



**THE
OPERATIONAL
RESEARCH
SOCIETY**

PRACTICAL INFORMATION OR61 ANNUAL CONFERENCE

Web address for The OR Society conference pages – www.theorsociety.com/OR61
Telephone The OR Society offices at:
+44 (0)121 233 9300 between 08:30 and 16:30

Web addresses for University of Kent CT2 7FS

Location: <https://www.kent.ac.uk/locations/canterbury/directions.html>

Main: www.kent.ac.uk

Security and Enquiries

The Security Lodge (map code J4 on the downloaded map at <https://kent.ac.uk/maps>)
Direction from the road Off Giles Lane

Security staff are on duty 24hrs a day

For emergencies on campus:

- from internal telephones call 3333
- from mobile telephones call 01227 823333 (24hr service).

For non-urgent issues:

- between 08:30-19:00 call Conference Office on 01227 828000
- outside of these hours call Security on 01227 823300

Conference

All daytime sessions are in Sibson and Kennedy buildings

Conference registration, exhibitor stands, daytime refreshments and lunch will be in the Sibson Atrium.

Conference Registration times are:

Tue 03 Sept 08:00 to 17:00

Wed 04 Sept 08:00 to 16:00

Thu 05 Sept 08:30 to 15:00

Proceedings open with a welcoming address at 09:00 on Tuesday 03 September in the Sibson building Lecture Theatre LT3. Proceedings conclude at 17:00 on Thursday 05 September.

Name Badges

Can be collected from 08:00 on Tue 03 September onwards during conference registration times, from the conference registration desk in the Sibson building Atrium. You will not need a name badge on Mon 02 September for the evening dinner.

Wi-Fi

All daytime session rooms and communal areas have free high speed Wi-Fi access.

To log on delegates should use their unique code for "Eduroam". This can be found in the delegate bag you are given at registration. To use Wi-Fi in the accommodation you will need a network cable, obtainable from the accommodation reception desk.

Wi-Fi access on campus will last for the duration delegates are on campus

Fire Regulations

Fire instructions are clearly displayed in each room. Staff won't always be in each room/area, however if an alarm is raised, porters, security and conference staff would be on site very quickly to assist.

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.
- Sessions normally last for 90 minutes and include 4 talks. Speakers will have 18-20 minutes to speak with 2 minutes for questions and answers, (even if the session includes less than 4 speakers). Keynote speakers will have 40 minutes if requested.
- As a speaker, please arrive at the room where your session is to take place at least 10 minutes before it is scheduled or before the 90 minute session starts, as you may be able to load your talk then.
- The stream chair will give indications of time remaining.
- Please also bring your presentation on a USB stick or similar as backup.

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 and highlight the fire instructions and exits for the space before starting the session.
- Remind the audience to switch off all mobile devices and that photography is not allowed without the prior permission of the speaker.
- Introduce each presentation (just the paper title and name of the presenting author).
- Your main role will be to ensure that the stream starts and ends on time and that presentations are made in the order shown in the official programme. If a speaker does not show up, please keep to the original schedule, in order to facilitate session jumping. If the session chair is absent, the first speaker in the session will replace him/her. Check that all presentations are correctly set up on the computer before the beginning of the session. Let speakers know when they are nearing the end of their presentation time (5 minutes and 1 minute).

Equipment

Equipment in each presentation room will include a computer, Data Projector, Screen, white boards. A computer is provided in each session room for the speaker, however we also advise delegates to please bring their own laptop.

Messages/Announcements

All timetable announcements as well as messages for delegates will be displayed on a notice board near to the registration desk in the Sibson Atrium. Please make sure that you check regularly for any new information.

Accommodation

All accommodation is on the University of Kent campus in the Turing College halls of residence. All rooms are ensuite. The specific building and room will be allocated to you at check-in.

It takes approximately 10-15 minutes to walk from Turing College accommodation to the Sibson building where the session rooms are. All rooms will be automatically allocated by the system at Turing College and will not be open for personal selection.

All Check-in is carried out at Turing College, The Hub

Check-in is open 24 hours

14:00-22:00 Check-in at The Hub (map code N7)
(Opening hours 08:00 – 22:00)

After 22:00 Use the phone located outside the reception to call Campus Security who will come to reception and issue keys. 01227 823300

Contact details for accommodation queries:

Between 08:30-19:00 call Conference Office on 01227 828000.

