

Appendix 01

Scientific Committee Tasks Overview

Note

The present Appendix is a guide example.

It can be altered when the need arises as conference preparation activities progress for one WCTR, and also from conference to conference.

The following table provides an overview on the allocation of tasks to the different roles in the Scientific Committee

Task	WCTRS President / STC	SCC Panel	SCC Chair	SCC Vice-Chair STCs	SCC Vice-Chair Conference	SCC Vice-Chair Publications	SCC Vice-Chair Prizes	Prices Sub-Committee	TAM	STO STT-Chair	SIS Chair	Remarks
Special Interest Groups	Approval	Approval	Support	Lead								
	Approval	Approval	Support	Lead								
	Approval	Approval	Support	Lead								Website supported by the secretariat.
	Approval	Approval	Support	Lead								Lead
	Approval	Approval	Support	Lead								Lead
Special Interest Groups	Approval	Approval	Support	Lead								Lead
	Approval	Approval	Support	Lead								Lead
	Approval	Approval	Support	Lead								Lead
	Approval	Approval	Support	Lead								Lead
	Approval	Approval	Support	Lead								Lead
Session Tracks	Approval	Approval	Lead		Support							
	Approval	Approval	Lead									
	Approval	Approval	Coordination						Lead			
	Approval	Approval	Coordination						Lead			
	Approval	Approval	Coordination						Lead			
Publications	Approval	Approval				Coordination						
	Approval	Approval				Coordination						
	Approval	Approval				Coordination						
	Approval	Approval				Lead						
	Approval	Approval										
Call for Papers and Reviews	Approval	Approval			Guidance							
	Approval	Approval			Lead							
	Approval	Approval			Approval							
	Approval	Approval			Guidance							
	Approval	Approval			Guidance							
Conference Program	Approval	Approval			Guidance							
	Approval	Approval			Guidance							
	Approval	Approval			Lead							
	Approval	Approval										
	Approval	Approval										
Scientific Paper Awards	Approval	Approval	Lead									
	Approval	Approval										
	Approval	Approval										
	Approval	Approval										
	Approval	Approval										

Additional tasks may arise in each role.

Appendix 02
Conference Time Table
Example of WCTR Shanghai, July 2016

Note

The present Appendix is a guide example.
It can be altered when the need arises as conference preparation activities progress for one WCTR, and also from conference to conference.

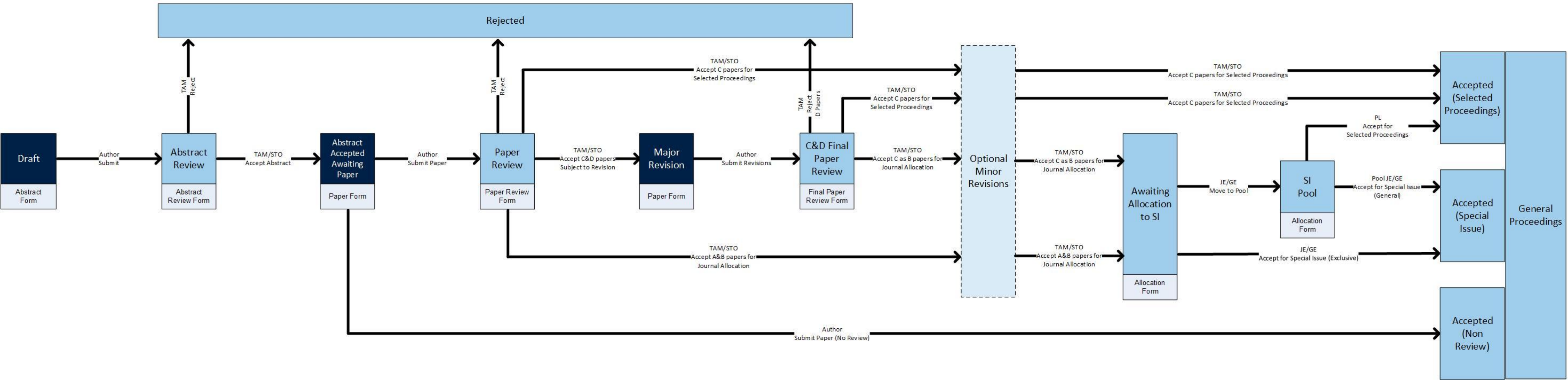
WCTR 2016 Shanghai
Timetable for Conference Preparation, July 22, 2014

