

INFORMS Revenue Management and Pricing Section

Policies and Procedures Manual

November 14, 2016

Section 1 Preface

The following three paragraphs are taken from the INFORMS Policies and Procedures Manual

The INFORMS Board believes in and advocates the use of published policies and procedures to promote good business practice and efficient operation of the Institute.

A *policy* statement presents the position, philosophy, and thinking of the governing bodies of INFORMS on a particular subject. Policy wording is intentionally formal, broad, and in general terms. By the same token, it is concise and brief so that the normal policy length is short. Policies are meant to answer the questions “what” and “why”.

A *procedure* provides detailed coverage of a particular subject. A procedure defines and specifies the necessary steps for accomplishing a given task. Procedures are worded in clear, precise, and specific terms to provide the reader with all necessary details and information. Wording is informal with emphasis on clarity and complete subject coverage, thereby making normal procedure length longer than a policy. Procedures are meant to answer the questions “how” and “when”.

The INFORMS Revenue Management and Pricing Section will be abbreviated with RMP. This document will be called the RMP Policies and Procedures Manual, or the RMP Manual.

The RMP Policies and Procedures Manual contains official policies of RMP and those procedures of general interest to persons conducting business within or for RMP. Changes to the body of the RMP Manual must be approved by the RMP Board. No Policy or Procedure may contravene the INFORMS Constitution and Bylaws, or the RMP Bylaws. The INFORMS Board has final authority to determine whether a particular policy or procedure is in conflict with the INFORMS Constitution or Bylaws, and the RMP Board has final authority to determine whether a particular policy or procedure is in conflict with the RMP Bylaws.

The RMP Secretary will ensure that the master copy of the RMP Manual and its appendices reflects all approved changes, and that a copy of the RMP Manual and its appendices is posted on the RMP web page.

Section 2 Revenue Management and Pricing Section Award Competition

Section 2.1 Rules of the Competition

The INFORMS Revenue Management and Pricing Section Award is awarded for the best contribution to the science of pricing and revenue management published in English. The award includes a plaque and a cash prize. RMP pays for a plaque for each winner, but no more than 4 plaques. The total cash prize is \$1000 that is shared equally among the winners. The award is given each year at the INFORMS Annual Meeting if there is a suitable recipient. Papers that are eligible may be resubmitted the next year.

Published work must meet the following requirements to be eligible for the INFORMS Revenue Management and Pricing Section Award:

- It must be in the form of a paper, a book, or a group of papers or books.
- It must be on the topic of pricing/revenue management.
- It must have been published in one of the preceding five years or, in the case of a group, at least one member of the group must have been published in one of those years. For example, for the prize awarded in year 2015, at least one of the publications must have appeared in one of the years 2010 through 2014. (An exception to this rule is stated below.)
- It must be written in the English language.
- It must have appeared in the open literature.

Books or papers may be case histories, reports of research representing new results, or primarily synthesis. For any nominated set (group of either articles or books) published over more than one year, it is expected that each element in the set is part of one continuous effort, such as a multi-year project or a continuously written, multi-volume book.

The committee consists of 3 members, including a chair.

To be eligible for consideration, each book or paper must be nominated to the committee. Anyone may make nominations. The Committee will use the following criteria in making judgments:

- The extent to which the contribution advances the state of the art of pricing and revenue management.
- The originality of the ideas or methods.
- The new areas of application it opens up.
- The degree to which existing theory or method is unified or simplified.
- The clarity and excellence of the exposition.
- The degree to which the contribution provides value for future applications, or enables improved practice.

A nomination consists of:

- A nominating letter specifying the work being nominated and explaining why it is deserving of the INFORMS Revenue Management and Pricing Section Award.

- Nominating letters must include the titles of paper(s) or book(s), author(s), and the place and date of publication.
- Supporting letters, if desired. Supporting statements bearing on the worth of the publication in terms of the six criteria above will be very helpful, but are not required.
 - Three copies of the work. In case of journal articles, it is sufficient to submit a pdf file containing the paper(s).

Section 2.2 Guidelines for the Award Committee

Appointment of Committee Members

The award committee consists of a chair and two additional committee members. The RMP Chair shall appoint the committee chair, and the committee chair shall appoint the two additional members to serve on the committee. These appointments shall be made by January 31 preceding deliberations for the next competition. Committee members should be chosen such that the expertise of the award committee will span a variety of important areas in revenue management and pricing and will possess both theoretical and practical interests.

