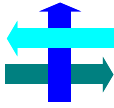**WORLD CONFERENCE ON TRANSPORT RESEARCH SOCIETY – WCTRS**

WCTRS/WCTR CURRENT OPERATING PRACTICES 2016

WCTRS/WCTR Current Operating Practices - 2016

Contents

Appendixes

Abbreviations

(Alphabetical Order)

CC   Conference Chair for WCTR-Y

CCA   Conference Co-Advisor for WCTR-Y

CD   Conference Director (chair of CDT)

CDT   Conference Directorate of a WCTR

CMS   Conference Management Service

COV   Conference Organising Volunteer for WCTR-Y

CPC   Conference Programme Committee of WCTR

CSTP   'WCTRS' Case Studies on Transport Policy Journal

GA   General Assembly

HEM   Honorary Emirates Members

PNC   President Nominations Committee

POM   Partner Organisation Members

PR   Paper Referee for WCTR-Y

PSC   Prize Sub Committee

ROM   Research Organisation Member

SC   Session Chair of WCTR-Y

SCC   Scientific Committee of a WCTR

SCC VC   SCC Vice Chair

SIG   Special Interest Group

SOM   Supporting Organisation Member

SS   Special Session

SSSC	Site Selection Sub Committee
ST	Session Track
STC	Steering Committee of WCTRS
STO	Session Track Organiser
STT	Session Track Team
TA	Topic Area
TAM	Topic Area Manager
TP	Transport Policy, Journal of the WCTRS
WCTR	World Conference on Transport Research
WCTRS	World Conference on Transport Research Society
WCTR-Y	WCTR for Young members
WCTRS-Y	WCTRS Young Researchers' Initiative
Y-I	Activity I of WCTRS-Y (i.e., WCTR-Y)
Y-II	Activity II of WCTRS-Y (i.e., WCTRS PhD Students' Grants)
Y-III	Activity III of WCTRS-Y (i.e., WCTRS Young Online Facility)
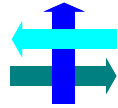
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Appendixes

Note

The present Appendixes are guide examples.

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

List of Appendixes

WCTRS/WCTR
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Preface

Preface

The World Conference on Transport Research Society – WCTRS is constituted under the Swiss law as given in its Constitution. This document summarizes some of the main features of WCTRS and its current operating practices that are in line with the Constitution. The main objective, scope and structure of the society as well as its committees and its main activities are well established and have stabilized over the years. However, details of the society operations particularly those related to management of the series of the international conference "World Conference on Transport Research - WCTR" can change from a conference to another as the practice grows. This is particularly true in view of the very large scale domain of the conference: addressing many area and sub-area technical topics, organised over many parallel sessions and being attended by many participants from many countries and diversified disciplines. In addition, from time to time the society introduces new activities and/or expands existing ones so as to go in harmony with its dynamic nature and the desires of its members. Accordingly the present document changes from time to time in order to keep pace with the changing operations. That is why it is named "*Current Operating Practices*".

WCTRS/WCTR
Current Operating Practices
2016

1   **Background**
2   **Objective & Scope**

1. Background

The World Conference on Transport Research has a long and distinguished history: Rotterdam (1977), London (1980), Hamburg (1983), Vancouver (1986), Yokohama (1989), Lyon (1992), Sydney (1995), Antwerp (1998), Seoul (2001), Istanbul (2004), Berkeley (2007), Lisbon (2010), Rio (2013) and Shanghai (2016). This series began with predecessor conferences, the International Conference on Transportation Research at Bruges (1973), and an important research conference in Paris (1975).

The conferences proceeding and including Vancouver (1986) were each organised by a Steering Committee, which operated independently of any formal institutional structure. In 1986, in order to provide a more stable structure, the WCTR Society (WCTRS) was established at Vancouver. In 1999 the WCTRS published the first issue of its Journal "Transport Policy" (TP) to mark a new service for those who need to publish their work between conferences. In 2013 it launched a second journal "Case Studies in Transport Policy" (CSTP). In 2011 WCTRS launched the WCTRS Young Researchers' Initiative "WCTRS-Y" for its young members (< 35 years) including "Y-I: WCTR-Y", a one day conference run by the young members, "Y-II: WCTRS Ph.D. Students' Grants", to encourage excellence and competence in transport research, and "Y-III: WCTRS Young Members Online Facility". In 2016 the society started to use professional Conference Management Service (CMS) to facilitate electronic: submission of papers, paper review process, conference registration, etc. In the same year WCTRS succeeded in establishing partnerships with 24 Journals and introduced its WCTRS Book Series.

2. Objective and Scope
2.1 Objective

The objective of the WCTRS is to provide a forum for the interchange of ideas among transport researchers, managers, policy makers, and educators from all over the world, from a perspective which is multi-modal, multi-disciplinary and multi-sectoral. The

Society has, thus, become a primary forum for such international exchanges in transportation; the World Conferences are the places where leading transportation professionals from all countries convene to learn from one another. Through its new initiatives for the Society's younger members, it intends also to strengthen the interaction between the experience of the seniors and the ambitions of the young researchers.

One unique role for the WCTR is to identify emerging issues and opportunities of a policy, managerial, or technical nature which will influence transportation research, policy, management and education in future years. In this way, the Society, the Conference, and the Journals intend to play a strong leadership role in bridging the gaps between research and practice.

2.2 Scope

The Society is multi-modal, multi-disciplinary, and multi-sectoral. The members span almost all aspects of transportation research; planning, engineering, design, modelling, policy, management, logistics, etc. In general, the World Conferences and the society's Journals will mirror this breadth of interests.

*M*ilestone *e*vents

WCTR 1	Rotterdam 1977
WCTR 2	London 1980
WCTR 3	Hamburg 1983
WCTR 4	Vancouver 1986

1986 establishing the **WCTRS**

WCTR 5	Yokohama 1989
WCTR 6	Lyon 1992
WCTR 7	Sydney 1995
WCTR 8	Antwerp 1998

1999 launching **Transport Policy Journal**

WCTR 9	Seoul 2001
WCRT 10	Istanbul 2004
WCTR 11	Berkeley 2007
WCTR 12	Lisbon 2010

2011 launching **Young Researchers' Initiative**

2013 launching **Case Studies in Transport Policy Journal**

WCTR 13	Rio 2013
WCTR 14	Shanghai 2016

2016 introducing **Conference Management Service** and **Partner Journals; Shanghai WCTR**

2016 introducing **WCTRS Book Series**

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3   Organisation of WCTRS

3. Organisation of WCTRS
3.1 Brief on WCTRS Organisation

WCTRS is constituted under the Swiss law as given in its Constitution. The WCTRS General Assembly (GA) is formed by the society's fully paid up members and convenes every three years during the WCTR and it is the highest authority of WCTRS. It elects the WCTRS President and approves the WCTRS budget and activity report. The President of the WCTRS is always a well-known researcher of international recognition. He/she is expected to assume many duties and represents the society in front of the international community. The main duties of the President of WCTRS are given in Chapter 4, which also gives the procedure for election of the WCTRS President. The STC of WCTRS is the highest operational body of the society. It is elected by the GA and headed by the President of WCTRS and is formed by a group of distinguished researchers with diversified specialty, large experience and worldwide geographical representation. The STC develops the main policies of the society and approves its major decisions such as choice of conference venue and other main duties as given below. The WCTRS permanent Secretariat helps the WCTRS President and runs many of the ongoing activities and is managed by the Secretary General of the WCTRS. The main duties of the Secretariat are given in Chapter 4. The President, the STC, the WCTR Scientific Committee (SCC), the Secretariat of WCTRS and the Host Site of a WCTR, play a significant role in the success of the conference. According to the Constitution; three types of society members exist: individual members, organisation members and honorary members. Each organisation member can be represented in the GA by up to four persons; one of them is to be authorized by the STC to have the voting right. More details on membership eligibility conditions, benefits and subscription fees are given in Chapter 9.

3.2 Main Duties of the Steering Committee of WCTRS

The STC of WCTRS assumes wide responsibilities. Examples of these responsibilities are given below.