Who	By end	Actions
STOs	May 2014	Identification of appropriate journals for special issues and publication of individual papers for each session track; agreements with journal editors
new SIG chairs	May 2014	Submit final proposals for new SIGs
SCC Chair	May 2014	Draft version of this time table Draft overview on SCC tasks and job descriptions for TAMs and STOs
SCC	July 2014	Final version of TA and ST definitions Final version of this timetable Final overview on SCC tasks and job descriptions for TAMs and STOs Discuss and agree on principles for the programme structure (oral/poster, role of special sessions, ...) Discuss and agree on the principles for the review process (including integration with journal reviews)
SCC + STC	July 2014	Decide on new SIGs
STC	July 2014	Final decision on CMS provider
CMS Provider	July 2014	Provide list of needed contents for the WCTR conference website
VC Publication	July 2014	Draft plan for special issues and individual paper publications from Shanghai 2016
VC Conference	Oct 2014	Proposed call for abstracts* Draft guidance on abstract* review process, including rejection rates Draft guidance on full paper review process, integrating the journal review
LOC	Sept 2014	Provide contents for conference website
CMS Provider	Nov 2014	Complete conference website for testing Identify contacts for circulation of call for abstracts*
LOC	Nov 2014	Propose budget and registration fees
STOs	Nov 2014	Draft list of reviewers by ST Agreement with journal editors on the (integrated) journal review process
CMS Provider	Dec 2014	Complete testing of conference website; amend as necessary
SCC	30 Nov 2014	Approve call for abstracts* and guidance on abstract* review process
CMS Provider	15 Dec 2014	Call for abstracts* and guidance circulated, press media advertising started Website launched; start acquisition of sponsors
SCC	Jan 2015	Approve guidance on full paper review process, wherever possible integrating the journal review process
STC	Jan 2015	Approve budget and fees
CMS Provider	Feb/Mar 2015	Acknowledge and distribute abstracts* to TAMs as received
Authors	15 Mar 2015 (30 Mar 2015)	Deadline for abstracts* (extended if necessary)
TAMs	15 May 2015	Abstracts* reviewed; report on outcome by TA
SCC	8 Jun 2015	Confirm abstract* reviews, resolve differences, fill gaps Approve guidelines for full text
CMS Provider	15 Jun 2015	Circulate results of abstract* review Invite full papers; seek decisions on review/non-review and on poster/oral; issue guidelines

		Open conference registration
STOs	Jun 2015	Submit final list of reviewers
VC Conference	Jun 2015	Draft guidelines for full text Draft preliminary programme
LOC + TAMs	Jun 2015	Submit proposals for special sessions, social and technical events
LOC	Jun 2015	Identify sponsors
SCC	10 Jul 2015	Approve proposals for special sessions and events Approve preliminary programme Confirm and complete reviewer list Agree plan for special issues and individual paper publications Propose keynote speakers
CMS Provider	Sep 2015	Acknowledge and distribute papers as received
Authors	30 Sep 2015 (15 Oct 2015)	Deadline for submission of papers for review (extended if necessary)
STOs	15 Dec 2015	Complete review process Confirm potential special issues, journals, guest editors
VC Conference	31 Dec 2015	Draft programme
LOC	31 Dec 2015	Proposals for bursaries
SCC	Jan 2016	Approve review process Approve special issues, guest editors Approve draft programme Approve bursaries
CMS Provider	Jan 2016	Disseminate review results, scores; seek revisions Advise authors of potential special issues, individual journal publications and selected proceedings
Authors	Mar 2016	Deadline for submission of revised review papers Deadline for submission of non-review papers Deadline for author's conference registration and payment
CMS Provider	Mar 2016	Acknowledge and distribute revised papers as received Acknowledge and distribute non-review papers
STOs	April 2016	Complete re-review process**
LOC STOs	April 2016	Final conference programme Appoint session chairs
VC Publication	May 2016	Final plans for special issues and individual paper publications
VC Prizes	June 2016	Shortlist of papers for prizes
VC Prizes VC Publication	July 2016	Award prizes Assess papers for special issues, selected proceedings.
CMS Provider	Sept 2016	Circulate selected proceedings to members only Submit final membership list and membership fees for audit
Secretariat	Oct 2016	Complete audit
VC Publication CMS Provider	Dec 2016	All special issues ready for publication Final selected proceedings excluding special issue papers available for publication and sale to non-members