If a committee member has a conflict of interest, then a replacement committee member must be appointed to serve in his/her place. Any committee member who has a conflict of interest should inform the chair of the award committee before deliberations about the nominations start, and the committee chair must appoint a replacement committee member as soon as possible. If the committee chair has a conflict of interest, then the RMP Chair must appoint a replacement committee chair as soon as possible.

The RMP Chair must approve all committee members and replacements. If ambiguities in the committee selection process arise, then the RMP Board must be consulted and will be responsible for resolution.

Conflict of Interest

It is important to avoid even the appearance of a conflict of interest in the evaluation of any submission to an award committee. A problem arises when any member of an award committee has a past or current relationship with a nominee that might influence the voting process (positively or negatively) for reasons other than the merits of the case relative to the award. It is the responsibility of each committee member to bring to the attention of the committee chair any relationship that might be viewed as a conflict of interest. The committee chair should evaluate each case on its merits, and if a potential conflict is deemed to exist, propose a response that ensures that the final decision of the committee is free of any apparent conflict. If the potential conflict involves the committee chair, the chair should discuss this with the RMP Chair to determine an appropriate response.

Additional Duties of the Committee Chair

The committee chair must request nominations through various channels, including the RMP Newsletter, the RMP web site, and INFORMS Connect. The request should give the names of the committee members and the deadlines for nominations. The committee chair is responsible for ensuring that each submission considered for the award meets the eligibility requirements. The chair will disseminate the criteria for judging and will ensure that each member of the committee has a copy of each submission. The chair may suggest methods for coming to a single unified group decision. The chair will ensure that deliberations are concluded in a timely manner and will report the results of the competition to the INFORMS staff member assisting

subdivisions prior to the INFORMS imposed deadline (typically in early September). The chair will arrange for the plaques and checks for the winners.

Number of Awards

To preserve the significance of this award, *at most* one award shall be given in each year. The award may be given to more than one winner if the winning entry was joint work.

Reporting of the Award

The chair of the committee shall report the results of the competition directly to INFORMS. Every effort must be taken to ensure maximum secrecy of the competition outcome until the award presentation at the INFORMS annual meeting. The winners may be informed prior to the award presentation to encourage them to be at the award presentation, but they should be asked not to spread the news. After the award presentation, the committee chair should work with the RMP web master to announce the winner on the RMP web page.

Section 3 Revenue Management and Pricing Section Practice Award

Section 3.1 Rules of the Competition

The Revenue Management and Pricing Section Practice Award recognizes outstanding applications of revenue management and pricing techniques. The award includes a plaque and a cash prize. RMP pays for a plaque for each winner, but no more than 4 plaques. Total cash prize is \$1000 that is shared equally among the winners.

The committee consists of 3 members, including a chair.

The initial submission should include a short (3-6) page description that summarizes the problem, the solution approach, and the results and impact. The document should describe how the work is innovative, and should provide evidence of the work's impact. The submission may include other materials, such as papers and other publications, letters, press releases, etc. The award committee will screen submissions and select finalists. By a date specified by the award committee chair, each finalist should submit the presentation that they will deliver at the RMP Conference to the committee chair. The presentation slides may be accompanied by supporting material, such as notes on each slide, video material, etc. The final competition for the award takes place live during a special session of the RMP Conference. The winner is announced during a prize ceremony at the conference.

Criteria

The 1st-prize winner and finalists will be selected based on their impact, originality and innovation, and technical merit.

Eligibility

Anyone may submit except members of the prize committee. Any revenue management and pricing work from any industry, completed within the past 3 years, is eligible.

Section 3.2 Guidelines for the Award Committee

Appointment of Committee Members

The award committee consists of a chair and two additional committee members. The RMP Chair shall appoint the committee chair, and the committee chair shall appoint the two additional members to serve on the committee. These appointments shall be made by January 31 preceding deliberations for the next competition. Committee members should be chosen such that the expertise of the award committee will span a variety of important areas in revenue management and pricing. Since the final competition for the award takes place live during a special session of the RMP Conference, all committee members should attend the RMP Conference.

If a committee member has a conflict of interest, then a replacement committee member must be appointed to serve in his/her place. Any committee member who has a conflict of interest should inform the chair of the award committee before deliberations about the nominations start, and the committee chair must appoint a replacement committee member as soon as possible. If the

committee chair has a conflict of interest, then the RMP Chair must appoint a replacement committee chair as soon as possible.