- Setting out the society's general policies.
- Nominates to the GA the candidate for presidency.
- Suggesting whenever needed modifications and updating of the WCTRS Constitution to the General Assembly.
- Approval of the document on "WCTRS/WCTR Current Operating Practices" and its subsequent updates.
- Establishing procedures for the admission of members and for terminating membership.
- Selection of the Host Site and date of the next WCTR as explained in Chapter 6.
- Selection of the Chairperson and members of the SCC. See Section 3.4 for formation of the SCC.
- Selection of the Conference Director (CD), i.e. the Chairperson, of the WCTR Conference Directorate (CDT).
- Approval of Special Interest Groups (SIGs) and selection of their Chairs as explained in Section 3.5.
- Approval of the general theme of a WCTR, if any, upon suggestion from the SCC.
- Approval and follow up of the organisation of the WCTR.
- Review of WCTRS membership subscriptions for the approval of the GA.
- Approval of WCTR registration fees.
- Approval of WCTRS and WCTR prizes and the winners.
- Approval of the Editors in Chief and the Society's Editors of the WCTRS Journals; Transport Policy (TP) and Case Studies Transport Polices (CSTP) as explained in Chapter 7.
- Approval of the publication of the conference proceedings.
- Approval of the volunteers of the activities Y-I and Y-III of the WCTRS Young Researcher's Initiative (WCTRS-Y) and the honoraria for each as explained in Chapter 8.

- Approval of the winners of the PhD Students' Grants; activity Y-II of WCTRS-Y, and amount of money reward for each grant as explained in Chapter 8.
- Deciding on any future activities of WCTRS.

To facilitate this, a number of sub-committees are formed from amongst the STC members. In some cases one of the members of the committee volunteers or asked by the STC to take charge of any of the topics that need to be investigated. In all cases, the sub-committees and the individual members taking charge of particular matters present the results of their work and recommendations to the STC for discussion and approval.

3.3 Formation of the Steering Committee of WCTRS

The STC of WCTRS is formed of internationally recognized researchers representing a variety of experiences and assumes defined responsibilities. The STC is composed as follows.

Directorate
- President.
- Secretary General.
- SCC Chair.
- Operating Practice/Constitution.

Scientific Committee
- SCC Chair.
- SCC VC-SIGs.
- SCC VC-Prizes.
- SCC VC-Conference.
- SCC VC-Publications.
- Editor in Chief TP.
- Editor in Chief CSTP.

Next WCTR Conference Director
- Chair of next WCTR Conference Directorate (CDT).

Immediate Past WCTRS President

Prizes
  - Conference Prize Sub Committee.
  - Dupuit Prize Sub Committee.
  - Transport Policy Journal Prize Sub Committee.

Education
  - WCTRS Yong Researchers' Initiative (WCTRS-Y).
  - WCTRS Distance Learning Initiative.

Administration, Constitution & Budget
  - Secretary General.
  - Operating Practice / Constitution.
  - Legal Matters.
  - Auditor.

Site Selection Sub Committee

International Relations

Membership and Marketing
  - Africa.
  - North America.
  - Latin America.
  - East Asia (Japan, Korea, China).
  - South East Asia.
  - South Asia (including India).
  - Europe.
  - East Europe & Russia.
  - Middle East.
  - Organisations' members.

Publicity

President Advisory Group

Honorary Emeritus Members
  - Attend STC meetings without voting rights. See Section 3.5.

The STC can appoint well-recognized young members of WCTRS to act as "Associate Members" of the STC. They, however, will not have the right to vote and can be excused from the STC meetings that will discuss strategic, or other, issues; as seen by the WCTRS President and agreed by the STC.

3.4 Formation of the Scientific Committee of the WCTR

An SCC is formed for each WCTR in order to handle all scientific matters of the conference on behalf of the STC. The SCC is formed in time to meet at the first cycle of meetings after a WCTR (typically in January next to the conference) and steps down at the end of the subsequent WCTR. The SCC Chair is appointed by the STC. The President and SCC Chair then formulate proposals for membership of SCC, to be approved by STC in advance of the first cycle of meetings.

The steps for nominating SCC members are given below.
- After the end of a WCTR, announcement will be made among society members for recommendation for a new SCC Chair and members. Submission of the recommendation should include: CV and a short 'Recommendation Note'.
- The President proposes a candidate SCC Chair to the STC and appoints the new chair upon agreement.
- The SCC Chair and President consider the full membership of the new SCC, and formulate a proposed list of members which is designed to satisfy the following;
  - To ensure that all roles of the SCC are covered: Vice Chair Conference for the next WCTR,, Vice Chair for SIGs, Vice Chair for Publications, Vice Chair for Prizes, Topic Area Managers (TAMs) and SIG chairs
  - To fit to the desired topical structure towards the next conference in terms of Topic Areas (TAs), SIGs and Session Track Teams (STTs).

- To reflect as much as possible the geographical, age, gender and subject specialization distribution of the Society membership, if necessary leading to inclusion of regional representatives for those regions of the world which are otherwise under-represented.

3.5 WCTRS Special Interest Groups

Special Interest Groups (SIGs) are one of the main engines in WCTRS both to lead research and to outreach to the local and international societies to provide solutions to real problems. Each SIG gathers a group of WCTRS members to share the same interest in a field of transport research bearing the title of the SIG except in the case of SIGs jointly managed with other organisations, and then as agreed by STC, involving internationally recognized researchers and active practitioners in order to represent a variety of experiences and to facilitate the continuous exchange between experts and practitioners all over the world.

3.5.1 Formation and conditions of SIGs

- Each SIG belongs to one of the WCTR Topic Areas.
- At least 24 WCTRS members must form each SIG.
- Membership of a SIG is open to all members of the Society. In addition, membership should be stimulated from internationally renowned researchers and active practitioners from relevant public and private organisations and to encourage diversity in geography, gender, and age. Where the SIG chair considers it appropriate, individuals who are not members of WCTRS may become associate members of a SIG.
- A SIG chair is selected to manage the SIG. co-chair(s) can also be appointed, if necessary. Chair and co-chairs must be WCTRS members and are appointed as SCC member and SSC associate members respectively for a three year period till the next WCTR to lead the activities of the SIG. A SIG chair for any new SIG is proposed by the SCC Chair and SCC VC-SIGs, and approved by the STC. For existing SIGs, the SIG members elect a chair and

the STC approves that appointment.
- When proposing a new SIG or altering the SIG title, a document including the following items must be submitted to the SCC Chair and SCC VC-SIGs not later than 45 days prior to the next STC meeting: SIG title, description of the field of special interest, members list, identifying WCTRS members, and scheduled activity plans.

3.5.2 Duties of SIGs
Duties of each SIG are as follows:
- To report updates of their SIG activities to SCC-VC SIGs not later than 30 days prior to each bi-annual SCC meeting.
- To hold at least one meeting each year for the continuous scientific exchange and discussion in its activities. In the year of the WCTR, a SIG meeting should be held as a part of the conference program. This meeting should be open for conference delegates to encourage SIG membership.
- To arrange international seminars, workshops or symposia in cooperation with other relevant international or local organisations. SIGs are expected to organise at least one major event within the 3-year period between WCTRs. Where possible, all SIG events should involve local practitioners in order to disseminate the work of WCTR.
- To publish the results of SIG activities in special issues of scientific journals such as WCTRS official journals or in books such as the WCTRS Book Series.
- To manage one or more session tracks in the WCTR as per Appendix 05.
- To ensure the SIG pages on the WCTRS Website are kept up to date and include the latest activities.

3.6 Honorary Emeritus Members (HEMs)
WCTRS wishes to continue benefiting from the vast experience of its distinguished members who voluntarily offered their experience and time to the development of the society over many years.

Accordingly, it has established the WCTRS group of Honorary Emeritus Members (HEMs) including,
- Past Presidents of WCTRS.
- Past members of the STC that are nominated by the above members and approved by the STC.

HEMs should pay membership fees. Nevertheless, in recognition of their contribution to the Society, they are exempted from WCTR registration fees, whenever they attend. HEMs will receive the documents of the STC meetings and can attend its meetings without the right to vote, except its chair, the immediate past WCTRS President who is an *ex officio* member of the STC.

The immediate past President heads the group of HEMs, convenes meetings of the group as appropriate and can report to the STC on any items which the HEMs feel should be raised. The STC may from time to time identify issues on which it would welcome the views of HEMs. It will be for the HEMs to identify other areas in which they can provide support to the Society, but they will be expected to seek the agreement of WCTRS President before initiating any new activity. The current WCTRS President and Immediate Past President will identify any issues on which it would be appropriate to seek the STC approval.

