Information for Stream Organisers

The role of a Stream Organiser

1   To provide an exciting definition for your stream so as 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   To provide a 'high resolution' photograph of yourself that is at least 400 kilobytes in size, if not 1 to 2 megabytes. This is for inclusion on the New to OR 2019 website and in the conference handbook. Please send 1 and 2 to hilary.wilkes@theorsociety.com.

3   A stream normally contains about 8 papers, although there is quite a wide range and no upper limit – the largest stream may need to run parallel sessions. To be viable as a stream you need at least 3 papers. If you do not get 3, then we may combine related streams. Normally a session will consist of 3 half-hour slots, but this may vary if there is a Keynote Speaker for the Stream. **Please ensure each presenter is provided with a copy of the Information for Presenters sheet** (www.theorsociety.com/NEW2OR2019).

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 usually 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** (www.theorsociety.com/NEW2OR2019).

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. 'Accept' or 'Reject' the submitted titles on the conference database, (a link to log on with, 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 - For Stream Organiser's to be aware of:

Time period	Activity
Now to Jan 2019	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 that streams in parallel to itself.
- 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.
- Stream organisers can submit a short article for the ORS newsletter (Inside OR) to encourage submissions.
- **Please note** that not every person who agrees to present in June will actually do so in September, so even if you have a well-stocked list of papers, don't rest on your laurels!

Registration (Oct 2018 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 a presenter hasn't booked. **Remember to book your own registration and accommodation**.
27 Jan 2019	If not already done, **all abstracts to be submitted via the website.** Please read the abstracts submitted to ensure they are understandable to a non-specialist.
03 Mar 2019	**Organise session chairs**. e.g. one of the presenters in each session.
10-11 Apr 2019	Attend Conference