

OR SOCIETY TRAINING PROGRAMME GUIDANCE NOTES 2022

These notes have been put together to help you complete the Course Proposal Form. Please read these carefully and in the event of any queries please contact training@theorsociety.com

The Society

The UK's Operational Research Society is the world's oldest-established learned society catering to the operational research (OR) profession with over 3000 members in over 60 countries. As well as running training courses, the Society publishes a number of international academic journals, runs a series of conferences annually, promotes educational activities and generally promotes the awareness, and use, of operation research, data science, analytics, machine learning and AI. www.theorsociety.com

Training Courses

The Society organises and runs a programme of training courses each year. Details of the 2021 programme can be found at www.theorsociety.com/training/full-course-calendar/

Courses are fee paying and currently run online due to the ongoing COVID-19 pandemic. It is expected that in person courses will resume when the situation improves. Physical courses are held in both London and Birmingham (the Society's HQ). Courses are typically for 1 day and attract between 5 and 10 delegates. Delegate feedback is consistently very positive

The Society normally organises a suitable course venue and deals with the logistical arrangements. Projector and screen are provided as standard. Laptops can be hired in for an additional cost.

The OR society uses Zoom too deliver our online courses, however, we are flexible and will consider other platforms that you may be more familiar with such as MS teams.

Face to face courses normally run from 9.00am to 5.00p.m, with comfort breaks mid morning and mid afternoon and a lunch break.

Online courses can be over 1, 2, 3, or 4 days depending on the tutors preference a typical course is 8 hours – most tutors opt for either 2 x 9-1pm or 2 x 1.30 - 5.30pm with several smaller breaks.

We normally expect to provide delegates with a hard / electronic copy of the course presentation together with a pdf file. It is the course presenter's responsibility to ensure that that handout material does not infringe copyright.

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Dates for courses are agreed in advance between the Society and the course provider. In the event of low delegate registration, the Society will cancel a course with approximately one month's notice and notify the course provider accordingly.

Submitting a Course Proposal Form Online

For each course you are proposing, please complete an online course proposal form (www.theorsociety.com/training-bid) and download, sign and return the Agreement form which can be found on the same page.

If you have submitted a proposal in previous years please note that the proposal form from previous years has now been changed to an online form. www.theorsociety.com/training/submit-training-bids/

On the proposal form we have provided example answers where necessary. Once you start typing your answer, the examples will disappear.

The society is particularly keen to run courses on new topics as well as the existing portfolio and proposals are particularly encouraged in the following areas:

- courses on new, or developing, topic areas not currently offered – to help us keep the OR community fresh in its thinking;
- courses particularly relevant to business analytics, data handling, data mining, data visualisation;
- practical courses relevant to the issues of the day – improving performance, doing more with less, etc.
- advanced courses in more traditional technique areas, which start from MSc level and take the subject to a more specialist level;
- courses given by practitioners with a good practical/working knowledge of the subject.

Other courses which are likely to do well include 'how to do' courses such as 'How to build clever models with spreadsheets'.

Generic courses such as 'Presentation Skills' are unlikely to be accepted unless they have a specific OR theme or focus.

Fees and costs

In the proposal form you are asked to provide a day rate for running the workshop.

This is the fee that you would charge the society for running a 1 day course. Courses running more than 1 day will be paid at a multiple of the day rate.

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This should be shown ex. VAT and expenses.

The Society will reimburse travel, accommodation and subsistence expenses incurred by the course provider in running the course as per the expenses policy.

Payment of fees and expenses will be made within 30 days of receipt of the provider's invoice and receipts. Payment will be made to the provider's nominated bank account.

Timescales

1. Latest date for submission of proposals 28 May 2021.
You are advised to submit before this date in case further information is requested.
2. Proposals reviewed by the Society's Training Working Group June/July 2021.
3. Notification of Society's decisions by end August 2021