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 90 minute session.

2   All speakers should submit the Title and Abstract details about their presentation via the OR Society website at www.theorsociety.com/OR62. This will be open very soon.

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. A little time will be allowed after that for questions. Keynote/Tutorial papers are given a double slot in the programme i.e. 40 or 50 minutes, unless a shorter time is requested. It is hoped that each stream will attract at least one Keynote/Tutorial speaker. Keynote speakers will be asked to write a full paper for publication in the Keynote Papers handbook, referenced by ISBN and listed on SCOPUS, although this is not compulsory.

5   A session Chair will be appointed for each session by the Stream Organiser. The role of the session Chair is to ensure that papers run exactly to time and manage the questions from the audience.

7   **Keynotes and Extended Abstracts**:
Each stream is encouraged to have a Keynote speaker and if possible, 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 talk 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 20 minute speaking 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   <u>Non-Keynote Speakers:</u>
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 only (300 words maximum), online by the appropriate deadline.

It is not compulsory for any 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 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/OR62
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

January 2020	Abstract submission system opens.
31 May 2020	Deadline for submission of full Keynote Papers and Extended Abstracts.
31 May 2020	Deadline for submission of titles and abstracts in time to appear in the Conference Programme.
14 June 2020	Notification of Acceptance to be sent re Keynote Papers and Extended Abstracts.
30 June 2020	Deadline for submission of Keynote Papers and Extended Abstracts camera ready copy. (i.e. after any and all amendments).

30 June 2020	Deadline for **early reduced registration fee**
01 July 2020	Standard registration fees apply.
02 July 2020	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.
08 July 2020	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 08 July 2020. The conference committee reserve the right to exclude papers if bookings are not made by this date.