The RMP Chair must approve all committee members and replacements. If ambiguities in the committee selection process arise, then the RMP Board must be consulted and will be responsible for resolution.

Conflict of Interest

It is important to avoid even the appearance of a conflict of interest in the evaluation of any submission to an award committee. A problem arises when any member of an award committee has a past or current relationship with a nominee that might influence the voting process (positively or negatively) for reasons other than the merits of the case relative to the award. It is the responsibility of each committee member to bring to the attention of the committee chair any relationship that might be viewed as a conflict of interest. The committee chair should evaluate each case on its merits, and if a potential conflict is deemed to exist, propose a response that ensures that the final decision of the committee is free of any apparent conflict. If the potential conflict involves the committee chair, the chair should discuss this with the RMP Chair to determine an appropriate response.

Additional Duties of the Committee Chair

The committee chair must request nominations through various channels, including the RMP Newsletter, the RMP web site, and INFORMS Connect. The request should give the names of the committee members and the deadlines for submissions. The committee chair is responsible for ensuring that each submission considered for the award meets the eligibility requirements. The chair will disseminate the criteria for judging and will ensure that each member of the committee has a copy of each submission. The chair may suggest methods for coming to a single unified group decision. The chair will ensure that deliberations are concluded in a timely manner. The committee chair will arrange with the program chair of the RMP Conference that the conference program includes a session or sessions for the final competition for the award, to be held in a sufficiently large room. After the RMP conference the committee chair will arrange with the INFORMS staff member assisting subdivisions for the plaques for the winners.

Number of Awards

To preserve the significance of this award, *at most* one award shall be given in each year. The award may be given to more than one winner if the winning entry was joint work.

Reporting of the Award

After the award presentation, the committee chair should work with the RMP web master to announce the winner on the RMP web page, and to post the materials of the winning entry on the web page. The chair of the committee shall report the results of the competition directly to INFORMS and arrange for the delivery of the cash prize.

Section 4 Revenue Management and Pricing Section Dissertation Award

Section 4.1 Rules of the Competition

The INFORMS Revenue Management and Pricing Section Dissertation Award is given for the best doctoral dissertation in the field of pricing and revenue management written in English. The award includes a plaque and a cash award. RMP pays for one plaque for the winning doctoral student. The cash award is \$1000 for the winning doctoral student. The award is given each year at the INFORMS Annual Meeting if there is a suitable recipient.

The following criteria will be used in judging candidate dissertations.

- Fundamental contribution and originality of the ideas or methods.
- Practical importance or applicability in solving important real problems.
- Clarity and excellence of the exposition.

Eligible doctoral dissertations are those of which the dissertation defense took place between June 1 two years before the current year and May 31 of the current year. The dissertation should contain the date of the defense or a letter of nomination from a dissertation supervisor should state the date of the defense.

To be considered, a dissertation must be nominated by the dissertation supervisor(s), who must submit the following items:

- an electronic copy of the dissertation (in pdf),
- an electronic copy of the extended abstract (3-5 pages) separate from the thesis (in pdf),
- an electronic copy of the letter(s) of nomination from the dissertation supervisor(s) supporting the submission and stating his/her assessment of why the dissertation is worthy of the award (in pdf), and
- an electronic abstract of 300 words without formula or mathematical notation (in pdf).

The committee consists of 3 members, including a chair.

Section 4.2 Guidelines for the Award Committee

Appointment of Committee Members

The award committee consists of a chair and two additional committee members. The RMP Chair shall appoint the committee chair, and the committee chair shall appoint the two additional members to serve on the committee. These appointments shall be made by January 31 preceding deliberations for the next competition. Committee members should be chosen such that the expertise of the award committee will span a variety of important areas in revenue management and pricing and will possess both theoretical and practical interests.

If a committee member has a conflict of interest, then a replacement committee member must be appointed to serve in his/her place. Any committee member who has a conflict of interest should inform the chair of the award committee before deliberations about the nominations start, and the committee chair must appoint a replacement committee member as soon as possible. If the

committee chair has a conflict of interest, then the RMP Chair must appoint a replacement committee chair as soon as possible.