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4   WCTRS President & WCTRS Secretariat

4. WCTRS President and Secretariat
4.1 Procedure for election of WCTRS President
According to the WCTRS Constitution, the term of office of the President of WCTRS is not limited to any period of time for as long as he/she is re-elected by the successive GAs in each subsequent conference. However, it has been customary that a President will not remain in office for more than two successive three-year terms in order to give chances to others who might be interested to serve in this position and to ensure injecting new ideas and new visions to the society. This leads to two possibilities; the newly elected President wishes to extend serving to a second term and then should be re-elected by the next GA, or does not wish to continue for a second term and hence another President must be elected by the next GC. Another case might be faced should a current President wishes to withdraw for any reason, e.g., health, new appointment, etc.

To facilitate the task of the nomination of a candidate name for WCTRS presidency to the GA, the STC forms, in due course, a President Nominations Committee (PNC) of three of its members, naming its chair. The committee should reflect variety of interests and geographical diversity in the STC and will perform its duties as below.

4.1.1 Nomination of a new President
Eighteen months before the WCTR in which the term of the current President is to end, namely at the January STC meeting in the previous year of the WCTR, the PNC should be formed by the STC. It should invite, through the members' area on the WCTRS Website, nominations for presidency from amongst the membership of the society. Those who wish to be considered for possible nomination by the STC should complete an Application Form that the committee designs, attaching CV. Nominations require the support of 10 fully paid members of the society. The Application Forms including names, affiliation and e-mail addresses of the 10

supporting members should be submitted by the applicants to the chair of the PNC at the most 15 months before the WCTR (30 March in the previous year of the WCTR).

The PNC would complete examining the applications, prepare a "short list" of up to three nominees and report to the STC for comments.

The PNC would, next, ask the short listed nominees to submit a short statement between three to five single-spaced pages, 2.5cm four margins, A4 size, 12pt, Times New Roman font; indicating their plans for the development of the Society if they are elected. Those should be submitted to the chair of the PNC no later than 9 months the year before the WCTR (30 September in the previous year). The PNC is responsible for making a reasoned recommendation of the selected candidate President elect to the STC for approval at its January meeting at the beginning of the year of the WCTR.

The chair of the PNC would report this decision of the STC to the GA of the WCTR.

4.1.2 Extension of currant President for a second term

After 12 months of the start of term in office of a President who is elected in the previous WCTR for the first time, should express to the STC the willingness to continue for a second term, if he/she wishes to do so. The PNC will, accordingly, be formed by the STC to consider the extension request. It should give its recommendation to the STC in its January meeting 18 months before the forthcoming WCTR. In case of STC approval; the name of the current President will be presented by the chair of the PNC to the next GA for re-election.

In case of the denial of the renewal; the steps in Section 4.1.1 will be followed, bearing in mind that in this case the PNC would have been already formed as mentioned above.

4.2 Duties of the WCTRS President

The President of WCTRS is always a very well known distinguished international researcher, and is expected to perform wide range of duties. These cover duties required for running the Society and others needed for taking care of external affairs. The main duties of the President of the WCTRS are summarized below.

- To chair the General Assembly of the Society.
- To nominate to the GA the candidates for election as members of the STC.
- To chair the WCTRS STC.
- To represent the WCTRS in international events, conferences and meetings.
- To represent the WCTRS in front of world organisations.
- To report to the STC the results of any contacts with international organisations.
- To seek every possibility to secure future resources for WCTRS through international organisations.
- To present the WCTRS Technical Activities Report to the GA.
- To arrange and call for the meetings of the STC.
- To propose the Agenda of STC meetings.
- To assign (and coordinate) special tasks to member(s) of the STC.
- To coordinate the different Sub Committees of the STC.
- To suggest to the STC formation of new Sub Committees whenever needed.
- To ensure transfer of the STC directions on the organisation of a WCTR to the CDT.
- To follow up the progress of work of the CDT.
- To coordinate the committees of the WCTR (the SCC and the CDT) with relevant committees and activities of the WCTRS and with the external organisations (e.g., TRB, ITF and World Bank).
- To follow up with the CD in solving any problems and to report them to the STC if needed.

- To make and review agreements and contracts with appropriate organisations for cooperative activities, publications, promotion of WCTRS and WCTR, etc.
- To promote all WCTRS and WCTR publications including the official journals, TP and CSTP, publication of WCTR papers in special issues in official journals, partner journals and Elsevier "Procedia", "WCTRS Book Series in Elsevier" for SIG publication, and publications of SIG activities in other books and special issues in journals.
- To review all WCTRS and WCTR in media including WCTRS Website, WCTRS Newsletters and WCTRS Facebook.
- To make every effort to increase membership of the society.
- To encourage scientific linkage between different members of the society.
- To invite new ideas for expansion and reforming of WCTRS activities.
- To follow up the work of the WCTRS Secretariat.

4.3 Appointment and Duties of the WCTRS Secretariat

The WCTRS President is assisted by a permanent Secretariat to help in running WCTRS and WCTR related activities. WCTRS signs a contract with an academic institution of international standing for hosting WCTRS Secretariat and Secretary. The President of WCTRS signs this contract with the head of the volunteering institution, which undertakes the required duties of the Secretariat and provides a Secretary with the required qualifications and skills stated in the contract.

The Secretariat contract is usually signed in the September immediately after a conference for a six year period, starting in the following February. The appointment is made by the STC on recommendation of the President. Three and a half years before the end of the contract, the President asks the institution hosting the Secretariat if they wish to roll the contract forward for a further three years. If they do not wish, or if STC considers it not

appropriate to continue, expressions of interest in hosting the secretariat are sought from members of the society in the February two years before the end of the contract. The intervening period is sued to assess proposals and to make a recommendation to STC, so that a new contract can be signed six months prior to the end of the contract (the previous September in normal cases ending the contract in January). <u>The Secretariat is currently hosted by</u>:

<div align="center">

Institute for Transport Studies (ITS),
34 - 40 University Road,
University of Leeds,
Leeds, LS2 9JT – England.
Tel: + 44 113 343 0961
E-mail: wctrs@leeds.ac.uk

</div>

The Secretary General of the WCTRS takes charge of the direct activities of the Secretariat and the supervision of the appointed Secretary. Duties of the Secretary (and the Secretariat) are detailed in the above mentioned contract and fall under the following main groups;
- Membership support.
- Accounting support.
- WCTRS Website.
- WCTRS President administrative support.
- STC support.
- Information dissemination.
- Society responsible work during a WCTR.
- Regular office work.

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5 Guidelines for Running the WCTR

5. Guidelines for Running the WCTR

The following description of responsibilities and processes in the course of WCTR organisation change from conference to conference. Specific guidelines are included in Appendices which can be further developed and easily exchanged. Therefore, the present Appendixes are guide examples. They can be altered when the need arises as conference preparation activities progress for one WCTR, and also from conference to conference.

5.1 How a WCTR is Run

5.1.1 Organisational and scientific setup

The main and formal actors for running a WCTR are:

From WCTRS:

The President, the STC, the SCC, and in particular SCC Vice Chair for the Conference (SCC-VC Conference), and the WCTRS Secretariat.

From the Local Host Site:

The Conference Directorate (CDT) chaired by the Conference Director (CD).

From a contracted professional entity:

A Conference Management Service, (CMS), Provider.

The SCC-VC Conference is to assign handling of all scientific matters to the members of the SCC (as described in Appendix 01, which provides a general overview of the tasks covered by the SCC); and conference program development and management to a "Conference Programme Committee" (CPC). It should be noted that this 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 CDT is to deal with the local organisation and all non-scientific matters of the conference which are not covered by the CMS Provider. The CDT can, if needed, form one or more sub-committee(s) to help in the organisational and non-scientific

matters of the conference. Duties of the CDT are explained in Section 5.2.

The CPC will handle the conference program development and management during the conference with inputs and close coordination with SCC-VC Conference. The CPC will be chaired by a learned person nominated by the STC (preferably from the local members of CDT) and will have SCC-VC Conference as member from the society side besides other members from the local host institution and the country.