* **Only if submission of Abstracts is adopted.**

** **Only if paper re-reviews is adopted.**



Appendix 04

Duties of the Topic Area Manager (TAM)

Note

The present Appendix is a guide example.
It can be altered when the need arises as conference preparation activities progress for one WCTR, and also from conference to conference.

Topic Area Managers are appointed for a three year period leading up to a Conference to lead the work of coordinating sessions and papers at the Conference, within their specified Topic Areas. They report to the SCC VC-Conference and work closely with the CDT and CPC of the WCTR Host Site. They are supported by the Leaders of the Special Interest Groups and Session Track Teams assigned to their Topic Area. TAMs are members of the Scientific Committee. They are expected to attend all SSC meetings and to report on the progress in the development of their Topic Areas.

There are currently eight specified topic areas:

- A. Transport Modes: General
- B. Freight Transport and Logistics
- C. Traffic Management, Operations and Control
- D. Activity and Transport Demand
- E. Transport Economics and Finance
- F. Transport, Land Use and Sustainability
- G. Transport Planning and Policy
- H. Transport in Developing and Emerging Countries .

In the sequence in which they are envisaged to arise, the responsibilities of the Topic Area Managers are:

1. To coordinate activities of Special Interest Groups which are assigned to their topic areas.

2. To discuss with any Special Interest Group Leaders the session tracks which they wish to operate, to lead the installation of session tracks within their topic area and to appoint a session track organiser for each of these session tracks.
3. To provide an up-to-date subject description of their topic area and included session tracks.
4. To support the session track organisers in building their session track team.
5. To support the session track organisers in identifying the most appropriate journals for publication, in bargaining opportunities for special issues and individual paper publications with journal editors, and in selecting papers for inclusion in special issues and for individual publications.
6. To support the SCC-VC Publications to supervise the process to publish the General Proceedings and the Selected Proceedings.
7. To coordinate the session track organisers in building the pool of reviewers.
8. To support the SCC-VC Conference to design the Call for Papers for the conference.
9. To coordinate the session track organisers in initiating any specific Call for Papers for their session track.
10. To lead the process of reviewing and re-reviewing abstracts (only if submission of Abstracts is adopted), supported by the session track organisers.
11. To coordinate the session track organisers in the process of full paper reviews.
12. To coordinate session track organisers in the process of arranging accepted papers into sessions, appointing session chairs, and building the session time table.

13. To support the SCC-VC Conference to build the conference program.
14. To coordinate the session track organisers in the process of checking the presence of the session chairs and substitution if necessary.
15. To coordinate the session track organisers in the nomination of papers eligible for consideration for prizes, and to support the SCC-VC Prizes to select papers for prizes.
16. To work with the SCC-VC Publications to prepare Editions of the WCTRS Book Series suggested and supported by the related session track organisers.

All additional tasks which arise to ensure a successful conference in his/her subject area should be taken by the Topic Area Manager.

After the conference, Topic Area Managers should report to the Scientific Committee on the strengths and weaknesses of the conference arrangements in which they have been involved and to recommend improvements for the subsequent conference.

Appendix 05

Duties of the Session Track Organiser (STO)

Note

The present Appendix is a guide example.

It can be altered when the need arises as conference preparation activities progress for one WCTR, and also from conference to conference.