The RMP Chair must approve all committee members and replacements. If ambiguities in the committee selection process arise, then the RMP Board must be consulted and will be responsible for resolution.

Conflict of Interest

It is important to avoid even the appearance of a conflict of interest in the evaluation of any submission to an award committee. A problem arises when any member of an award committee has a past or current relationship with a nominee that might influence the voting process (positively or negatively) for reasons other than the merits of the case relative to the award. It is the responsibility of each committee member to bring to the attention of the committee chair any relationship that might be viewed as a conflict of interest. The committee chair should evaluate each case on its merits, and if a potential conflict is deemed to exist, propose a response that ensures that the final decision of the committee is free of any apparent conflict. If the potential conflict involves the committee chair, the chair should discuss this with the RMP Chair to determine an appropriate response.

Additional Duties of the Committee Chair

The committee chair must request nominations through various channels, including the RMP Newsletter, the RMP web site, and INFORMS Connect. The request should give the names of the committee members and the deadlines for nominations. The committee chair is responsible for ensuring that each submission considered for the award meets the eligibility requirements. The chair will disseminate the criteria for judging and will ensure that each member of the committee has a copy of each submission. The chair may suggest methods for coming to a single unified group decision. The chair will ensure that deliberations are concluded in a timely manner and will report the results of the competition to the INFORMS staff member assisting subdivisions prior to the INFORMS imposed deadline (typically in early September). The chair will arrange for the plaque and check for the winner.

Number of Awards

To preserve the significance of this award, *at most* one award shall be given in each year.

Reporting of the Award

The chair of the committee shall report the results of the competition directly to INFORMS. Every effort must be taken to ensure maximum secrecy of the competition outcome until the award presentation at the INFORMS annual meeting. The winner and dissertation supervisor(s) may be informed prior to the award presentation to encourage them to be at the award presentation, but they should be asked not to spread the news. After the award presentation, the committee chair should work with the RMP web master to announce the winner and post the winning dissertation on the RMP web page.

Section 5 Revenue Management and Pricing Section Conference

- 1) The RMP Conference shall be held every year.
- 2) At least two years prior to each RMP Conference, the RMP Chair shall solicit proposals to organize the conference. The solicitation must be public, including an announcement via INFORMS Connect.
- 3) Proposals should identify the Organizing Committee responsible for the conference.
- 4) The winning proposal shall be decided by a majority vote of the RMP Board, excluding any site proposers. If none of the proposals receives a majority of the cast votes in the first round of voting, run-offs shall be held as follows:
 - a. If there are two proposals remaining and the vote is tied, then the RMP Chair shall make the selection.
 - b. If there are three or more proposals, then the proposal receiving the fewest votes will be eliminated from further consideration, and another vote will be taken. If there is a tie among proposals receiving the fewest votes, then the RMP Chair shall select the proposal to be eliminated. If none of the remaining proposals receives a majority of the cast votes, repeat from 4.a.
- 5) All votes are sent to a person who is not a member of the RMP Board.
- 6) The Organizing Committee is responsible for the conference logistics as well as the conference program. The Organizing Committee should solicit invited and contributed papers, and formulate the technical program with or without plenary talks.
- 7) The Organizing Committee should solicit funds from appropriate organizations to enhance the value of the conference. Examples of such enhancements include (1) travel assistance funds for important contributors who would not otherwise be able to attend the conference; (2) travel assistance funds for student contributors to the conference; (3) funds to partially defray the costs of a banquet or other social events
- 8) The Organizing Committee should plan social events, such as a reception or a banquet.
- 9) The Organizing Committee should publicize the meeting by means of advertisements, mailings, and postings on appropriate web sites. The Organizing Committee arranges for development and maintenance of a web site for the conference. The Organizing Committee should keep the site available indefinitely after the conference, or else should arrange with the RMP web master to transfer its contents to the RMP web site.
- 10) The Organizing Committee should set registration fees that are significantly lower for members of RMP than for non-members of RMP. The conference fees must be approved in advance by the RMP Board.
- 11) The Organizing Committee should submit a report on the conference that includes a summary of the number of attendees, their distribution according to country of residence, a final financial report, and lessons to be passed to prospective future conference organizers. The chair of the Organizing Committee shall submit this report to the RMP Chair within four months of the end of the conference. This report will become part of the permanent records of RMP.
- 12) The Organizing Committee is solely responsible for financing the conference, unless a different agreement was negotiated with the RMP Board, confirmed in writing, and signed by the RMP Board members. It is expected that the Organizing Committee will cover all expenses through registration fees, grants and institutional support.
- 13) The proposal shall include a budget for the conference that covers all anticipated income and expenses.