The CMS Provider provides the <u>Conference Management System</u> (including management of full papers and reviews) and is responsible for the following services to the conference:
- Registration of delegates for the Conference.
- Marketing.
- Production of Conference publicity materials.
- Conference organisation (in cooperation with CDT).
- Management of supplies and services for the Conference.
- Post Conference Services.

Details of these services are defined in a contract between WCTRS and the CMS provider, which is kept with the WCTRS Secretariat.

The CDT and Local Host are required to conduct their activities in close coordination with the CMS Provider. Specifically, all marketing materials, WCTR Website design, etc., must follow the agreed corporate design of the conference.

In order to ensure smooth organisation and running of a WCTR, the following steps should be followed. They are not always sequential.
- After approval by the STC of the host site of the next WCTR and the name of its CDT Chair (see Chapter 6), an Agreement between

WCTRS and the CDT of the host site should be signed (see Chapter 10).

- The CMS Provider prepares the WCTR Website and the electronic CMS to be made available on time of launching the "Call for Papers". This Website is to allow electronic handling of the conference scientific materials (papers submission and refereeing, etc.) and registration aspects, as successively stated below. Details are included in the contract between WCTRS and the CMS Provider mentioned earlier.
- The SCC-VC Conference will handle all scientific matters related to the conference and the CPC will handle the conference programme development and management during the conference.
- The timing of these activities, and those described in more detail below, is critical to the success of the Conference. Where possible, the timetable set out in Appendix 02 should be adhered to.
- The overall paper submission workflow for a WCTR follows the documentation in Appendix 03.
- It should be noted that Appendixes 02 and 03 are guide examples. They can be altered when the need arises as conference preparation activities progress for one WCTR, and also from conference to conference.

5.1.2 Organisation of Topic Areas (TAs) and Session Tracks (STs)

The SCC is to set the scientific frame of the WCTR, by specifying conference Topic Areas (TAs), nominating the Topic Area Managers (TAMs) and further SCC members to support TAMs.

TAMs should be proposed by the SCC Chair and approved by the STC. They are appointed for a three year period leading up to a WCTR to lead the work of coordinating sessions and papers at the conference within their specified TAs. They report to the SCC-VC Conference and work closely with the CDT. They are supported by the Session Track Teams (STTs), as explained below, assigned to

their TAMs and the Chairs of the SIGs (see description of SIGs in Chapter 3). TAMs are members of the SCC. They are expected to attend all its meetings and to report on the progress in the development of their TAs.

A detailed job description for TAMs is included as Appendix 04. It should be noted that this 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.

In close agreement with the SCC Chair, each TAM appoints appropriate Session Track Organisers (STOs) for the approved STs of his/her TA. The TAM approaches them and notifies the SCC Chair of their acceptance. In case of STs falling under a SIG, the SIG Chair should be the STO. If there are several STs under a SIG, the SIG Chair advises the TAM of the names of these additional STOs.

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 TAM and agreed by the SCC. STOs report to the TAM, who in turn reports to the SCC-VC Conference. STOs are either chair or co-chair of a SIG in the respective subject area or they are leaders of an STT which is supporting the organisation of the said ST.

A detailed job description for STOs is included as Appendix 05. It should be noted that this 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.

It is necessary for TAMs and STOs to confirm availability for the tasks allocated in the general timetable of WCTR distributed by the SCC-VC Conference and to comply with the respective deadlines. In case of unavailability immediate communication to the SCC-VC

Conference is due, so that replacement can be organised without jeopardising conference procedures.

5.1.3 Call for papers
The SCC-VC Conference is to prepare a draft of the "Call for Papers" and send it to the SCC Chair for review who further seeks the approval of SCC.

An example of the Call for Papers is included in Appendix 06. It should be noted that this 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 approved "Call for Papers" should be posted on the WCTRS Website by the WCTRS Secretariat and on the WCTR Website by the CMS Provider. The latter should be designed to permit potential contributors to electronically submit the intended research papers.

STOs are encouraged to publish specific calls for their STs within their scientific community, highlighting the specific publication opportunities for that ST.

5.1.4 Paper review
The SCC-VC Conference submits a draft of the instructions for submitting full texts, including the deadlines for receiving the texts, for the papers that shall be reviewed and the non-review ones (authors are permitted to choose if they need their papers to go for review or not to be reviewed and only presented in the WCTR; go through the non-review track), to the SCC for approval. The CMS Provider then circulates these instructions to authors, together with feedback from the review of their papers, by the due date specified in Appendix 02.

Paper Guidelines for Authors are included as Appendix 07. It should be noted that this Appendix is a guide example showing the instructions given to authors for the WCTR-14 of Shanghai, 2016. It can be altered from conference to conference and also when the need arises during the progress of the preparation activities of a WCTR.

The success of WCTR depends strongly on the quality of reviewer comments to the authors. STOs are responsible for the quality of reviews in their STs, and they should monitor that quality and interfere wherever necessary to achieve a high standard of the conference.

Preparing for the full paper reviews, the STOs have to build a list of suitable reviewers for their STs (reviewer pool) at an early stage of WCTR preparations and have to contact reviewers in advance to secure their commitment. The CMS Provider feeds this list of reviewers into the CMS. The SCC-VC Conference submits a draft of the Guidelines for Full Paper Reviews (addressing the reviewers) to the SCC for approval.

The Guidelines for Full Paper Reviews are included as Appendix 08. It should be noted that this 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.

If the accepted paper has multiple authors the acceptance can be e-mailed through the CMS to the corresponding author only. However, name(s) of other author(s) must be clearly mentioned in the mail. This is very important, as without it, sometimes it would not be easy for the other author(s) to get permission to travel to the WCTR from their employers, if they plan to attend the conference.

After receiving full texts of the papers to be reviewed, the CMS Provider is to send e-mails via the CMS to respective authors

acknowledging receipt of full texts. The CMS Provider should then give the STOs access links on the CMS to the full texts of the papers allocated to their STs in order to start the process of papers refereeing.

Using the CMS, STOs then choose at least two highly specialized referees for each paper to make sure that at least two useful reviews are received. The CMS Provider then gives reviewers the access to the full texts of the allocated papers and the guidance for reviewers. The reviewers shall feed the results of refereeing of the full texts (with the comments to enhance accepted papers and/or reasons for rejecting papers as applicable) directly into the CMS.

The STOs have to monitor the quality of the reviews. In case of conflicts between the grades given by the reviewers they are responsible to make a final decision on the grade, if necessary by involving a third reviewer. After such final decision on the grade has been made, the CMS Provider transfers the results of the reviewing to the author(s) via the CMS by the due date specified in Appendix 03.

The grades of full papers are explained in Appendix 08.

Full papers rated "A" and "B" should be considered for publication in special issues of journals, as individual publications in journals or as publications in an edition of the WCTRS Book Series. Similarly, full texts rated "A", or specifically recommended for prizes by one or both referees should be considered by the SCC Vice Chair for Prizes (SCC-VC Prizes). The SCC Chair and all SCC-VCs should easily be allowed to retrieve such information on the grades from the CMS.

Authors of papers which are not subject to review ("non-review" track) should be invited to submit them, following the guidance for paper submission, via the CMS.

Papers graded "C" are having a potential to achieve grade "A" or "B" and to be considered for publication. Authors of such papers may submit a revised version of their papers, considering the comments from reviewers.

5.1.5 Preparation of the Provisional and Final Programmes

The SCC-VC Conference drafts the provisional and final programme in accordance with the WCTR (Appendix 03), in close cooperation with the CPC.

STOs in coordination with TAMs allocate papers of STs to Sessions and choose Sessions Chairs who confirm that they will attend the conference and send the results to the CPC.

The guidelines of the allocation of papers to oral sessions and poster sessions are given in Appendix 09. It should be noted that this 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.

After approval of the Final Programme of the WCTR by the WCTRS President, the Chair of the SCC and the Chair of the CDT, CPC asks the CMS Provider to publicise it on the WCTR Website, and the WCTRS Secretariat advertises it on the WCTRS Website.

5.1.6 Registration for a WCTR

The operational processes related to the registration are handled by the CMS Provider. The levels of the WCTR Registration Fees are to be suggested by the CDT based on the provisional fees included in the business plan submitted during bidding for the conference (see Chapter 6) and should be approved by the STC. The registration fees must cover the publication costs for the Selected Proceedings, as specified by the SCC.

