Information for Presenters

1   Your presentation will form part of a thematic stream. A typical stream contains between 8 - 12 papers and these are normally scheduled in blocks of three or four papers in a session.

2   All speakers should submit the Title and Abstract details about their presentation via the OR Society website at www.theorsociety.com/YOR20

3   Each presenter should produce a title and an abstract of up to 300 words maximum. 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 are given a double slot in the programme i.e. 55 minutes, unless a shorter time is requested. It is hoped that each stream will attract one Keynote/Tutorial Paper. These authors would be asked to write a paper for publication, although this is not 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   It is not compulsory for any presenter to produce a formal paper.
         Keynote Papers: Each stream is encouraged to have a Keynote paper if at all possible. Such a paper is expected to present a state of the art review of an area and discuss future directions for research in the field. Keynote papers will be highlighted in the Conference Programme and will be allocated a one hour slot (if required) in the Schedule. They can also be published in the Keynote Papers Handbook and referenced with an ISB Number, provided the speaker produces a full written version (maximum six pages). Keynote Guidelines and a template for Keynote Papers is available on the website.
         Extended Abstracts: In addition, an Extended Abstract would be considered. Extended Abstracts are shorter than Keynote Papers (about 1000 words) and depending on demand could be published in either a handbook, USB or website. Acceptance of Extended Abstracts is at the discretion of the Keynote Editor and/or Stream Organiser. A half hour slot is generally allocated. Please use the Keynote Guidelines and template on the website as a guide to producing an Extended Abstract. Keynote Papers or Extended Abstracts should be sent in the first instance, to Hilary Wilkes on hilary.wilkes@theorsociety.com.
         Presenters are encouraged to post a copy of their presentation in the 'Document Repository' part of the ORS website after the conference.

8   A data projector and screen will be available in each session room for presenters. **Please make sure that you bring your own laptop with you if at all possible, together with a back-up copy of your presentation on a memory stick or similar. Any other materials or special circumstances required should be requested on submission of abstracts e.g. if you can only attend on one day. (This is important so that we can accommodate your request).**
Any special requirements should be requested in the Further Information box on the submission of abstracts screen.

9   **There is no fee reduction for presenters or Keynote speakers.** All presenters, (including Keynote speakers), must book and pay to attend the conference, thereby ensuring the talk will appear in the final programme. Conference fees are published on the website at www.theorsociety.com/YOR20

Important Deadlines – please note that these may be subject to change

01 Oct 2016	Title and abstract submission open
20 Jan 2017	Deadline for submission of full Keynote Papers and Extended Abstracts.
27 Jan 2017	Deadline for submission of titles and abstracts in time to appear in the Conference Programme.
27 Jan 2017	Notification of Acceptance to be sent re Keynote Papers and Extended Abstracts.
03 Feb 2017	Deadline for **early reduced registration fee**
04 Feb 2017	Standard registration fees apply.
10 Feb 2017	Deadline for final revision of abstracts. Normally abstracts are submitted at the same time as the paper title, but there is scope for presenters to make changes up to this date.
10 Feb 2017	Deadline for Registration if the abstract or paper is to be scheduled for presentation. Thereby ensuring their talk will appear in the final programme. At least one author per presentation must book and pay for a place at the conference by 18 July 2015. The conference committee reserve the right to exclude papers if bookings are not made by this date.
10 Feb 2017	Draft Programme on website
15 Feb 2017	Draft Schedule of talks on website
03 Mar 2017	Stream organisers to arrange session Chairs and outline their duties. This can be one of the presenters in each session.
03 Apr 2017	Pre-conference evening
04 Apr 2017	Conference starts
06 Apr 2017	Conference ends