Session Track Organisers (STOs) are appointed for a three year period leading up to a Conference. Their role is to coordinate sessions and papers at the Conference for an identified subject area as specified together with the Topic Area Manager and agreed by the Scientific Committee. STOs report to the Topic Area Manager (TAM), who in turn reports to the Vice Chair for the Conference and works closely with the Local Conference Organiser. STOs are either chair or co-chair of a Special Interest Group (SIG) in the respective subject area or they are leaders of a Session Track Team (STT) which is supporting the session track organisation.

In the sequence in which they are envisaged to arise, the responsibilities of the STOs are:

1. To support the TAM with an up-to-date subject description of their session track.
2. To build the session track team.
3. To identify the most appropriate journals for publication, to bargain opportunities for special issues and individual paper publications with journal editors, and to select papers for inclusion in special issues and for individual publications.
4. To inform the authors in their session about a possibility of an Edition in the WCTRS Book Series on a topic related to the session. To inform the TAM about this development.
5. To support the SCC-VC Publications to supervise the process to publish the General Proceedings and the Selected Proceedings.

6. To build the pool of reviewers for their session track.
7. To support the SCC-VC Conference to design the Call for Papers for the conference.
8. To initiate any specific Call for Papers for their session track.
9. To support the TAM in the process of reviewing abstracts ; only if submission of Abstracts is adopted), supported by the session track organisers.
10. To lead the process of full paper reviews (and re-reviews; only if paper re-review is adopted) in their subject area. To ensure that authors are receiving meaningful and fair comments on their papers.
11. To arrange accepted papers into sessions, to appoint session chairs, and to build the session time table.
12. To support the SCC-VC Conference to build the conference program.
13. To check the presence of the session chairs during the conference and to substitute if necessary (which might be delegated to another person).
14. To nominate papers eligible for consideration for prizes and to support the SCC-VC Prizes to select papers for prizes.

All additional tasks which arise to ensure a successful conference in the subject area should be taken by the Session Track Organiser.

Appendix 06

Call for Papers

Note

The present Appendix is a guide example.
It can be altered when the need arises as conference preparation activities progress
for one WCTR, and also from conference to conference.

The World Conference on Transport Research Society (WCTRS) announces that the ##th World Conference will be held from ##DATE## in ##PLACE## at the ##VENUE##, which will host the Conference at its main campus.

The aims of the conference are to offer a unique opportunity to bring together experts in all areas of transport research, from all parts of the world and to stimulate the exchange of ideas in the broad field of transport research.

The Committees of WCTRS invest great effort in reviewing the papers submitted to the conference and organising the sessions to enable the participants to gain maximum benefit. Authors can choose to submit their paper either for the non-review track or the review track. The latter offers a thorough review process for each full paper in order to assess its potential for publication and short-listing for the award of a prize. A close cooperation with major scientific transportation journals will be agreed to support the publication of excellent papers after the Conference (for details please access www.wctrs-conference.com/conference-supporting-journal.asp). The organisation of the Conference is supported by Elsevier.

Authors are invited to submit contributions to the following topic areas:

- Topic Area A: Transport Modes - General
- Topic Area B: Freight Transport and Logistics
- Topic Area C: Traffic Management, Operations and Control
- Topic Area D: Activity and Transport Demand
- Topic Area E: Transport Economics and Finance
- Topic Area F: Transport, Land-use and Sustainability
- Topic Area G: Transport Planning and Policy
- Topic Area H: Transport in Developing and Emerging Countries
- Topic Area I: Infrastructure Design, Maintenance and Management

Detailed information on the content of each Topic Area and its Session Tracks as well as on the links between individual session tracks and specific journals are provided on the Conference website:

www.wctrs-conference.com

Important Deadlines

- | | |
|--|-----------------|
| Submission of full paper for review: | ##insert date## |
| Notification of paper acceptance: | ##insert date## |
| Deadline for Conference registration for authors: | ##insert date## |
| Submission of final papers and full papers without review: | ##insert date## |

Guidelines for submission

Papers should be submitted using the paper template and the Elsevier submission system at www.wctrs-conference.com/submit-paper.asp. All correspondence related to this call should be addressed to the Chair of the WCTR Conference Programme Committee, e-mail #####.

