the session you wish to edit.

How do I register for the conference?

To register for the conference, please hover over the “Conferences” button located in the black navigation menu at the top of the APEE Homepage and click the “Registration” link from the Conferences drop down menu. Please choose the applicable registration fee. Then, click the gold “Continue” button at the bottom of the page. If you have not already logged in to your APEE Account Profile, you will be prompted to login. If you have forgotten your APEE account password, choose the blue “Forgot your password?” link to reset your password. If you do not have an APEE Account, please choose the black “Create an Account” link just below the Sign In box. *Please note, the APEE website changed in May 2015. If you have not logged in to the APEE website since May 2015, you will need to create a new password to access the website content.*

The APEE encourages individuals interested in **renewing or purchasing their APEE memberships** to do so when they register for the conference. *Please note, your membership must extend through the time of the conference to be eligible for Conference Member Registration.* If a guest will be accompanying you to the conference, you may add the appropriate guest registration during the registration process. *Please note, participants on the program are not eligible for “Guest Registration.”*

Is there a minimum age requirement to attend the APEE Conference?

All participants must be at least 21 years old by the first day of the conference and be able to submit a copy of a driver’s license or other official document attesting proof of age before they can register for the conference. Undergraduate student presentations are limited to the Undergraduate Research Poster Fair Competition which is dependent on grant funding. In addition to the age requirement and program limitation, undergraduate students must be accompanied by a responsible faculty member who formally acknowledges responsibility for their undergraduate students by completing the required sponsor agreement form.

What are the registration fees for students?

Student registration fees are \$418.00 for members and \$499.00 for non-members. Please note that students must provide a valid copy of their student ID to complete a student registration. In addition, **all** conference attendees must be at least **21 years of age or older** to attend the conference and be able to provide a valid driver's license or other acceptable photo identification.

What does my registration fee cover?

Access to all APEE sponsored conference events, including the opening reception and dinner Sunday night, and continental breakfasts and luncheons on Monday, Tuesday, and Wednesday.

Are Student Fellowships available?

A limited number of student fellowships are available for graduate students. For information, please visit the Young Scholar's page on the APEE website: <https://www.apee.org/young-scholars-program/>. Unfortunately, the APEE Young Scholars Program is limited to graduate students and young faculty. In addition, all conference attendees must be **21 years of age or older** and able to provide a valid driver's license or other acceptable photo identification.

Are undergraduate students allowed to present at the APEE Conference?

Unfortunately, undergraduate students are not permitted to present in concurrent sessions. However, when grant funds are available, the Association hosts an Undergraduate Research Competition session. For additional information regarding the Undergraduate Research Competition, please visit the APEE Conference Website. Please note, all conference attendees must be **21 years of age or older** and able to provide a valid driver's license or other acceptable photo identification.

Is your credit card payment page for conference registration secure?

Yes. Your credit card payment is processed on a secure site. If you go to the APEE conference site you will see that the credit card processing pages do begin with "https" and there is a lock image to show security.

Why don't you take all credit cards?

It's too expensive. Additional cards, beyond what we accept, would incur an extra monthly charge on top of what we already pay to have the ability to process charges. The Association, as economists, attempts to minimize costs.

Can I pay by Electronic Funds Transfer?

Unfortunately, APEE does not accept electronic transfers. APEE will gladly accept check or credit card payments. The registration fees may be paid with a credit card by logging in to the

APEE Conference Website and selecting the “pay by credit card” option located at the end of your registration record or if you wish to pay by check, please mail a check payment to:

Dr. J.R. Clark, Secretary/Treasurer
Association of Private Enterprise Education
Probasco Chair of Free Enterprise
University of Tennessee at Chattanooga
313 Fletcher Hall, Dept. 6106
615 McCallie Avenue
Chattanooga, TN 37403-2598

Why do you insist that participants wear name badges?

Security and costs have become very serious matters since 2001. Hotels have stepped up their security and all professional associations are trying to more accurately control their costs. As an economist, one can also see it as a response to the free rider problem. As long as conference revenues are what make the *Journal* and the annual conference possible, we must try to minimize the problem.

I want to bring my spouse/friend/child/significant other to the conference only to one conference event (my paper session, opening dinner, etc.). They will not be presenting or actually participating in the conference. Do I have to register that individual?

Yes. In order to control costs, deal with the free rider problem, and provide the required security for the conference, APEE policy requires any individual attending any conference event in any capacity to register and pay the appropriate conference registration fee. In addition, **all** conference attendees must be at least **21 years of age or older** to attend the conference and be able to provide a valid driver’s license or other acceptable photo identification.

Why is the conference room rate so high? I can get a cheaper rate somewhere else.

Our contracts with the hotels include a sliding scale on the cost of the meeting rooms we reserve for the conference sessions. The scale is based on how many room nights are booked by participants in our conference. The more participants who stay at the hotel, the less the meeting space costs the Association. We do try to negotiate the best rates we can for a conference our size, at the time of year, and in the locations that members seem to prefer.