As the WCTRS 3-year Membership Fees are added to the WCTR Registration Fees, the CDT should strictly guarantee the transfer of collected WCTRS Membership Fees of all registered delegates to the WCTRS Bank Account immediately upon receiving the registration fees, and in full coordination with the WCTRS Secretary General and WCTRS Secretariat. For attendees who register on site the transfer of WCTRS Membership to the WCTRS Bank Account Fees should be done on the spot, notifying the WCTRS Secretariat. An auditable membership list is to be sent to WCTRS President and WCTRS Secretariat within two months of the end of the conference. They in turn should audit the list and funds received and raise any concerns within three months of the end of the conference. The CDT retains the WCTR registration fees in order to cover local expenses.

5.2 Duties of a WCTR Conference Directorate

The WCTR Conference Directorate (CDT) is expected to assume major duties closely related to the success of the conference. The CDT must work in close cooperation with the main actors involved in running the WCTR as well as dealing efficiently with the local (host site) bodies expected to offer support for the smooth conduct of the conference as specified under Section 5.1.

The main duties of the WCTR CDT are summarised below:
- To organise all local (host site) physical and logistic support of the conference including all side activities and forming the WCTR Secretariat.
- To guarantee keeping the general style and logo of WCTRS in the Website of the WCTR, all correspondence material related to the conference.
- To take charge of all electronic and only if needed postal mail correspondence with all WCTR participants.
- To propose to the STC for approval (at least 18 months in advance of the conference) the suggested registration fees of the conference (see Sections 5.1.6 and 5.7).
- To make the required liaison for the actions mentioned above, with the WCTRS President, the STC, the WCTRS Secretariat, the SCC and CPC.
- To submit to the STC, on a regular basis every two months, a summary of the progress of work on WCTR organisation.
- To print and distribute all the material needed for distribution to the participants of the WCTR subject to approval of the WCTRS President and/or STC and SCC, as appropriate.
- To provide an appropriate location at the conference hub for Secretariat of WCTRS for giving information to attendees about WCTRS during the conference.
- To seek finance to support a number of authors of papers who cannot have self or other financing to attend the conference; the names to be approved by the SCC and the STC (see Section 5.7 and Chapter 6).
- To sponsor the WCTRS Young Prize (see Section 5.6.2), which was $ 1000 in previous WCTRs.
- To fund a half time post in support of the SCC V-C Conference. This should start 24 months before the date of WCTR and should, therefore, be informed by the CD to the President of the WCRS, the SCC chair and the SCC V-C Conference for approval, at least two months prior to contracting.

- To the "Balance Sheet" of the conference accounts within two months of the end of the conference for approval by the WCTRS President and the Secretary General.
- To hand over all conference electronic (and paper whenever proved necessary) files and any mailing lists not in the CMS to the WCTRS Secretary General and Secretariat immediately after the conference.
- To carry out any other duties and responsibilities that may appear necessary.
- For further details, see Chapter 6 on local organisers' obligations.

5.3 Types of Session
A WCTR may involve the following types of sessions.
5.3.1 Plenary Sessions
- The Opening Session includes mainly welcome addresses, keynote speeches, and a conference programme overview.
- The WCTRS General Assembly (GA) covers mainly the President report on the past three years, the Secretary General review of the finances, the election of the President for the coming three year period, the outline of the future plan for the society by the elected President and the election of the new membership of the STC as proposed by the elected President.
- The Closing Sessions: Two closing sessions are organised in each WCTR; the "Closing Scientific Plenary Session" and the "Closing Ceremony". WCTRS gives special attention to these sessions as they are the conclusion of its big event. Therefore, a specific protocol of organising the Closing Session is provided. The Host Site should give utmost attention to follow up precisely this protocol and to ensure being fully aware of its requirements. Section 5.4 gives the Protocol of the Closing Sessions.

5.3.2 Technical Sessions

Technical sessions are hosting all papers accepted for the WCTR. Paper presentations are allocated in "Oral Sessions" and "Poster Sessions". Papers presented whether as posters or orally are equally eligible for publication and for the award of prizes. As mentioned earlier guidelines on how papers are allocated to oral sessions and poster sessions are compiled in Appendix 09.

5.3.3 Ad-hoc Session

WCTR strongly aims to stimulate discussion among delegates, and the organisers are searching for formats within the event to support liveliness and opportunities for exchange. An "Ad-hoc Session" is open to all delegates to present. Delegates just have to inform the organisers about their wish to present in advance of the conference. In this "Ad-hoc Session" delegates will have the opportunity to present and discuss their research work in progress. No paper is required. A poster-like format for presentation is recommended, but presenters could also use their laptop or other means to support their presentation and the discussion. The ad-hoc presentations will be sorted by TA and ST. A list with the titles of the Ad-hoc Presentations will be available for the delegates. However, there will be no distribution of materials, posters etc. from the ad-hoc presentations.

5.3.4 Special Sessions

Special Sessions (SSs) aim to discuss emerging topics in Transport Research. In order to promote a different debate from technical sessions most SSs will not involve presented papers. They are organised either as a part of an ST or, if the topic could not be allocated appropriately, they are integrated in a separate ST for SSs only.

WCTRS may organise SS(s) on topic(s) of importance as the need may arise. At least one of those is "WCTR PhD Students' Grants

SS" featuring Y-II; one of the activities of WCTRS Young Researchers' Initiative. For detail see Chapter 8.

SSs may be organised as <u>Joint Sessions</u> by other institutions jointly with an STO or TAM. They must be approved by the SCC but are to be run under the full responsibility of their organisers. Those can also be arranged through SIGs after coordination with the SIG Chair and approval of the SCC. It will be for TAMs to decide whether papers from such sessions are included in the review process, but all papers should be included in the General Proceedings.

5.3.5 <u>Protocol of the Closing Sessions</u>

Two separate sessions are to be organised by the CDT of a WCTR in the last day of the event; the "Closing Scientific Plenary Session" and the "Closing Ceremony". These are two sessions; each in its own right. A formal break should separate the two. The CDT of the WCTR should respect the "Protocol" of these two sessions as given below and the speakers should adhere to the time slots given to each.

5.3.5.1 <u>The Closing Scientific Plenary Session</u> (75 min)

a.Rational:

With the nature of WCTR and its rich programme addressing a number of TAs, that are further subdivided to STs, and the huge number of parallel sessions and papers and posters, it is important to offer the conference participant a summary of the main issues presented and discussed during the week. This is to be covered in a Plenary Closing Scientific Session. The session will be set up as a panel session and will be chaired by the Chair of the SCC. The speakers are the TAMs and the Chair of WCTR-Y (Y-I: the young researchers' conference). Each TAM will be given 5 min to present the main significant findings of his/her TA on one slide and the same for the Chair of WCTR-Y. Mention of TA award winners, are included in this presentation by the TAMs. In the end of the session the Chair of the SCC gives in 5 min, a general summary of

the current WCTR, reflecting on future directions of transport research in the next three years until the next WCTR in view of the outcome of the current WCTR. Attendees will be given the opportunity to ask questions and reflect on the main topics. The session ends with handing of TA Awards. Accordingly, the total duration of the session is expected to be 75 min.

b.Speakers:
- SCC Chair (chairing the session).
- TAMs.
- Chair of Y-I.

c. Stage arrangement:
- Table with 10 seats placed to the left side of the stage.
- Podium placed to the left side of the Table.

d.TAs awarding arrangement:

After the end of his/her speech, the SCC Chair invites the WCTRS President and the winners of the TAs' Awards to come on the stage. The winners should stand in a row to the right side of the stage. The SCC Chair announces the names and the TAMs hand the certificates to their respective awards' winners. A group photo is to be taken.

e. Allocation of responsibilities for the smooth conduction of the Session;

The Chair of SCC is responsible of this session with the following duties;

- Makes announcement of the closing session during the conference via all channels to make sure people are aware of its importance. The CDT plays important role to support this effort.
- Asks TAMs to get prepared to attend the session and each to deliver 5 min talk with one slide including mention of the TA award winner.
- Informs the Leader of WCTRS-Y to ask the Chair of Y-I to attend the session and to deliver 5 min speech with one slide.
- Asks TAMs to inform the TA Awards' winners to confirm attending the session.
- To ask TAMs to inform the WCTRS Secretary with the names of

the Awards' winners no later than two days before the session so as to get the Certificates* ready one day before the session.
- Arranges with WCTRS Secretary to ensure that the Awards' Winners are seated in the first row of the Room of this session and instructs them to be prepared to step to the stage immediately after the end of the speech of SCC Chair and to stand in a row to the right side of the stage.
- Arranges with the WCTR Secretary for ensuring photos to be taken of the different parts of the session for the archives records and Website of the WCTRS.

