

The OR Society OR61 Annual Conference

03 – 05 September 2019

University of Kent, Canterbury, Kent. UK. CT2 7NZ

Information for Stream Organisers

The role of a Stream Organiser

- i) To provide a definition for your stream, to encourage authors to submit a paper
- ii) 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 OR61 website and in the conference handbook. Please send i) and ii) to hilary.wilkes@theorsociety.com.
- iii) 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** (at www.theorsociety.com/OR61)
- iv) 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 normally 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** (at www.theorsociety.com/OR61)
- v) Keep in touch with your speakers to ensure they submit an abstract and register for the conference. Don't lose touch!
- vi) 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.
- vii) Keep in contact with your authors directly, don't lose touch.
- viii) Scheduling the running order for the stream and arranging a chair for each session. This may involve co-ordination with the Programme Chairs since there are often speakers who are presenting in more than one stream.

PRESIDENT'S MEDAL ENTRIES

There is a separate call for entries for the **President's Medal Competition** which is held at the Annual Conference. Stream organisers may wish to encourage presenters to consider entering this competition. **The deadline for entries is 30th June.** Entrance notes are here <http://www.theorsociety.com/Pages/Awards/President.aspx>

***Please note that there are no concessions on registration fees for organising a stream, presenting a paper or presenting a Keynote paper.**

KEY MILESTONES

| Time period | Activity |
|---------------------------------|--|
| December - June | <p>Solicit presenters for the stream (main effort)</p> <ul style="list-style-type: none"> • Seek presenters until 31 May 2019. It is important to pin down as many of your papers as possible by this time in order to assist conference costing and 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 two or more streams on the same topic in parallel. • 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 presentation. 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. • Encourage presenters to submit their titles and abstracts as soon as possible via the OR Society website. • Each stream organiser can submit a short article for the ORS newsletter (Inside OR) to encourage submissions. • Please note that not every person who agrees in June to present, will actually do so in September, so even if you have a well-stocked list of papers, don't rest on your laurels! |
| Registration (Mar 2019 onwards) | <p>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.</p> |
| June 30 (Extended) | <p>If not already done, all abstracts to be submitted via the website. Stream Organisers should please read the abstracts that have been submitted to ensure they are understandable to a non-specialist. Deadline for early registration fee: 30 June 2019</p> |
| July 31 | <p>Organise session chairs. e.g. one of the presenters in each session.</p> |
| September | <p>Attend conference</p> |