Information regarding hotel reservations and travel will be provided on the Conference website.

We look forward to your contribution and participation.

Example of
**GUIDELINES FOR PREPARING FULL PAPERS
FOR A WCTR**

Note

The present Appendix is a guide example.
It can be altered when the need arises as conference preparation activities progress for one WCTR, and also from conference to conference.

Authors may use the templates provided in the Conference website

Number of pages: Papers should be composed of at most 20 pages.

Paper structure: Papers should be prepared in the following order:

- **Introduction:** to explain the background work, the practical applications and the nature and purpose of the paper.
- **Body:** to contain the primary message, with clear lines of thought and validation of the techniques described.
- **Conclusion**
- **Acknowledgements** (when appropriate)
- **References**
- **Appendices** (when appropriate)

Section headings: should be left justified, with the first letter capitalized and numbered consecutively, starting with the Introduction. Sub-section headings should be in capital and lower-case italic letters, numbered 1.1, 1.2, etc., and left justified, with second and subsequent lines indented.

Formatting your document: Please do not alter the formatting and style layouts which have been set up in the template document *Transportation Research Procedia*.

As indicated in the template, papers should be prepared in single column format (192 mm × 262 mm). Do not number pages on the front, as page numbers will be added separately for the preprints and the Proceedings.

Leave a line clear between paragraphs.

All the required style templates are provided in the file “MS Word Template” with the appropriate name supplied, e.g. choose 1. Els 1st-order-head for your first order heading text, els-abstract-text for the abstract text etc.

i. Title page

The first page should include:

- (a) **Conference Title:** Click on the existing text and enter the name of the congress.
- (b) **Title:** Click on the existing text and enter the title of the paper using sentence case.
- (c) **Each author's name and affiliation**, including present address; authors' names: Remember to include the correct superscript linking to the appropriate affiliation details; affiliations: Remember to include the correct superscript linking to the appropriate author details.
- (d) **Abstract**

Insert an abstract, giving a brief account of the most relevant aspects of the paper.

- (e) **Keywords** (5–10)

Insert 5–10 keywords.

Please follow the template style for all the above features.

ii. Tables

All tables should be numbered with Arabic numerals. Headings should be placed above tables, left justified.

Leave one line space between the heading and the table. Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table, and immediately above and below the table. Tables

must be embedded into the text and not supplied separately. Authors should refer to tables in manuscript as table #.

iii. Illustrations

All figures should be numbered with Arabic numerals (1, 2, ...). All photographs, schemas, graphs and diagrams are to be referred to as figures. Authors should refer to figures in manuscript as fig#.

Line drawings should be good quality scans or true electronic output. Low-quality scans are not acceptable.

Figures must be embedded into the text and not supplied separately.

Lettering and symbols should be clearly defined either in the caption or in a legend provided as part of the figure. Figures should be placed at the top or bottom of a page wherever possible, as close as possible to the first reference to them in the paper.

The figure number and caption should be typed below the illustration in 9pt and left justified.

For further guidelines and information to help you submit high quality artwork please visit:

<http://www.elsevier.com/artworkinstructions>.

Artwork has no text along the side of it in the main body of the text. However, if two images fit next to each other, these may be placed next to each other to save space.

iv. Equations

Equations and formulae should be typed in Mathtype, and numbered consecutively with Arabic numerals in parentheses on the right hand side of the page (if referred to explicitly in the text). They should also be separated from the surrounding text by one space.

v. References

References must be listed at the end of the paper. Do not begin them on a new page unless this is absolutely necessary. Authors should ensure that every reference in the text appears in the list of references and vice versa. Indicate references by Clark et al. (1962) or Deal and Grove (2009) or Fachinger (2006) in the text. Some examples of how your references should be listed are given at the end of this template in the 'References' section, which will allow you to assemble your reference list according to the correct format and font size.

Here is an example of some references listed:

Clark, T., Woodley, R., De Halas, D., 1962. Gas-Graphite Systems, in "*Nuclear Graphite*". In: Nightingale, R. (Ed.). Academic Press, New York, pp. 387.

