

INFORMS ANNUAL MEETING

◆ Pittsburgh ◆

November 5-8, 2006



Session Submission Instructions

Thank you for agreeing to organize a session for the Meeting INFORMS Annual Meeting –Pittsburgh 2006

Deadline for Abstract Submission: May 15, 2006

Please note: all attendees must register and pay the registration fee.

Before Going Online: Information You Will Need

- Title or preliminary title of your session
- First and last name and email address of each Presenting Author in your session.

The Process

1. Go to: <http://www.informs.org/Conf/Pittsburgh06/index.html> and click on "Abstract Submission." Under "Cluster / Session Chair Log-in," click on "Session Chair LOG-IN."

2. At Session Chair Log-in

1. Enter your email address (if you have multiple emails, please use the same address we used in our email to you).
2. Enter your email address again as your password.
3. Click "LOGIN"

3. Session Chair Information

1. Complete your contact information (all required fields). You can change your password here, but be sure to print the screen so you have it for future use.
2. NOTE: your email address is the key for entry into the system and is used to avoid scheduling conflicts. It's very important that you use only one email address if you enter multiple submissions.
3. Click "SAVE"

4. Session Information

1. Enter the title of your session (you can edit this later).
2. Follow the instructions provided to enter your presenting authors and their email addresses.
3. You can add, edit or delete presenting author information at a later date, if necessary.

4. You can check the status of the papers in your session at any time by clicking on STATUS.
5. You can specify the order of presentations in your session by clicking ORDER (you can change the order at any time).
6. Follow the instructions to email each presenting author. FIRST SELECT the author, then select the invitation or confirmation email. These "boilerplate" emails provide submission instructions to your authors. (You can use the "standard" email to compose your own message to authors.)
7. Click CLOSE

Your presenting authors will each receive an email message from you inviting them to present or confirming their participation in your session and providing submission instructions.

Please Note

The system instructs your presenting authors to email you if they have special requests. These requests will often relate to scheduling. Please pass any scheduling requests along to the chair of your cluster and to Paulette Bronis at Paulette.Bronis@Informs.org.

Questions?

Questions about the program: <http://www.informs.org/Conf/Pittsburgh06/index.htm>. Technology interface difficulties: Paulette Bronis at Paulette.Bronis@Informs.org. By telephone: 800-4INFORMS or 443-757-3500 ext. 544. Be sure to spell your last name and leave your phone number and message very clearly.

Committee and Staff

General Chair

Michael A. Trick
Carnegie Mellon University
trick@cmu.edu

Program Co-Chairs

Jayant Rajgopal
University of Pittsburgh
rajgopal@pitt.edu

Andrew J. Schaefer
University of Pittsburgh
schaefer@ie.pitt.edu

Invited Session Co-Chairs

Jonathan Caulkins
Carnegie Mellon University
caulkins@cmu.edu

Prakash Mirchandani
University of Pittsburgh
pmirchan@katz.pitt.edu

Sponsored Session Co-Chairs

Brady Hunsaker
University of Pittsburgh

hunsaker@engr.pitt.edu

Javier F. Peña
Carnegie Mellon University
jfo@andrew.cmu.edu

Tutorial Co-Chairs

Michael P. Johnson
Carnegie Mellon University
johnson2@andrew.cmu.edu

Bryan A. Norman
University of Pittsburgh
banorman@engr.pitt.edu
Nicola Secomondi
Carnegie Mellon University
ns7@andrew.cmu.edu

Theme Co-Chairs

Matthew D. Bailey
University of Pittsburgh
mdbailey@engr.pitt.edu

Alan Scheller-Wolf
Carnegie Mellon University
awolf@andrew.cmu.edu

Contributed Paper Co-Chairs

Laurens G. Debo
Carnegie Mellon University
laurdebo@andrew.cmu.edu

Bahar Biller
Carnegie Mellon University
billerb@andrew.cmu.edu

Practitioner Interest Committee
Steven Brady (Co-Chair)
RAND Corporation
brady@rand.org

Kevin F. Kandt (Co-Chair)
PPG Industries
kandt@ppg.com

Sunder Kekre
Carnegie Mellon University
sk0a@andrew.cmu.edu

Valerie Tardif
SmartOps
vtardif@smartops.com

Teacher Workshop Liaison
Brady Hunsaker
University of Pittsburgh
hunsaker@engr.pitt.edu

Director of Subdivisions Services, INFORMS
Mary Magrogan
Mary.Magrogan@INFORMS.org

Meetings Program Editor, INFORMS
Paulette Bronis
Paulette.Bronis@INFORMS.org