



## 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/NEW2OR2019](http://www.theorsociety.com/NEW2OR2019)
- 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 speaker. These authors will be asked to write a full 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 session Chair is to ensure that papers run to time, manage questions from the audience and ensure that the five minute gap to change rooms is observed.
- 7 Keynotes and Extended Abstracts:  
Each stream is encouraged to have a Keynote speaker and preferably one who provides a full written version of their Keynote Paper. This for publication in the Keynote Papers handbook referenced by ISBN and listed on SCOPUS. 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 presentations will be highlighted in the Conference Programme and speakers will be allocated a one hour slot (if required) in the schedule. Keynote Guidelines and a template for Keynote Papers is available on the website.  
Please note:
  - i) Only Keynote speakers for a stream have the opportunity to email the conference Keynote Editor a full written paper or a written extended abstract for inclusion in the Keynote Papers handbook.
  - ii) Keynote speakers do not have to email a written paper if they do not wish to do so.
  - iii) Keynote speakers **do** have to go online and submit their title and abstract in the same way as other presenters and ideally should put the word 'KEYNOTE' at the front of their long and



short title so that the conference Scheduler can pick it up as a Keynote abstract in the programme.

iv) An Extended Abstract from a Keynote speaker would be considered. These are shorter than full Keynote Papers (about 1000 words max.) and could be published in the Keynote Papers handbook. Acceptance of Extended Abstracts is at the discretion of the Stream Organiser and Keynote Editor. A half hour slot is generally allocated. The Keynote Guidelines and template on the website should be used when producing an Extended Abstract.

v) Full written Keynote Papers and Extended Abstracts should be emailed to the Stream Organiser with a cc to the conference Keynote Editor. The database does not have a facility to submit a full written paper online.

8 Non-Keynote Speakers:

Non-keynote speakers (i.e. those who are not a Keynote for the stream), cannot submit full papers or extended abstracts to the conference. They can, if they wish, bring a copy of their paper to distribute amongst those that attend their presentation session.

Non-keynote speakers should submit their title and abstract online by the appropriate deadline.

(i.e. 300 words maximum)

It is not compulsory for a presenter to produce a formal paper.

All presenters are encouraged to post a copy of their presentation into the 'Document Repository' section of The OR Society website after the conference. If they are not a member of the OR Society, the stream organiser can do this for them.

9 A data projector and screen will be available in each session room for presenters. **However, please also make sure that you bring your own laptop with you if at all possible, together with a copy of your presentation on a memory stick or similar.** Any special requirements should be requested in the Further Information box on the submission of abstracts screen.

10 Conference fees will be published on the website at [www.theorsociety.com/NEW2OR2019](http://www.theorsociety.com/NEW2OR2019)

**Please note: All Presenters and Keynote Speakers will be required to register and pay to attend the conference.**

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

August 2018	<b>Submission of abstracts starts</b>
20 Jan 2019	Deadline for submission of full Keynote Papers and Extended Abstracts.
27 Jan 2019	Deadline for submission of titles and abstracts in time to appear in the Conference programme.
27 Jan 2019	Notification of Acceptance to be sent re Keynote Papers and Extended Abstracts.



10 Feb 2019	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.
13 Feb 2019	Deadline for <b>early reduced registration fee</b>
14 Feb 2019	Standard registration fees apply.
17 Feb 2019	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 17 Feb 2019. The conference committee reserve the right to exclude papers if bookings are not made by this date.
03 Mar 2019	Stream organisers to arrange session Chairs and outline their duties. This can be one of the presenters in each session.
09 Apr 2019	Pre-conference evening
10 Apr 2019	Conference starts
11 Apr 2019	Conference ends