Deal, B., Grove, A., 1965. General Relationship for the Thermal Oxidation of Silicon. *Journal of Applied Physics* 36, 37–70. Deep-Burn Project: Annual Report for 2009, Idaho National Laboratory, Sept. 2009.

Fachinger, J., den Exter, M., Grambow, B., Holgerson, S., Landesmann, C., Titov, M., Podruzhina, T., 2004. Behavior of spent HTR fuel elements in aquatic phases of repository host rock formations, 2nd International Topical Meeting on High Temperature Reactor Technology. Beijing, China, paper #B08.

Fachinger, J., 2006. Behavior of HTR Fuel Elements in Aquatic Phases of Repository Host Rock Formations. *Nuclear Engineering & Design* 236, 54.

vi. Footnotes

Footnotes should be avoided if possible. Necessary footnotes should be denoted in the text by consecutive superscript letters. The footnotes should be typed single spaced, and in smaller type size (8pt), at the foot of the page in which they are mentioned, and separated from the main text by a short line extending at the foot of the column. The 'Els-footnote' style is available in the "MS Word Template" for the text of the footnote.

Please do not change the margins of the template as this can result in the footnote falling outside printing range.

vii. General guidelines for the preparation of your text

Avoid hyphenation at the end of a line. Symbols denoting vectors and matrices should be indicated in bold type. Scalar variable names should normally be expressed using italics. Weights and measures should be expressed in SI units. All non-standard abbreviations or symbols must be defined when first mentioned, or a glossary provided

Appendix 08

Guidelines for Paper Evaluation

Note

The present Appendix is a guide example.
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We very much appreciate your contribution as reviewer of the conference papers. In fact, the care and thoroughness of your review are the keystones for the quality of the conference. The review process is very important as it leads the authors to improve their papers and the organisers to decide on the acceptability of each paper for inclusion in the selected proceedings, potential further publication and the award of prizes. To achieve these outcomes, comments must be carefully crafted, fair, independent and knowledgeable.

The paper review process has four separate goals:

- provide guidance to the authors for improvement of their papers;
- provide WCTRS with sound basis for decision on inclusion in the conference;
- provide WCTRS with sound basis for decision on submission to journals;
- provide WCTRS Prize committee with sound basis for decision on which papers should be awarded.

Your review for each paper has two stages. The second stage is a journal-style review which you need to go through only in such cases where the paper has the potential for publication in a journal or special issue (A or B, as described below).

The classification for each paper will be as follows;

Note:

Grad C+ can be eliminated as the SCC decides. Accordingly, the related items below are not always applicable.

- A Excellent (a major contribution, strong candidate for inclusion in a Special Issue of a Journal, potential prize winner)
- B Good (continuing and useful advance worthy of consideration for inclusion in a Special Issue of a Journal, may require only some minor revisions and improvement)
- C+ Potentially Good (continuing and useful advance; possible candidate for inclusion in a Special Issue of a Journal, but requires more significant revision and improvement). [See note above](#).
- C Satisfactory (of sufficient importance to merit inclusion in the conference and in any selected proceedings, unlikely to be a candidate for inclusion in a Special Issue of a Journal)
- D Poor (trivial, incorrect, of no interest or not new, not suitable for conference presentation)

Each paper will be assessed by two reviewers, resulting in an average grade. Based on this average grade the paper will be put into one of the categories as:

- Rejected for inclusion in the conference (rated D). STO may decide to give the author(s) the opportunity to rework their paper and be re-viewed, for possible 'upgrade' to C;
- Accepted for inclusion as a reviewed paper in the general and selected proceedings but not recommended for submission to a special issue (rated C);
- Accepted for inclusion as a reviewed paper in the general and selected proceedings. Author is given the opportunity to rework their paper and be re-viewed, for possible 'upgrade' to B or A (rated C+);

- Paper accepted for inclusion and proposed to be a candidate for the possible publication in a special issue (rated B);
- Paper accepted for inclusion and proposed to be a candidate for the possible publication in a special issue and shortlisted for consideration for the award of WCTR prizes (rated A).

