**OR Society Training Programme Guidance Notes**

These Notes have been put together to help you complete the Workshop Proposal Form. Please read these carefully and in the event of any queries please contact training@theorsociety.com

**The Society**

The UK’s Operational Research Society is the world's oldest-established learned society catering to the Operational Research (OR) profession with over 3000 members in over 60 countries. As well as running training workshops, the Society publishes a number of international academic journals, runs a series of conferences annually, promotes educational activities and generally promotes the awareness, and use, of OR. [www.theorsociety.com](http://www.theorsociety.com)

**Training Workshops**

The Society organises and runs a programme of training workshops each year. Details of the previous programme can be found at [Operation Research Training Courses - The OR Society](https://www.theorsociety.com/training/)

Workshops are fee paying and currently run online and face to face. Physical workshops are held in both London and Birmingham (the Society's HQ). Workshops are typically for 1 day and attract between 5 and 10 delegates. Delegate feedback is consistently very positive

The Society normally organises a suitable workshop venue and deals with the logistical arrangements. Projector and screen are provided as standard. Laptops can be hired in for an additional cost.

Or the use of the OR Society Zoom account for online courses – many tutors use their own leaning platform or their own Teams account.

Face to face workshops normally run from 9.00am to 5.00p.m, with comfort breaks mid morning and mid afternoon and a lunch break.

Online workshops can be over 1,2,3, or 4 days depending on the tutors preference a typical course is 8 hours – most tutors opt for either 2 x 9-1pm or 2 x 1.30 - 5.30pm with several smaller breaks.

We normally expect to provide delegates with a hard / electronic copy of the workshop presentation together with a pdf file. It is the workshop presenter's responsibility to ensure that that handout material does not infringe copyright.

Dates for workshops are agreed in advance between the Society and the workshop provider.

In the event of low delegate registration, the Society will cancel a workshop with approximately one month's notice and notify the workshop provider accordingly.

**Submitting a Workshop Proposal**

For each workshop you are proposing, please complete a Workshop Proposal form and an Agreement form.

A completed Proposal form is available to illustrate how the Form should be completed.

If you have submitted a Proposal in previous years please note that the Proposal form from previous years has changed.

The Society is particularly keen to run courses on new topics as well as the existing portfolio and proposals are particularly encouraged in the following areas:

* workshops on new, or developing, topic areas not currently offered – to help us keep the OR community fresh in its thinking;
* workshops particularly relevant to business analytics, data handling, data mining, data visualisation;
* practical workshops relevant to the issues of the day – improving performance, doing more with less, etc.
* advanced workshops in more traditional technique areas, which start from MSc level and take the subject to a more specialist level;
* workshops given by practitioners with a good practical/working knowledge of the subject.

Other workshops which are likely to do well include 'how to do' courses such as 'How to build clever models with spreadsheets'.

Generic courses such as ‘Presentation Skills’ are unlikely to be accepted unless they have a specific OR theme or focus.

**Fees and costs**

In the Proposal form you are asked to provide a day rate for running the workshop.

This is the fee that you would charge the Society for running a 1 day workshop. Workshops running more than 1 day will be paid at a multiple of the day rate.

This should be shown ex. VAT and expenses.

The Society will reimburse travel, accommodation and subsistence expenses incurred by the workshop provider in running the workshop as per the expenses policy.

Payment of fees and expenses will be made within 30 days of receipt of the provider's invoice and receipts. Payment will be made to the provider's nominated bank account.

**Timescales**

1. Latest date for submission of proposals 28 May of the current year.
 You are advised to submit before this date in case further information is requested.
2. Proposals reviewed by the Society's Training Working Group June/July of the current year.
3. Notification of Society's decisions by end July of the current year.
4. Publication of the PDF Training Guide December of the current year.