

OR50, 9th – 11th September 2008

University of York

Information Sheet for Stream Organisers

The role of a Stream Organiser

- i) Providing a definition for your stream, to encourage authors to submit a paper
- ii) Providing an electronic photograph of yourself for inclusion on the OR 50 website and the handbook
- iii) A stream normally contains about 8 papers, although there is quite a wide range and no upper limit – at OR49 the largest stream had parallel sessions. To be viable as a stream you need at least 4 papers. If you do not get 4, then we could combine related streams. Normally sessions 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 Sheet for Presenters." (see attached)
- iv) If appropriate, obtaining 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.
- v) Helping ensure your speakers supply an abstract and book for the conference. Reviewing the abstracts for clarity.
- vi) Producing a short introduction on your stream for the conference handbook. There may be a particular theme that has been developed from the papers submitted and it is helpful for delegates to be made aware of this in the conference handbook.
- vii) Scheduling the running order for the stream and arranging a chair for each session. This involves some co-ordination with the Programme Chair since there are often speakers who are presenting in more than one stream.

There are a number of key milestones for a stream organiser to be aware of. These are:

Time period	Activity
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October – May	Solicit presenters for the stream.
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- Please note that due to unforeseen circumstances not every person who agrees to present in January can actually do so in September. Whilst some people will submit papers without being requested, Stream Organisers need to encourage their contacts to supply papers.
- Continue to seek presenters until 13th June, since no stream is ever too full. If there are a large number of papers for one stream then it is possible to run two or more streams on the same topic in parallel.
- Each stream organiser will be invited to submit a short article for the ORS newsletter to encourage people to submit papers.

January	Ensure all authors have submitted their titles via the web or send list of
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presenters, contact details and titles to Chris Barrett (preferably by e-mail chris.barrett@theorsociety.com). The stream will hopefully be nearly complete at this stage.

- May** The Invitation programme is produced. All titles submitted by mid April are included in the Invitation Programme. The cost of the conference to delegates is based on the number of papers in the Invitation Programme. The more papers submitted at this stage the lower the cost of the conference for each delegate.
- May/June** Booking and membership forms become available on the ORS website. All delegates are encouraged to book their place on-line. Contact presenters to remind them to book for the conference.
- June** All abstracts to be submitted via the web or sent to Chris Barrett by e-mail. Stream Organisers are encouraged to read the abstracts submitted to ensure they are understandable to a non specialist.
- Write an introduction to the stream for the conference brochure
- July** Organise session chairs. This can be one of the presenters in each session.
- September** Attend conference

There is a separate call for entries for the President's Medal Competition which is held at the Annual Conference. Comments from previous conferences indicate that some of the papers given in a stream could have been considered for the President's Medal. The guidance notes for entries are on the ORS website. Stream organisers may wish to encourage presenters to consider entering this competition.

Unfortunately there is no reduction in conference fees for presenting a paper and/or stream organising.

Last updated: 28 November 2007