- 14) If the conference produced a financial surplus, at least half of such surplus must be transferred to the RMP account held by INFORMS within four months of the end of the conference.
- 15) If the conference produced a financial loss, RMP will cover the loss up to \$2000 as long as all expense receipts are approved by the INFORMS accountants. The Organizing Committee shall cover any remaining loss.
- 16) A member of the Organizing Committee may not participate in a discussion pertaining to a financial arrangement for the conference when such arrangement would benefit a person who is the member's spouse, ancestor, sibling (including half siblings and step siblings), descendant, or the spouse of the member's ancestor, sibling, or descendant, or a business closely associated with the member. Any such committee member shall reveal such conflict of interest to the Organizing Committee and to the RMP Board before the Organizing Committee considers the task pertaining to such family member or such a business.

Section 6 Guidelines for the RMP Chair

- 1) Arrange the election for new RMP officers and Board members, to be held at least 2 months prior to the INFORMS annual meeting.
 - a. Appoint the chair of the nominating committee at least six months prior to INFORMS annual meeting.
 - b. Normally an election is required for the following positions: Vice-Chair/Chair-Elect, Secretary-Treasurer, Board member (Board members have alternating terms of two years, so normally only one Board member is elected each year).
 - c. Ensure that the nominating committee nominates at least 2 candidates for each position.
 - d. Gather bios and statements of position for the candidates.
 - e. Coordinate preparation and distribution of ballots with the INFORMS staff member assisting subdivisions.
 - f. Announce new officers and Board members at the RMP business meeting at the INFORMS annual meeting.
 - g. Educate new officers and Board members regarding their roles and responsibilities, the RMP bylaws, and the RMP Policies and Procedures Manual.
 - h. The RMP Chair shall, if necessary, delegate to officers and Board members tasks that are outside of their purview as currently determined in the RMP Manual. On an individual basis the Chair shall, if warranted, reassign tasks between all officers and Board Members to ensure smooth and efficient functioning of the Board.
- 2) Publish a request for proposals for hosting the RMP Conference, and manage the site-selection process.
- 3) Help the Corporate Sponsorship Coordinator and the Secretary/Treasurer canvass for corporate sponsorships.
- 4) Manage the relationship between RMP and the Journal of Revenue and Pricing Management. For example, keep Palgrave Journals as a paying corporate sponsor, help promote the Journal of Revenue and Pricing Management, and request that Palgrave Journals publicizes RMP events on their web site and in the Journal.
- 5) Write a column for the quarterly newsletter.
- 6) Run the RMP business meeting at the INFORMS annual meeting.
 - a. The Business Meeting is usually held on Sunday evening 6:15-7:15pm.
 - b. Arrange food and beverages for the meeting.
 - c. Put together an agenda for the meeting, and circulate it among the RMP Board and Committee Chairs that may need to make presentations, such as prize committee chairs.
 - d. A typical meeting agenda includes
 - i. membership update
 - ii. acknowledgement of cluster chair(s) and cluster data
 - iii. cluster chair(s) for the next INFORMS annual meeting
 - iv. recap of previous RMP Conference
 - v. information about the next RMP Conference, such as location, date and chairs
 - vi. section finances
 - vii. prizes
 - viii. results from elections
 - ix. introduction of new Board members

- x. acknowledgement of the year's volunteers and exiting officers
- 7) Run an optional RMP business meeting at the RMP Conference.
- 8) Run RMP Board meetings at the RMP Conference and the INFORMS annual meeting.
- 9) Make the appointments below.
 - a. Newsletter editor, responsible for sending out a quarterly RMP newsletter.
Appointment made before the INFORMS annual meeting.
 - b. Webmaster, responsible for maintaining the RMP web site; and as a discretionary appointment the Associate Webmaster. Appointments shall be made before the INFORMS annual meeting.
 - c. INFORMS cluster chair(s) for upcoming INFORMS annual meeting as well as related international conferences such as CORS-INFORMS, Euro-INFORMS, International Meeting of INFORMS, and IFORS. Appointment shall be made before the INFORMS annual meeting.
 - d. Job Listings Coordinator
 - e. Corporate Sponsorship Coordinator
 - f. LinkedIn Group Manager
 - g. Prize committee chairs: Appointments made by January 31.
 - i. Section Award
 - ii. Practice Award
 - iii. Dissertation Award

