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 Stream Organisers

The role of a Stream Organiser

1   Providing an exciting definition for your stream, to encourage authors to submit a paper and for the website and Conference Handbook. There may be a particular theme which is helpful for delegates to be made aware of.

2   Providing an electronic photograph of yourself for inclusion on the YOR18 website and in the conference handbook. Please send 1 and 2 to hilary.wilkes@theorsociety.com

3   A stream normally contains about 8 papers, (i.e. 3 papers minimum), although there is quite a wide range and no upper limit – the largest stream may need to run parallel sessions. If you do not get the minimum of 3, then we could combine related streams. Normally sessions will consist of 3 half-hour slots, but this can vary and if there is a keynote speaker for the Stream. **Please ensure each presenter is provided with a copy of the 'Information for Presenters' sheet.**

4   If possible, obtain a keynote speaker for the stream. The keynote speaker normally speaks about a significant development in the field or provides an overview about the current status of the topic area. They are normally allocated a one-hour slot in the stream. **Please ensure each Keynote Speaker is provided with a copy of the 'Information for Keynote Speakers' sheet.**

5   Keep in touch with your speakers to ensure they submit an abstract and register for the conference.

6   Review abstracts for interest and clarity. Accepting or rejecting the submitted titles on the web, (a link for which will be sent to you), ensuring that you have good interesting speakers for your stream.

7   Keep in contact with your authors directly, don't lose touch.

8   Scheduling the running order for the stream and arranging a chair for each session. This involves some co-ordination with the Programme Scheduler since there are often speakers who are presenting in more than one stream.

* Unfortunately, there are no concessions on registration fees for Stream Organisers, Keynote speakers or Presenters.

KEY MILESTONES - There are a number of **key milestones** for a stream organiser to be aware of. These are:

Time period	Activity
Now to Jan 2013	**Solicit presenters for the stream (main effort)** • Seek presenters, **it is important to pin down as many of your papers as possible by this time** in order to assist conference planning since no stream is ever too full. If there are a large number of titles for one stream then it is possible to run two or more streams on the same topic in parallel. • Whilst some people will submit titles without being requested, Stream Organisers need, in general, to be very proactive in encouraging their contacts to commit to a paper. Use telephone as well as e-mail! • Remember to include practitioner groups as well as academics in trawling for papers. Think laterally about who might be persuaded to contribute to your stream. • As soon as the website is opened for submission, encourage presenters to submit their titles and abstracts as soon as possible via the OR Society website. • Each stream organiser will be invited to submit a short article for the ORS newsletter (Inside OR) to encourage people to submit papers. • **Please note** that not every person who agrees to present in January will actually do so in April, so even if you have a well-stocked list of papers by say February, don't rest on your laurels!
Registration (Nov 2012 onwards)	All delegates are encouraged to book their place on-line. **Contact presenters to remind them to book for the conference***. Titles will not be scheduled in the programme if presenter hasn't booked. **Remember to book your own registration and accommodation***.
Feb 2013	If not already done, **all abstracts to be submitted via the website.** Stream Organisers should please read the abstracts submitted to ensure they are understandable to a non-specialist.
Mar	**Organise session chairs**. This can be one of the presenters in each session.
April	**Attend conference** and manage your stream.