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## Guidelines and useful information

### Guidelines for session chairs

Each session will be coordinated by a member of the Organizing Committee. The last speaker is the chair of each session. If the last speaker is not present the session coordinator will ask the last but one speaker to be the chair of the session. The chair:

- contacts the speakers before the session to verify their presence;
- must guarantee that each session begins and ends on time. In every parallel session, each speaker will be given 25 minutes, including questions. In every plenary session, the plenary speaker will be given 45 minutes, including questions;
- guarantees that the presentations follow the program schedule to allow participants to switch between sessions. In case of a missing speaker the given schedule should still be maintained;

### Guidelines for speakers

- All session rooms are equipped with DLP video projectors, a laptop, a flipchart and mineral waters for the speakers.
- As a safety measure, you may use your own laptop to ensure that the right software version will be used in your presentation and that no fonts and templates are lost. In this case,
  - you should not forget to bring the supply cord of your laptop;
  - you may need an adapter to connect your laptop to the local voltage - 220V - and wall plug type;
  - if your laptop is a MAC, you should also bring the required adapter for the external video output.
- Please try to arrive early at your own session before it begins in order to set up and test the connection to the projector.
- As an extra advice the speakers should keep a backup copy of their presentation on an USB pen (*e.g.*, the customized conference USB).
- The session code at the the header of each session (see the Quick Program on page 13) identifies the day, the period of the day and the room. For example, session MA-I takes place on Monday - M, on the first period - A, on room Miguel Ângelo I. Session TB-II (SD-III) takes place on Tuesday - T (Sunday - S), on the second period - B (the forth period - D), on room Miguel Ângelo II (room Miguel Ângelo III).

### Registration desk

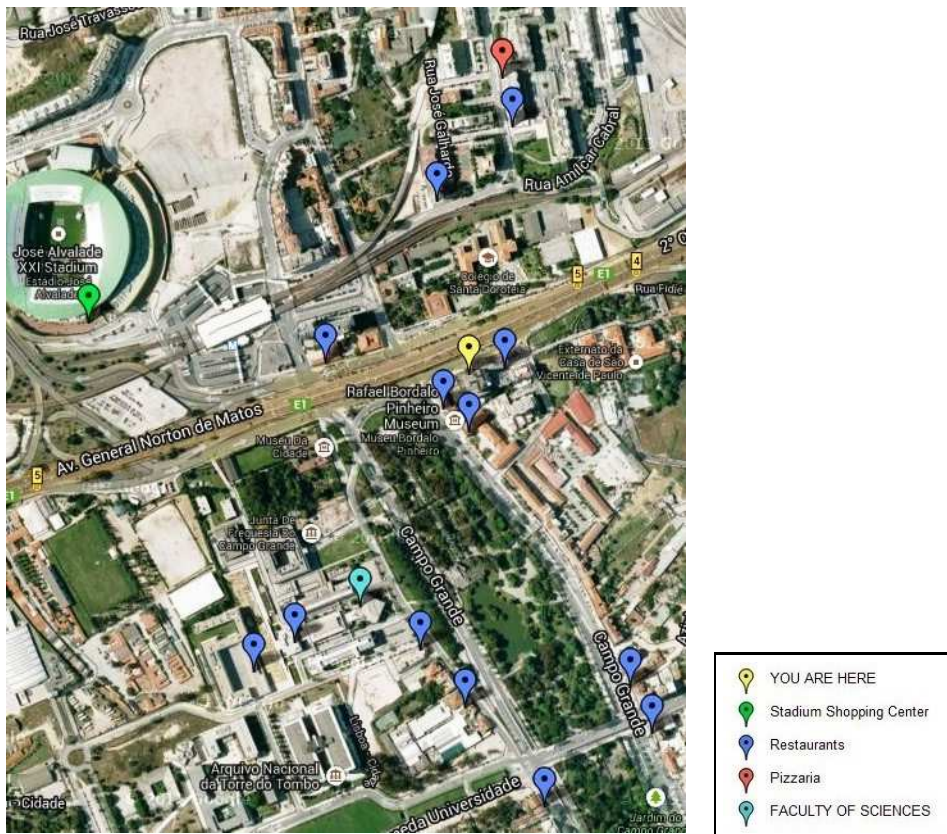
The registration desk will be located in the basement floor of the hotel, next to the conference rooms. It will be opened on Sunday from 10:00 to 12:00 and again in the afternoon, from

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14:00 to 17:00. On Monday it will be opened from 7:45 to 9:30. The conference material consists of: a bag with your badge and attendance certificate, a fountain pen and notebook, a customized conference USB with the digital book of Abstracts and a map of Lisbon.

## Lunches

Several restaurants are located around the hotel area (see the map below) where you can have lunch (and/or dinner) during the conference. This list also includes the restaurant at the hotel.



## Coffee-breaks

There will be one coffee-break on the morning period and another in the afternoon period.

## Social events

On Sunday, from 19:00 to 20:00, a Welcome Reception will be held at the hotel bar.

On Monday, there will be a tour in Lisboa, from 17:00 to 19:00 that will end near the Conference Dinner restaurant, in the Graça District.

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## **PhD Dissertation award for Operations Research in Telecommunications**

The 2014 Doctoral Dissertation Award for Operations Research in Telecommunications is sponsored by the INFORMS Technical Section on Telecommunications.

The award aims to recognize merit, innovation and outstanding scholarly achievements of young people in the telecommunications field. It will be awarded at the closing session of the conference and the finalists will present their work in a special session.

The jury members are:

- Youngho Lee (chairman)
- Cole Smith (co-chairman)
- Roland Wessály (co-chairman)

## **Special Issue of the European Journal on Computational Optimization**

There will be a Special Issue of the European Journal on Computational Optimization edited by guest editors, Bernard Fortz and Luís Gouveia.