Section 7 Guidelines for the RMP Vice-Chair/Chair-Elect

- 1)** The Vice-Chair/Chair-Elect will work closely with the RMP Chair to become familiar with:
 - a.** Bylaws, policies, and procedures
 - b.** Workings of the Board and duties of the Section Chair to prepare as best as possible for assuming the leadership position
- 2)** The Vice-Chair/Chair-Elect, in cooperation with the RMP Chair and the Secretary (Secretary/Treasurer), will ensure that the RMP Manual is kept up-to-date and accessible to members and will canvass the membership as to any changes required or suggested to the RMP Manual, and will present those to Board for consideration
- 3)** The Vice-Chair/Chair Elect shall be principally responsible for disseminating information from the Board to the membership, INFORMS, and other parties as necessary, through all available channels, including RMP website, INFORMS Connect, and the LinkedIn RMP Group. Examples of the said information include, but are not limited to:
 - a.** Calls for committee or cluster chairs
 - b.** Election call in cooperation with the Nominating Committee Chair
 - c.** Conference advertisements and calls for sponsors
 - d.** Reports to membership and ad hoc Board announcements in cooperation with the Board.

Section 8 Guidelines for the RMP Secretary/Treasurer

Section 8.1 Guidelines for the RMP Secretary

The Secretary is responsible for maintaining the records and history of RMP and for reporting these records and history to the members of RMP. The Secretary will work with the RMP web master to ensure that the records and history are easily accessible to the membership and that changes in the records and history are posted in a timely fashion.

Listed below are duties of the Secretary. At the discretion of the RMP Board, this list may be amended.

1. Take the minutes and attendance records at the RMP business meetings. Work with the RMP web master to make these minutes available on the RMP website.
2. Arrange for photos to be taken at RMP events, including award ceremonies, and for announcements to be published in OR/MS Today.
3. As stated in the Preface, the RMP Secretary will ensure that the master copy of the RMP Manual and its appendices reflects all approved changes, and that a copy of the RMP Manual and its appendices is posted on the RMP web page.
4. Work with INFORMS to ensure that Sections records are properly maintained, archived, and accessible to members. This may involve finding proper places to store the records and ensure properly structured access, and should include INFORMS Connect RMP site with its library and the RMP website.
5. Maintain an up-to-date RMP Policies and Procedures Manual. Changes to the manual are subject to approval by the RMP Board. In part, the RMP Manual offers a way of conveying the institutional knowledge of RMP. The Secretary should annually contact the various constituencies represented in the RMP Manual in order to update a running record that is passed on to the next set of RMP officers and Board members.
6. Prepare the annual RMP activity report and submit the report to the INFORMS office.
7. Work with the RMP Chair to organize the RMP business meeting and RMP Board meetings.
8. Act as liaison with the prize chairs and the INFORMS office to ensure that prize checks and plaques are prepared in advance of the annual meeting.

Section 8.2 Guidelines for the RMP Treasurer

The Treasurer's key responsibility is to maintain the RMP financial records. These responsibilities include but are not limited to:

1. Several times per year, typically quarterly, the RMP Treasurer should receive a financial statement for RMP from the INFORMS office. The RMP Treasurer should go over the statements, and look for any items that look unusual. Pretty much anything other than membership dues, award expenses, the reception at the RMP business meeting, and

sometimes small election expenses are unusual. Unusual items should be reported to the RMP Board and INFORMS staff.

2. At the RMP business meeting the RMP Treasurer should present the financial reports to the RMP members.
3. The RMP Treasurer is responsible for keeping the RMP year-end financial report up-to-date on the RMP web site.
4. Canvas businesses for corporate sponsorships. Make sure that businesses with advertisements on the RMP web site renew their sponsorships.

Section 9 Guidelines for Cluster Chairs

I. Gathering Sessions and Talks

A. Setting a Submission Deadline

The deadline given in the initial mass announcements are typically arbitrary, but late-April to mid-May is appropriate. INFORMS does not actually need complete information until sometime in June or July. However, it is necessary to set an earlier deadline for the submission of talks and sessions so that sessions can be created, authors can be contacted, and talk and session information can be entered.

