**Free Place Policy for OR Society Events**

The OR Society has a policy that where necessary help should be provided to those attending events both to support the community and to ensure that disadvantaged groups are no less able to attend OR Society events.

The process to implement this policy and the criteria used to make decisions are outlined in this document. This policy and the criteria should always be applied bearing in mind the objectives of the policy as outlined above.

**Please note all types of free or discounted places are approved by the ORS Event Manager from January 2023 through the free place policy system.**

All applications will be judged on two core criteria: the benefit to the Society and the wider OR community of attendance at a particular event and individual need for support.

**1. Complimentary Attendance**

The following persons are entitled to a **free full conference ticket** (***this includes accommodation for the OR Annual Conference only***):

* Chairs of the Conference Committee
* OR Event Committee POC (where applicable)
* Plenary Speakers and VIP Guests

The following persons can **apply for free half-day entry** to attend or deliver a session at the OR Annual Conference. This only covers attendance at the session and a limited number of places are available. Lunch is **not included** **and if the person is staying for the full duration of the day, it will require a normal or discounted one-day ticket:**

* Grand Challenge and Making an Impact Keynote Speakers

**2. Discounted Attendance**

The following persons can apply to receive a **discounted rate on a full conference or one day ticket** at ORS events.

* Student member rate
* Retired member rate
* Unwaged (can access the above rates listed)

Speakers/presenters – who will normally have extended access to any early-bird rate

**Please note whilst you can apply for the above, this is not guaranteed, and it will be confirmed by the OR Society if you have met the right criteria which should therefore offer a discount.**

**3. Bursary Places *BY APPLICATION***

The OR Society encourage applications for a very limited number of bursary places at their conferences which are either for free attendance or at a particular discounted rate. These bursaries are available to those who need financial support to attend the conference, whether due to personal circumstances or difficulties in attending.

These bursaries can be used to support researchers or practitioners in the early stage of their careers, those with limited financial resources or those with special requirements for attendance such as taxi fares, accommodation for carers or special accommodation.

**Please apply as soon as possible as places are limited. The form shown at the end of this policy should be completed and sent to** **event.enquiry@theorsociety.com****.**

**Please note the following:**

* We do not take applications within four weeks of the conference start date.
* This is the only process for applying to attend an ORS event for free or at a discounted rate outside the categories established in 1. and 2. above.
* The ORS reserves the right to remove bursary places if information is completed incorrectly after each application is checked.

**Bursary Place Application Form- OR Society Events 2023**

|  |  |
| --- | --- |
| Full Name |  |
| Email Address |  |
| Phone Number |  |
| Which event would you like to attend? |  |
| Full Address |  |
| Please state your job title and organisation |  |
| Are you applying for a free place or discounted rate for the event? | YES/NO |
| Are you applying for discounted or free accommodation additional to your ticket? | YES/NO |
| If so, how many nights accommodation would you require? |  |
| Have you submitted a paper or poster for the event? | YES/NO |
| Have you previously received a free or discounted place for OR Society Events? | YES/NO |
| Why would you like to attend the OR Society Event? |  |
| What would be the largest benefit to the OR Community having your attendance at the event? |  |
| Date of submitting your bursary application | XX/XX/XXXX |

**Please note that completion of this form is not confirmation of a bursary place. Once this application is submitted to** **event.enquiry@theorsociety.com****, we will be in touch within four weeks to confirm next steps regarding your application for the event.**