Outside of these hours please call Turing Reception on 01227 816169

When you check-in to accommodation you will be given a parking permit and map if you need one and advised where to park. **Parking is free but only if a parking permit is displayed at all times.** Parking can be limited so delegates are advised to arrive with plenty of time to find a space and walk to the venue/accommodation.

Non-residents will be provided with a permit indicating which car parks to use.

Wheelchair accessible spaces are clearly marked across all car parking areas on campus. Blue Badge holders are welcome to park without charge.

Luggage

Can be stored in the Sibson building - please ask at the conference registration desk.

Accommodation Facilities

No smoking in any building, substantially enclosed areas, outside entrances or adjacent to windows of rooms where people work. This includes electric cigarettes & vapes.

All of the bedrooms are well equipped and accommodation comprises of:

- Wi-Fi access
- Soap, shower gels & shampoo provided
- Full linen, including towels with rooms serviced daily
- All bedrooms are en-suite.
- Tea and coffee making facilities in each room

Laundry Facilities

Laundrettes are available at The Hub, Turing College accommodation

Cash

You are advised to bring some cash for use in the laundrettes and for drinks and sundry items. Individual room accounts cannot be set up.

Meals, Drinks and Social Events

- **Monday** Dinner for all delegates is in
Eliot College Dining Hall 19:30-21:00
You will not need a name badge on Monday night.
- **Breakfast** each day will be served as follows:-
Turing College, Hut 8 07:00-10:00
- **All daytime teas**, coffees and lunches on Tuesday, Wednesday and Thursday will be served in the Sibson Building Atrium
- **Tuesday** Drinks Reception, Eliot College Dining Hall 19:00-19:30

Dinner for all delegates is in
Eliot College Dining Hall 19:30-21:00

Dinner will be followed at 21:00 by the famous bar quiz, hosted this year by Tony O'Connor and will also take place in Eliot College in either the dining Hall or, if there is room, in Mungos Bar located inside Eliot College.

- **Wednesday** - 3 social trips and the gala dinner at Kings Hall
 - Dover Castle – depart 15:15 sharp - return 18:30
 - Barnsole Vineyard – depart 15:15 sharp - return 18:00
 - Canterbury Cathedral – depart 15:30 – return 18:00all social trips depart from Sibson building then nearby coach park.

Kings Hall, Herne Bay gala dinner – depart from Turing College accommodation 19:00 sharp. For those still working later in Sibson building a later coach will depart at 19:15 sharp.
Dinner and dancing from 19:30 – 23:30. Bring your dancing shoes!

These depart times are crucial to arrival times booked at the venues and so the coaches will not be able to wait for latecomers.

If you miss the coach to the gala dinner, the journey takes about half an hour to Herne bay and so you might consider taking a taxi.

- **Thursday** Check out 10:00. See Accommodation above for details.
Luggage store in Sibson building – ask at conference registration desk.

Taxis

Taxi ranks approved by the local authority are available on campus at the following locations:

Local Taxi operators

- Canterbury taxis: +44 (0)1227 444444
- Cab Hire 6: +44 (0)1227 555555

Taxi Rank is available on campus located by The Plaza (near Co-Op, Café Nero, etc)
And at Canterbury West train station

Buses

Buses from the centre of Canterbury run frequently. "Uni1" Services connect to campus, Timetables will be available at the conference registration desk.

Buses from Canterbury West or East Railway Stations to the campus run at 20 minute intervals.

Shops / Cashpoints / Library on Campus

There are several shops, cashpoints and a library on campus, including a Co-op and pharmacy. They are to be found J14 on the downloaded map at <https://kent.ac.uk/maps>

Pharmacy

Tel: 01227 763949

Situated Giles Lane

Opening hours are 9am to 6pm

Doctor

Canterbury Health Centre, 26 Old Dover Road. CT1 3JH

Tel: 01227 931999

Website: <https://www.canterburyhealthcentre.co.uk/>

Anyone needing an ambulance should dial 999 on the internal telephone system rather than a mobile. The call is channelled through Security, who can meet the ambulance and quickly direct to the scene.

Cashpoint

There are numerous cashpoints around the campus and the most accessible is next to Co-Op on the Plaza. J14 on the downloaded map at <https://kent.ac.uk/maps>

Sports Centre

Web address: for info and contact details <https://www.kent.ac.uk/sports/>

Local Walks

Crab and Winkle Way

<https://crabandwinkle.org/wp-content/uploads/2014/02/CrabWinkle.pdf>

Library – <https://www.kent.ac.uk/library/templeman/>

Tourist Information

<https://www.canterbury.co.uk/>