Break (15 to 30 min as the CDT sees appropriate**)**

5.3.5.2 <u>The Closing Ceremony</u> (<u>65 min</u>)

<u>Rational</u>:

The closing of WCTR is twofold:
- <u>Prizes and Certificates Handing</u>: Dedicated to announcing and handing certificates (see Note on Certificates* below) to the winners of conference prizes and bursaries and TP prize and handing certificates of WCTRS-Y participants.
- <u>Handing over to next WCTR</u>: Devoted to closing speeches of the CD of the current WCTR and the WCTRS President, announcing the Host Site of next WCTR by the Chair of WCTRS Site Selection Sub Committee (SSSC), signing the Agreement of the next WCTR, presenting the Host Site of the next WCTR and WCTR token and flag handing.

Prizes & Certificates' Handing (<u>30 min</u>)

a.Chair: <u>Prizes Sub Committee (PSC) Chair</u>
- Conference prizes (<u>five winners</u>: WCTRS: "Paper, Poster and Young", Cairo University, and the new prize approved by STC Jan 2017); 8 min. Announced by Chair of PSC and handed by WCTRS President. The chair of PSC reads a brief note on the paper of the WCTRS Prize (best Paper in the current WCTR) and only reads the titles of the papers of the other prizes.
- TP prize winner; 3 min. Announced by Editor in Chief of TP and

handed by WCTRS President.
- Bursaries (five winners: from Host Site); 6 min. Announced by Chair of CPC and handed by WCTRS President.
- WCTRS-Y Certificates handing (9 young members); 10 min. Announced by WCTRS-Y Leader and handed by WCTRS President.

b. On the stage:
- WCTRS President.
- Cahir of PSC (chairing the session).
- Editor in Chief of TP.
- Leader of WCTRS-Y.
- Chair of CPC.

c. Stage arrangement:
- Table with 5 seats placed to the left side of the stage:

d. Allocation of responsibilities for the smooth conduction of the Session:

The Chair of PSC is responsible of this session with the following duties;
- Makes necessary arrangement to ensure that all Prize winners attend the session. As the results of the prizes are usually announced in the meeting of the STC the night of the last day of the conference, it is advised that the finalists of each prize to be alerted by the Chair of the PSC to attend the session prior to announcing the formal result.
- Informs the following colleagues to ask the relevant winners to attend the session;
  - Editor in Chief of TP.
  - Leader of WCTRS-Y.
  - Chair of CPC.
- Arranges with WCTRS Secretary to ensure that the winners of prizes are seated in the first row of the Room of this session and instructs them to be prepared to step to the stage immediately after their names are announced.
- Each winner should remain on stage until the end of the session for a group photo.

- Arranges with the WCTR Secretary for ensuring photos to be taken of the different parts of the session for the archives records and Website of the WCTRS.

5 min pose to rearrange the stage (attendees stay in the room**)**

Closing & Handover to the next WCTR (30 min**)**

a. Chair: WCTRS Secretary General
b. Seated on the stage:
- WCTRS President.
- WCTRS Secretary General (chairing the session).
- Chair of SSSC.
- Current WCTR CD.
- Chair of the CDT of the next WCTR (NB: to be invited to the stage by the Cahir of the Session after the SSSC Chair announces the Host Site of the next WCTR).

c. Speeches and hand over protocol:
- Current WCTR CD closing speech (5 min).
- WCTRS President closing speech and thanks (5 min).
- Site Selection Report by SSSC Chair (5 min).
- Next WCTR Agreement signature (5 min).
- Next WCTR CD welcome speech and Host Site Video (5 min).
- Token and flag hand over (5 min).

Note: The CDT can ask for closing speech from high profile speaker of the host country. The CD should inform the WCTRS President of this request one month before the start of the WCTR. In this case the duration of the session of the "Closing Ceremony and Handover to the Next WCTR" will be increased by 5 min.

d. Stage arrangement:
  - Table with 5 seats placed to the left side of the stage.
  - After the Site Selection report is read, a small table with three chairs is to be placed in the centre of the stage, around the table will be seated the WCTRS President, the Chair if the SSSC and the of the next WCTR.

e. The Agreement Signature Ceremony:
The Chair of SSSC invites WCTRS President and the next WCTR CD to the signature table in the center of the stage, then reads the Agreement text (this takes less than 1 min) and asks the WCTRS Chair and the next WCTR CD to sign and exchange the Agreement. Next, the floor will be given to the CD of the next WCTR to welcome the attendees to the conference, presenting a 3 min video presenting the main features of the about the host site and city.

f. The Order of handover sequence:
The CD of the current WCTR hands over the WCTR token and flag to WCTRS President and hands both to the CD of the next WCTR.

g. Allocation of responsibilities for the smooth conduction of the Session:
The WCTRS Secretary General is responsible of this session with the following duties;
- Makes sure that all colleagues on the stage know the sequence of the session and respect the time allocated to each.
- Makes necessary arrangement with CDT of the current WCTR for the timely arrangement of the stage.
- Makes sure that the token and the flag of WCTR are available for handover.
*Note on Preparation of the Certificates of WCTRS Prizes:
- The PSC proposes template of a standard (brand) certificate of WCTRS Prizes and its Chair circulates to the members of the STC Directorate for proof reading and comments.
- The WCTRS Secretary produces a final draft for submission to the

STC in its meeting of January the year of the conference for final approval.

- The Chair of the PSC arranges to send electronically to the WCTR Secretary the names and titles of papers of the winners of the WCTRS prizes immediately after those are known (usually announced in the meeting of the STC the night of the last day of the conference). This allows inserting names and papers titles on the template of the certificates to be ready for printing.
- The CDT of the WCTR should allow color printer readily available to the WCTRS Secretary to be able to print the certificates early morning of the last day of the WCTR to be ready for the Prize and Certificate Handing Session.
- The WCTRS Secretary proposes templates of standard (brand) certificates of TP and Dupuit Prizes and circulates to the members of the STC Directorate for proof reading and comments and produces a final draft for submission to the STC in its meeting of January the year of the conference for final approval.
- Immediately after the announcement of the TP Prize winner, the Editor in Chief of TP should inform the WCTRS Secretary the name of the winner and the title of the paper, in order to prepare the certificate. This should be done maximum in the morning of the second day of the WCTR.
- The Chair of the Dupuit Prize should follow the same as above for the Dupuit Prize winner.
- The Leader of WCTRS-Y proposes template of a standard (brand) certificate of WCTRS-Y young participants and circulates to the members of the STC Directorate for proof reading and comments.
- The WCTRS Secretary produces a final draft for submission to the STC in its meeting of January the year of the conference for final approval.

- As the names of the young participants of WCTRS-Y three activities; Y-I, Y-II and Y-III, are known earlier to the WCTR, the Leader of WCTRS-Y arranges with WCTRS Secretary to prepare the certificates three months before the WCTR.

5.4 Professional Standards of Papers

All papers presented or published will be expected to maintain high professional standards, with new ideas, innovations and applications.

No commercial endorsements will be allowed. Where an author is involved in a commercial product or service discussed in a paper, he/she shall so indicate, upon submission of the paper, making clear the nature of the involvement.

All papers will present the original work of the author(s) listed in the paper. Use of material originally developed by others will be clearly identified with appropriate references and/or acknowledgements. Presented papers should not have been presented in an earlier international conference or published before in any international journal.

It is the duty of the SCC to set out clear and strict criteria for paper refereeing and selection in order to ensure quality presentations, following the procedures mentioned in Section 5.1.

5.5 Preparation of the Presented Papers, the Official Selected Proceedings of the Conference, and Publication of Papers

WCTRS strives to offer best publication opportunities for the authors of conference papers. This includes the following options:
- All papers presented at the WCTR will be made available in General Proceedings for the delegates and the WCTRS members, only.