If the average from the two reviewers is across two grades (e.g. C+/B) then the STO will make the final decision on the grade.

If a review is missing, or a reviewer indicates a conflict of interest, Session Track Organisers (STOs) will make a review and take the final decision on acceptance of the paper, and recommendation for selected proceedings or special issues. STOs have the ability to make a final decision on all papers within their session track.

Only papers submitted to the review track will be reviewed. Non-review track papers will not be eligible for inclusion in the selected proceedings, for subsequent publication or for the award of prizes. However, they will be included in the conference program and in the general proceedings made available to delegates. Both, review track and non-review track papers, may be offered either for oral or poster presentation. Reviewers should not take the author's choice into consideration in assessing its quality.

Comments should be focused, specific, and polite. Avoid vague complaints and provide appropriate citations if you understand authors are not aware of any work you think can be relevant for their paper. While doing this avoid referring to your own publications. Reviews don't have to be positive for politeness. Often negative reviews can be polite and constructive, and be a fundamental help for authors.

The WCTR 2016 paper review process is a "single-blind" process: identity of the reviewer is never revealed, but reviewers know who authored the paper. To maintain the confidentiality and validity of these process reviewers should never contact the authors about the paper under review.

The contents of the papers cannot be used, referenced, or included in future work by the reviewers until the review, presentation, and publication processes are complete. Until then, the information in the papers should be treated as confidential and may not be used for any purpose unrelated to the review process.

Online you will find a very simple template that you must complete with your assessment and comments on each paper you have to review. You must complete this form online.

WCTRS maintains a close cooperation with several journals to allow the best conference papers to be published. To achieve an efficient review process for both, the conference and the journal, the Session Track Organisers of several session tracks will provide additional guidance to consider the specific journal requirements for the review.

Appendix 09

Guideline on Allocating Papers to Oral Sessions and Poster Sessions

Note

The present Appendix is a guide example.
It can be altered when the need arises as conference preparation activities progress for one WCTR, and also from conference to conference.

Poster sessions and oral sessions are of equal value and are not meant to imply a quality differentiation of the papers. Therefore, papers in either format - poster sessions or oral sessions - are to be treated in the same manner. All papers are eligible for the review process, and all reviewed papers are eligible for publication in special issues and for consideration for prizes. To continue the success of this approach, the members of the SCC are asked to encourage the poster presentation for a variety of papers. The SCC also considers specific awards for the best poster in each topic area.

With the submission of their full papers, authors are reminded that there is no different view on the quality of papers for either type of session, and they have been asked to indicate their preference as follows:

- oral presentation preferred.
- poster presentation preferred.
- either format is acceptable.

The STOs has the final decision on how to arrange the programme and allocate the papers to oral sessions and poster sessions, in consultation with their TAM, but will do their best to reflect the wishes of the authors. STOs can also allocate papers as oral presentations to special sessions and as introductory presentations to roundtable discussions.

The number of oral sessions and therefore the number of possible oral presentations is limited, and this may force STOs to allocate a minimum number of papers to poster sessions. However, even if enough slots for oral presentations are available, STOs are requested to consider papers for the poster session, using the criteria given below. This will strongly contribute to make the poster sessions attractive and underline the fact that there is no different view on the quality of papers for either type of session.

Detailed information on the total number of papers to be presented should be available by dd/mm/yyyy, after the submission deadline for the non-review track.

The following criteria should be used in allocating a paper to an oral session or a poster session:

1. Preference of the author(s)

To ensure that authors are willing to join the conference irrespective of where their paper is placed, their preference should be reflected where possible. The STOs should contact the main author with the request to accept an allocation that is different from their stated preference. Only in exceptional cases should papers be allocated to a different type of session without the agreement of the author.

2. Type of content to be presented

Some topics that benefit from a more detailed explanation are more easily and attractively presented in a poster format (e.g. literature review, preliminary study design, urban design, very complex mathematical contents or extensive data analysis work). On the other hand, some topics may be more easily explained with direct oral explanation or may trigger interesting debate within the audience, which makes an oral session clearly more appropriate. The decision to place papers into one format or another will be made for single papers and also for whole sessions.

