

OR50 9th – 11th September 2008

University of York

Guidelines for Presenters

The OR Society has produced a short guide to help presenters at its Annual Conference. Please read carefully.

- 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 session.
- 2 Wherever possible, speakers are asked to submit the details about their presentation via the ORS website www.theorsociety.com.
- 3 Each presenter should produce an abstract of up to 200 words. 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. An additional five minutes should be allowed for questions. Keynote/Tutorial papers have a double slot in the programme i.e. 55 minutes. It is hoped that each stream will attract one Keynote/Tutorial and these authors would be asked to write a paper for publication, although it isn't compulsory.
- 5 A five-minute comfort break is scheduled between papers to enable people to change streams and to allow some set up time for the next speaker.
- 6 A chair will be appointed for each session by the Stream Organiser. The role of the Chair is to ensure that papers run to time, manage the questions from the audience and ensure that the five minute inter-paper gap is observed.
- 7 Unless the presenters are keynote/tutorial speakers, it is not necessary to produce formal papers. Contributors may wish to distribute printed material, but they must produce and organise this themselves. Presenters are encouraged to post a copy of their presentation in the FreeXchange part of the ORS website after the conference.
- 8 A lap-top computer, data projector and overhead projector will be available for presenters. **Any other materials required should be requested on submission of abstracts.**
- 9 Conference fees will be published with the Invitation Programme and on the website at www.theorsociety.com. Unfortunately, there is **no fee reduction for presenters**.

Key Deadlines

11 th April 2008	Submission of paper title and names of the authors in time to appear in the Invitation Programme for the conference.
13 th June 2008	Final revision of paper abstract. Normally abstracts are submitted at the same time as the paper title, but there is scope to make changes up to this date.
18 th July 2008	Presenter to have booked their place at the conference, thereby ensuring their talk will appear in the final programme. The conference committee reserve the right to exclude papers if bookings are not made by this date.

Last Updated: 28th November 2007