The OR Society YOUNGOR 18 Conference

9 - 11 April 2013

Peter Chalk Centre, University of Exeter, EX4 4QD

Http://www.theorsociety.com/yor18

Information for Presenters

All presenters should read this document. Stream Organisers (only) should read this document in conjunction with the Action Plan for Stream Organisers.

1	Your Conference Chair is Antuela Tako, *Loughborough University*
2	Your Conference Committee are as follows:- Programme Scheduler — Tom Odell, *Dstl, Fareham* Stream Co-ordinators — Miles Weaver, *Edinburgh Napier University* Vicky Forman, *Marks and Spencer, London* Exhibitor and Sponsorship Organiser — Kuangyi Liu, *PWC, Manchester* Keynote Editor — Ibrahim Kucukkoc, *University of Exeter* Conference organiser — Hilary Wilkes, *the OR Society, Birmingham*
3	Each presenter should submit a Title and abstract of up to 300 words via the YOR18 website. This will appear in the conference handbook given to all delegates. Remember, the abstract should be phrased in a way to attract people to your presentation. Abstracts should not contain mathematical symbols, graphs, tables, or references. The abstract should state if the paper is theoretical, practical, or a mix of the two. It should indicate important methodological information and major results.
4	Each presentation should last no more than twenty minutes. An additional five minutes should be allowed for questions. Keynote/Tutorial papers have a double slot in the programme i.e. 55 minutes. It is hoped that each stream will attract one Keynote/Tutorial and these authors would be asked to write a full paper for publication in the Keynote Papers Handbook, although it isn't compulsory.
5	A five-minute comfort break is scheduled between papers to enable people to change streams and to allow some set up time for the next speaker.
6	A chair will be appointed for each session by the Stream Organiser. The role of the Chair is to ensure that papers run to time, manage the questions from the audience and ensure that the five minute inter-paper gap is observed.
7	Unless the presenters are keynote/tutorial speakers, it is not necessary to produce formal papers. Contributors may wish to distribute printed material, but they must produce and organise this themselves. Presenters are encouraged to post a copy of their presentation in the 'Document Repository' part of the ORS website after the conference.
8	A laptop, data projector and screen will be available in each session room for presenters. **Please make sure that if you bring your own laptop, that you also bring a copy of your presentation on a memory stick. Any other materials or special circumstances required should have been requested on submission of abstracts, e.g., if you can only attend on one day. (This is important and so that we can accommodate your request).**
9	All presenters, (and Keynote speakers), must book and pay to attend the conference, (including noting any special circumstances) thereby ensuring the talk will appear in the final programme.