3. Fit to sessions and programme structure

It is an important task of STOs to arrange the papers in attractive, topic-oriented sessions. Therefore, the proper grouping of topics should have a high priority. Some individual papers are more easily incorporated into an oral session than others. The decision on oral session or poster session must be made looking at all presentations as an entity.

4. Balance of countries in oral sessions

The allocation of papers to oral session should aim at a good mixture of representation across nationalities and other factors to insure a diversity of perspectives.

5. Balance between Topic Areas in oral sessions

This reflects the fact that session tracks with a high number of submitted papers are in need to allocate papers to the poster session (simply because there are not enough slots available for oral presentations) while those session tracks with a lower number of submissions could incorporate even all papers in the oral sessions. However, considering the above-mentioned criteria, also session tracks with a small number of papers are encouraged to contribute to the poster sessions.

Appendix 10

Note for Oral Session Chairs

Note

The present Appendix is a guide example.
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Session Chairs must complete the Session Chair Report Form and return it to the Registration Desk of the conference. The Session Chair Report Form is attached to this note. Pre-registered Session Chairs will also find the report form in their registration materials. You can also go to the Conference Secretariat to pick a form there.

- The Session Chair Report Form is of major importance because we need the confirmation that a paper has been presented at the conference. Otherwise, it cannot be included in the Selected Proceedings (Transportation Research Procedia).

Prior to the session start:

- Please go to the room prior to the session to check whether all presentations have been submitted. Presentation slides will be pre-loaded to the computer in your session room.
- Take 5 to 10 minutes prior to the session to familiarize yourself with lighting controls, computer, laser pointer, slide controls, microphones, and the general layout of the room (viewing angles, doors, noise, etc).
- If there are any issues, please advise the conference staff.
- Check if all speakers are present.

Start of the session:

- Announce the title of the session.
- Introduce yourself.
- Explain the rules: Presentation time 15 min (warn at 10) + 5 min for questions. Every presentation must be exactly as scheduled.

During the session:

- Kindly introduce the presenting author and the title of each presentation.
- Be polite but firm when enforcing these guidelines: Warn the speaker after 10 to 12 mins. Then stand, even ask the speaker to conclude. Keep control of the session time!
- In case you allow presenters to speak longer and to encroach into time dedicated to questions, you should defer questions to private discussion.
- Monitor noise etc. and interfere, as necessary, to allow a good presentation atmosphere.
- Some conference participants may switch between sessions to join specific presentations. Therefore, presentations should start as scheduled. If a speaker does not show on time for his/her presentation, the next speaker shall not begin the presentation until the scheduled time. Session Chairs may fill the time before the next presentation starts by allowing more questions or initiating discussion on the subject of the session.

After the session:

- Hand out the Certificate of Presentation to the presenters. The Certificates are provided to Sessions' Chairs at the registration desk, together with their registration material.
- Complete and return the Session Chair Report Form to the Registration Desk (Zonghe Building) as soon as possible after your session. Attach any Certificates of Presentation which were not given to the presenters.

Appendix 11

Oral Session Chair Report

Note

The present Appendix is a guide example.
It can be altered when the need arises as conference preparation activities progress for one WCTR, and also from conference to conference.

Please return the completed form to the Conference Registration Desk in Zonghe Building immediately after your session.

Session ID and Name:

Session Date and Time:

Session Chair(s):

Session Attendance: (approximate number of attendees in the session room):

Pres. No	Presentation Title	Speaker's Name	All Good	No Show	Notes/Comments

Pres. No: Please fill in the presentation number from the conference program.

Presentation Title: Just fill in the first words of the title.

Speaker's Name: Provide the name of the person who presented.

All good: Tick here if the expected speaker appeared and the presentation was given as scheduled.

No-Show: Tick here if a presentation was not given.

Notes/Comments: Please provide any additional information here, e.g. information on withdrawals, if an author arrived late, if a switch in sequence was made, or any other issues you may want to share with the conference organizers.

Session Chair's(s') Signature(s):