

YOUNG TO OR 20 - PRACTICAL INFORMATION SHEET

4 – 6 April 2017, LONDON

Webpage: The OR Society YOR20 Conference pages www.theorsociety.com/YOR20

Telephone: The OR Society main office, Birmingham: +44 (0)121 233 9300

Conf. venue: The Wesley Euston Hotel, 81-103 Euston Street, London, UK. NW1 2EZ.
<http://www.thewesley.co.uk/en/location.html>

Accommodation:

For anyone who has booked accommodation through the OR Society database, accommodation is at the IBIS London Euston St. Pancras Hotel, 3 Cardington Street, London. NW1 2LW and just 5 minutes' walk from The Wesley Hotel conference venue. IBIS Hotel website: <http://www.ibis.com/gb/hotel-0921-ibis-london-euston-st-pancras-international/index.shtml#>

Check in: 14:00

Check out: 10:30

Wi-Fi: Free wireless internet in rooms and main areas

Car Parking: IBIS hotel have some car parking spaces, please contact them for details.

Luggage store: Please ask at the main reception desk.

Conference information

All daytime sessions, tea, coffee and lunch will take place in The Wesley Euston Hotel.

The entrance to the facility is in Euston Street, London.

On arrival at the hotel, if you have luggage to store, ask at the main hotel reception desk.

Proceed to conference registration desk on the lower ground floor, near the Hilda Porter room, to collect your name badge and Wednesday evening meal ticket (if booked).

Conference registration times:

Tue 04 April 09:00 – 17:00

Wed 05 April 09:00 – 17:00

Thur 06 April 09:00 – 13:00

Proceedings open with the Chair's welcoming address, at 09:30 on Tuesday 04 April 2017 and conclude at 17:00 on Thursday 6 April 2017.

Wi-Fi

All session rooms and communal areas have free Wi-Fi

Once you connect to the Wi-Fi option there will be a screen where you will need to log in with: email or social media (Twitter, Facebook etc. similar to that used in Airports).

Equipment

Equipment in each presentation room will include a Data Projector, Screen, flip chart and white board. A computer or laptop is not provided in each session room.

Please bring your own laptop plus a back-up of your presentation on a USB or similar.

If you do not have a laptop, please contact your stream organiser.

Notes for Speakers / Stream Chairs

For Speakers:

- Please be familiar with the time and location of your talk and stream.
- Arrive at the location of your talk 10 mins prior to the scheduled start time.
- Introduce yourself to the chair of the session / stream organiser.
- With the help of the chair, familiarise yourself with the equipment in the room and how to connect your laptop. Presenters should bring a laptop with them.
- Talks are strictly 20 mins long with 5 mins for questions & answers (except for Plenary/Keynote/Tutorial presentations)
- The stream chair will give indications of time remaining.
- You are encouraged to also bring your presentation on a USB stick or CD/DVD as a backup.
- Please complete the Elsie Cropper voting forms that you will find in each relevant session room.

For Stream Chairs

- Arrive at the appropriate seminar room 10 mins before the start of the stream session.
- Familiarise yourself with the equipment in the room, including how to connect laptops to the projector.
- Introduce yourself to your speakers.
- Your main role will be to ensure that the stream runs to time. Each talk (except keynotes and tutorials) is scheduled for 20 mins plus 5 mins for Q&A. There is a 5 mins break to allow movement of delegates between stream rooms.
- Please collect up all Elsie Cropper voting forms at the end of each session and take to the conference registration desk.

Messages/Announcements

All timetable announcements as well as messages for delegates will be displayed on a notice board near the OR Society registration desk on the lower ground floor. Please make sure that you check regularly for any new information.

Dietary and Mobility Requirements

If you have not already done so, please inform us of any special dietary or mobility requirements.

Catering:

Lunches/Teas and Coffees/Exhibitor stands - during each day

Will be in the Asbury room on the lower ground floor, near the Hilda Porter room.

Meals and Drinks – evening

MONDAY 3 APRIL

For anyone who wishes to meet up for dinner and/or a drink on Monday evening, the committee will be meeting at The Parcel Yard, King's Cross Station, London. N1C 4AH from 19:30 – 21:30. <http://www.parcelyard.co.uk/>.

All are welcome. Attendees will be expected to pay for themselves.

TUESDAY 4 APRIL

A free drinks reception and canapés will be provided in the Hilda Porter room at the conference venue immediately after the end of the last session from 18:00 – 19:00.

Please be sure to wear your name badge.

For anyone who wishes to meet up for dinner and/or a drink after the reception, the committee will be walking from the Hilda Porter room to:

The Driver Gastro Pub Kings Cross, 2-4 Wharfdale Road N1 9RY to arrive at 19:30.

<http://www.driverlondon.co.uk>

All are welcome and attendees will be expected to pay for themselves.

If you intend to come to The Driver Pub please let me know before the drinks reception so that we can reserve places. Please email hilary.wilkes@theorsociety.com

WEDNESDAY 5 APRIL - GALA NIGHT!!

A free drinks reception will be provided **for delegates only** immediately after the last session at 18:30. This has kindly been sponsored by Strategic Foresight.

Please be sure to wear your name badge.

This will be followed at 19:30 by a very exciting night of food, (for those that have paid), salsa class and disco dancing at the conference venue in the Hilda Porter room on the lower ground floor.

If you have booked, you will find your dinner ticket in with your conference name badge.

Please be sure to bring your dinner ticket with you and to wear your name badge while food is being served. We are sorry but we cannot provide food for anyone who has not booked.

The cost is a mere £20 per head and pre-booking and payment is required as soon as possible via this link: <https://www.theorsociety.com/YOR20SocialEvent>

Bring your dancing shoes and why not invite your friends!

Monday	Parcel Yard, Kings Cross http://www.parcelyard.co.uk/	19:30-21:30
Tuesday	Drinks Reception/Canapés Dinner or drinks	18:00-19:00 Hilda Porter Ground Floor 19:30 – 21:30 The Driver Gastro Pub http://www.driverlondon.co.uk
Wednesday	Drinks Reception (delegates Only) Dinner/Dance (if booked) Cash Bar	18:30-19:30 Hilda Porter Suite Lower Grd Floor 19:30-23:00 Hilda Porter Suite 19:30-23:00 Hilda Porter Suite

Those who have booked food will be given a ticket at registration. Please be sure to bring your ticket with you.

There will be dancing, so bring your dancing shoes and lots of energy! Clothing - smart casual!

Taxis

Taxis can be booked from the Wesley hotel reception. Cost from the hotel to Heathrow Airport – approx. £60

£50 for terminal 1 and 3 and £55 for terminal 4 and 5.

Telephone: Euston Station Cars – 0207 3889494

Cashpoint

The nearest cash point is 5 minutes' walk to Euston station