- Conference papers finally graded A, B, and C in the full paper review process will be eligible for publication in the Selected Proceedings.
- Conference papers finally graded A and B will be considered for publication in Special Issues of related journals or as individual publications in regular issues of these journals.
- Conference papers can also be considered for editions of the WCTRS Book Series.

General Proceedings

The CMS Provider will provide all conference materials for the delegates. These include,
- A conference programme booklet,
- An interactive electronic version of the conference programme ("App").
- The General Proceedings of the conference,
- Name badges, and
- A separate conference participants list.

Details are specified in the Conference Services Agreement between WCTRS and Elsevier Ltd.

After the conference, all conference papers will be made available for delegates and WCTRS members on the Society Website. As access to this part of the Website is limited, it does not constitute publication of the papers contained therein.

Selected Proceedings

The Selected Proceedings of the WCTR are published. Costs for this publication are included in the conference registration fee and must be covered by the local host.

SCC Vice Chair for Publications (SCC-VC Publications) proposes to SCC and STC which publishing house and path of publication shall

be used for the upcoming conference (for WCTR-14, Shanghai, 2016, Elsevier´s PROCEDIA was chosen).

Only papers finally graded A, B, or C, are eligible to be included in the Selected Proceedings. The authors of these papers have to decide if they wish their paper to be published in the Selected Proceedings or if they prefer any other opportunity of publication. The publication process of the Selected Proceedings follows the regulations in the contract between WCTRS, the Local Host and the respective publishing house.

Special Issues and individual journal publications

All STOs of a WCTR are encouraged to care for a publication opportunity for the best papers of the conference. Already during the conference preparation, they are looking for agreements with journal editors to publish papers from their STs in special issues or as individual publications in regular issues of respective journals. Besides the two Society´s journals, TP and CSTP, several partner journals shall be invited to host such special issues and individual publications. While WCTRS already cares for journal-style careful and comprehensive reviews of conference papers, the final decision on publications and review procedures is clearly at the respective journal editors.

The SCC-VC Publications is responsible for overseeing the publication of selected papers in special issues. It will normally be the case that all papers finally graded A or B will be considered for publication in this way. He/she proposes to SCC and STC the procedures to be adopted, and works with TAMs and STOs as appropriate to secure the agreement of editors to the preparation of special issues. Such special issues should be edited by the STO or a nominee, and should refer clearly to the WCTR at which they were presented.

To this end, the SCC-VC Publications should ensure that all papers eligible for inclusion in such special issues have been identified by the January before the WCTR, that the authors know that their papers are being so considered, that the TAMs and STOs concerned have identified an appropriate journal and an editor prior to the Conference, and that the editor has in place an acceptable timetable for publication as soon as feasible after the conference.

WCTRS Book Series
As an additional opportunity, the WCTRS Book Series may also be used to publish conference papers. Proposals for such books must be submitted to the editorial team of the WCTRS Book Series (see Chapter 7 for details).

5.6 Prizes and Prize Selection
5.6.1 Prizes
WCTRS has established six Prizes and eight awards as approved by the STC, which are listed as follows:
A. Lifetime contribution in transport research
"Dupuit Prize" for a Distinguished Scholar,

B. Journal paper prize
"Transport Policy Prize" for the most influential paper published in the WCTRS official journal "Transport Policy" in the previous three years prior to the WCTR.

C. Over all paper prizes, which are among the submitted papers to review track and presented at the WCTR.
- "WCTRS Grand Prize" for the "Best WCTR Paper" sponsored by WCTRS.
- "WCTRS Young Prize" for the "Best WCTR Paper by Young author(s)" sponsored by the CDT of the relevant WCTR.
- "Cairo University Prize" for the "Best WCTR Paper on Transport in Developing Countries" sponsored by the University of Cairo, Egypt.
-
D. Overall poster prize

WCTRS Poster Prize for the best WCTR poster paper among all papers submitted to the review process, which meet the standards for the award of prizes in the review process, and are being presented as posters, sponsored by WCTRS.

E. Awards in specific TAs: (only certificate of merit.). Currently eight TAs exist;
- Best paper in Transport Mode.
- Best paper in Freight Transport and Logistics.
- Best paper in Traffic Management, Operations and Control.
- Best paper in Activity and Transport Demand.
- Best paper in Transport Economics and Finance.
- Best paper in Transport, Land Use and Sustainability.
- Best paper in Transport Planning and Policy.
- Best paper in Transport in Developing and Emerging Countries.

The criteria for each prize will be clearly established prior to the review process. In general, criteria will be based on the quality of the research contribution, according to the highest standards of the international research community. However, where appropriate for specific prizes and where explicitly announced beforehand, alternative criteria may be set (e.g., in the future, there may be awards for criteria such as these: best paper on a management problem, best paper on an educational approach, etc.). In such cases the relevant criteria are to be reviewed by the SCC VC-Prizes) and the PSC and approved by the STC.

The review process is conducted with the highest standards of professional behavior, with adequate time and staff support for a thorough review of nominated papers and for scholarly and spirited debate among the members of the three awarding Sub-Committees that are defined below.

5.6.2 Prize Selection
Dupuit Prize: The Dupuit prize is awarded to a distinguished scholar on the basis of a record of outstanding scientific work; a

significant reputation in transport policy; a reputation for truly international activity including involvement in the creation of global networks; particular contributions to and reputation within WCTRS. The STC appoints a special Sub Committee of its members (other than the PSC), which seeks nominations from members of the STC and makes a recommendation for the STC approval.

Transport Policy Prize: is awarded to the author(s) of the paper which is seen to have had the most influence in the fields covered by the TP Journal in the three year period between World Conferences. Influence is defined in terms of the paper, which has received the greatest interest during the three years ending in December preceding the Conference as measured in terms of citations and downloads recorded by the Elsevier data. These criteria will establish a shortlist of papers, which will be reviewed by a Sub Committee of the Editors and the SCC VC-Prizes in advance of the WCTR. This Sub Committee meets at the start of the WCTR to agree on a nomination, which is proposed to the STC by the TP Editor in Chief for approval.

The WCTR Best Papers, Prizes:
The SCC appoints SCC VC-Prizes who heads and recommends the membership of the Prizes Sub Committee (PSC) to the STC for approval. Currently the PSC is composed of the Chair of the SCC, TAMs, WCTRS President, the CD and a representative of Cairo University; the sponsor of the prize of the WCTR best paper on transport in developing countries, with priority given to members of the STC in case if one of them is affiliated to this University. The SCC VC-Prizes is responsible for nominating to STC those papers recommended for prizes. STC is responsible for approval and makes the final decision on the winning papers.

Awarding prizes is to be conditioned by the presentation at a WCTR by one of the authors. For certain prizes, the author(s) are to be asked to identify their age group.

Members of the Committees (e.g., SCC and STC) and/or the PSC are eligible for prizes, but may not participate in the deliberations for awards in the category in which their papers are eligible.

The SCC VC-Prizes sends the rules and conditions of the prizes as indicated by the prize sponsors and accepted by the STC to the CDT Chair who in turn advertises them on the WCTR Website together with the Call for Papers. The WCTRS Secretariat also advertises the prizes on the WCTRS Website.

Papers rated AA in the review process are automatically considered for the award of prizes. In addition, nominations for prizes can be made by referees and, as appropriate, by STOs and TAMs, at the time that the full paper is reviewed. From this set of papers each the concerned TAM and STOs decide on the best candidates and submit them to the PSC for reviewing the nominations.

Members of the PSC will review the nominations and are encouraged to attend conference presentations of nominated papers. Session chairs will solicit updated nomination reports after each session.

The PSC will meet to review nominations before or during the first day of presentations, on a further occasion during the conferences as seen appropriate by the Chair, and again near the end of conference sessions.

The SCC VC-Prizes sends the PSC's final nominations of paper awards to the STC. This is usually done on the morning of the last day of the WCTR.

The main conditions for awarding prizes, other than the Dupuit prize and the TP prize, as set out by the sponsors and approved by the

STC are to be clearly mentioned in each WCTR call for papers for making potential submitters of papers aware of such conditions.