Note that INFORMS has two separate deadlines – one for declaring sessions and one for the final, complete information. The session deadline is important, because after this date, it is easy to add talks to existing sessions, but you may not add any new sessions.

B. Announcements

The common method for distributing mass announcements calling for talks and sessions is INFORMS Connect. It is typical to send a first announcement several months before the deadline and then send at least one reminder as the deadline approaches.

II. Managing Sessions

A. Online Session Entry

With INFORMS' new online system, the job of session entry essentially involves input of each session chair's name and email address. This effort creates the session and turns management of the session over to the session chair. Then, from within the online system, the cluster chair can send an email to the session chair informing him/her that the session has been created and how to access the session. The session chair is then responsible for naming the session and entering and contacting participants.

B. Talks and Sessions Submitted After the Deadline

Inevitably, there will be a number of talks and even some sessions that are submitted after the deadline, perhaps up to a month before the conference. Inclusion of these late arrivals is at the discretion of the cluster chair. However, cluster chairs typically try to accommodate as many of these late arrivals as possible. If a submission is late and there is no room in an appropriate session, it may be possible for the author to still submit this talk in a contributed session.

While there may be openings into which late arrivals can be inserted, there comes a point at which session and cluster chairs no longer have access to sessions. In this case, INFORMS staff members are needed in order to add the talk or session.

C. Finalizing

In late summer, INFORMS makes it possible for the cluster chairs to review all of the sessions and session information. At this time, it is important to review which sessions are missing titles and speaker information and contact the session chair to remind them to complete the session information. Note that it is possible that there may be sessions that will need to be deleted at this time.

III. At the Conference

Once the conference begins, the cluster chair's role is mostly complete. However, the cluster chair may be asked to make a few remarks at the RMP business meeting. These remarks should include a report on the total of the number of sessions and talks. In these remarks, the cluster chair is encouraged to also provide comic relief. For example, the cluster chair may award "prizes" for such things as most eager session organizer, most sessions chaired, and most confused session chair.

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Appendix Important Tasks and Deadlines

Information in the appendix is based on the contents of the preceding sections of this manual and should be updated periodically.

Appointments

Appointment of Committee Members for the RMP Section Award Competition — January 31

Appointment of Committee Members for the RMP Section Practice Award — January 31

Appointment of Committee Members for the RMP Section Dissertation Award — January 31

Appointment of the Nominating Committee Chair for Section Elections — at least 6 months prior to the INFORMS Annual Meeting (typically in October/November)

Appointment of INFORMS Cluster Chair(s) for Upcoming Conferences — the INFORMS Annual Meeting (typically in October/November)

Appointment of Newsletter Editor — before the INFORMS Annual Meeting (typically in October/November)

Appointment of Webmaster and, optionally, the Associate Webmaster — the INFORMS Annual Meeting (typically in October/November)

Appointment of Job Listings Coordinator— the INFORMS Annual Meeting (typically in October/November)

Appointment of Corporate Sponsorship Coordinator— the INFORMS Annual Meeting (typically in October/November)

Appointment of LinkedIn Group Manager— the INFORMS Annual Meeting (typically in October/November)

Calls and Announcements

Solicitation of Proposals to Organize the RMP Conference — at least two years prior to the conference (typically in June)

Final Competition and Announcement of the RMP Section Practice Award — RMP Section Conference (typically in June)

Section Elections for New RMP Officers and Board Members — at least 2 months prior to the INFORMS Annual Meeting (typically in October/November)

Announcement of the RMP Section Award — INFORMS Annual Meeting (typically in October/November)

Announcement of the RMP Section Dissertation Award — INFORMS Annual Meeting (typically in October/November)

Reports

Reporting Competition Results of the RMP Section Prize Award to INFORMS — typically in June-July

Reporting Competition Results of the RMP Section Award to INFORMS — typically in September

Reporting Competition Results of the RMP Section Dissertation Award to INFORMS — typically in September

Presentation of Financial Reports to the RMP Members — INFORMS Annual Meeting (typically in October/November)

Submissions

Submission of Session Information for the RMP Cluster at INFORMS Annual Meeting — typically from April to mid-May

Submission of the RMP Conference Organizing Committee's Report — within four months of the end of the conference

Submission of Final Abstracts for the RMP Cluster at INFORMS Annual Meeting — typically in September