For further information see the WCTRS Website:
<div align="center">www.wctrs-society.com</div>

5.7 Conference Fees

Since WCTRS is a non-profit organisation, each conference must be self-supporting. Therefore, it is necessary that all speakers pay registration fees. This also applies to all members of the Committees of WCTRS and WCTR. Only HEMs are exempt from paying fees (see Chapter 3 for HEMs).

Invited guest speakers in plenary or other sessions who are not expected to attend the whole conference, but rather only the plenary session they are participating in, may be asked to pay a reduced registration fee.

More preferably in some situations the CDT chair may be able to secure financial support for certain speakers through, for example, the local sponsors of the conference, international organisations and/or individuals. The CDT chair in cooperation with the STC will set rules for distribution of such aid if it is made available giving priority to young researchers, authors from a country that has never participated in a previous WCTR and/or authors of quality papers (to be approved by the SCC) from developing countries, for example.

5.8 Conference Official Languages

The conference official languages are English and French. The local language of the host site if other than English can be accepted during a WCTR with the condition that simultaneous English translation is to be provided.

5.9 Notes on Conference Management

The Conference is to be held in one location hosting all its parallel sessions and the exhibition.

With the open nature of the World Conference it is clear that WCTR will include a variety of topics and sessions. The number of parallel sessions, however, should be manageable for both the organisers and the participants. A balance must be struck between too many sessions which create an unmanageable conference and too few which limit topics unduly.

The number of session blocks is to be planned carefully. Additional working periods can be planned if, for example, conference opening is scheduled on the Monday afternoon and/or if technical visits are scheduled to follow the technical sessions.

As noted in Section 5.1, Session Chairs will be selected by the STOs and should be guaranteed to attend the conference. They should be enjoying not only high specialty in the session subject, but also so importantly to have strong personality so as to control the session ensuring strict adherence to the time periods allowed for discussions after each presentation. STOs are strongly encouraged to arrange informal briefing sessions for their Session Chairs at the start of the Conference. Guidelines for Session Chairs are included as Appendix 10. It should be noted that this 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 discussion of presented papers is very important. At least 5 minutes are to be allowed (and respected) for discussion of each paper and this should be known by all speakers. It is the duty of the Session Chair to adhere to this and to encourage the floor for achieving active debate. It is also an important role of the Session Chair to make sure that the authors come to attend their session. STOs must be encouraged to maintain as much contact as

possible with their authors especially during the final months before the conference. They are expected to advise the TAM and the SCC VC-Conference if the authors confirmed to attend well before preparation of the final programme.

The SCC VC-Conference should include in the final programme only the papers for which the presence of the author, or one of the authors in case of co-authored papers, has been formally confirmed. For this purpose, the Session Chairs must fill a form immediately after their session is closed and bring it to the Conference Secretariat. Such form is attached as Appendix 11. It should be noted that this 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 CDT should make every effort to ensure the quality of visual aids for presentations. The rooms must be soundproof with full control on lighting and well-planned positioning of data presentation devices, computers, screens and other visual aid equipment in relation to the standing position of the speaker. Instructions for preparation of power point presentations are to be made known to speakers by the CPC well in advance.

Poster sessions should be arranged in full session blocks in parallel to other sessions. Instructions for preparation of posters should be sent by the CPC to speakers well in advance.

The CMS Provider is arranging and operating the Participants' Secretariat which takes care of all aspects of registration and other usual logistics for participants. The CDT arranges the Speakers' Secretariat which helps speakers (authors and Sessions Chairs) and STOs in many aspects. These include, for example, receiving full account of arrivals of speakers to the conference venue, in order to facilitate introducing speakers to relevant Session(s) Chair

(s) and to help with special needs such as handling visual aids, hanging of posters for poster session presentations, etc.

A <u>Speakers' Lounge</u> should be dedicated for the sole use of speakers and is to be arranged by the CDT to act as a "meeting point" for authors and Session Chairs. More than one room can be needed according to the location of the conference rooms on site.

5.10 Side Activities during the Conference
<u>Social Events</u> are very important in WCTRS conferences. They give a marvelous chance to the global transport community to get together again and establish a cheerful and relaxed environment for participants to know more about each other. It is important that the conference programme allows adequate time (after the last formal scientific session of the day) before any social event, for participants to freshen up. This is particularly important for receptions, which then merge into late evening dinners.

<u>Technical Visits</u> should be well planned in advance by the CDT, ensuring strict management and full adherence with the time span allowed for the visits.

<u>Exhibitions</u> An exhibition may be an attractive side activity. It should be located in the very near vicinity but not too close to the working rooms. Research institutions should be encouraged to participate together with the transport industry and software developers.

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6   WCTR Host Site Selection & Obligations of Organisers

6. Criteria for the Selection of a Host Site for WCTR and Obligations of Local Organisers

The host site of a WCTR is formally announced during the closing session of the previous conference. Given the three year cycle for conferences, the procedure of selecting a host site, out of candidate sites, starts about <u>five years, and ends three and a half years,</u> before the conference to be hosted is held. This practice is adopted by the STC to give enough time for the candidates to prepare, and later enhance their bids responding to comments of the STC, and to ensure careful and fair selection, in view of the large size of WCTRs and the obligations of the STC to provide high quality conferences.

It should always be made clear that the WCTR is a conference of the WCTRS. It is, therefore, not a conference of the host site institution(s), city and/or country.

The STC of WCTRS forms a Site Selection Sub Committee (SSSC) of three of its members, naming the chair, to organise and carry out the process of site selection on its behalf. The SSSC starts by launching "Invitation for Bids to Host a WCTR and the Process of Bidding and Site Selection of the Conference Host" to be posted on the Website of WCTRS nearly five and half years before the date of that WCTR. This includes, in addition to other information, details, of site selection criteria, notes on the preparation of the bid submission file and timeframe of the steps in the process of site selection.

The Steps in the Process of Site Selection include, among many other details, five important timely mile stones:
- Submission of preliminary proposals to the chair of SSSC for pre-qualification.
- Presentation of the preliminary proposals of the qualified bidders to the STC for short listing.
- Submission of final proposals to the SSSC chair.
- Presentation of the final proposals to SSSC.

- Site visits by the SSSC to the finalist candidate sites decided by the STC upon the advice of the SSSC.

In all the above steps, the SSSC will be supportive to all the subsequent short listed candidate sites by pointing out specific weaknesses and previous experiences that might help the bidders to improve the proposal, keeping fairness and seeking for the best feasible bids.

In the end of the process, SSSC makes a preliminary recommendation to be presented to the STC in its meeting 48 months before the conference date, which is responsible of taking the final decision on the selected Host of the WCTR during this meeting. In case the SSSC cannot reach a preliminary recommendation, the STC is responsible for reinvestigating the files in order to reach a final decision.

With its openness philosophy WCTRS has no frontiers. As the society is multi-modal, multi-disciplinary, and multi-sectoral, it is also global. The society welcomes holding its triennial conference in any city of the world. However, with the obligations towards the transport community and the expectations of a quality conference and a unique event, criteria for selection of a host site are set out below including important obligations. More details are to be posted on the Website of WCTRS in due course when the above mentioned "Invitation for Bids to Host a WCTR and the Process of Bidding and Site Selection of the Conference Host" is launched.
- Adequate conference facilities, within a center or in a very close walking proximity, for a large (1000 + participants) multi-stream conference.
- Adequate quantity, quality and price range of accommodation in the vicinity of the conference site.
- Sufficient and assured public or private financial support to guarantee the viability of the conference.

- An organisation and sufficient individuals to assure managerial support for the conference.
- Prior experience of members of the proposed CDT with WCTRs and with large conferences.
- Diversity, over time, among continental and national locations, including the opportunity to hold conferences in parts of the world which have not been represented in previous conferences.
- Sufficient national/regional WCTRS memberships and interest in WCTRs to ensure good base attendance including the importance of expanding membership in under-represented countries/regions.
- A site with particular interests for transportation researchers.
- A location consistent with multi-purpose conference for technical and tourist trips.
- Good international transportation connections.
- Stability of arrangements over a three-year time horizon. This includes not only guaranteeing sustained financial and institutional support but also ensuring the continued commitment of the host site CD and the principal local team over the above time period.
- The host site CDT is to guarantee keeping the general style and logo of WCTRS on all its, soft and hard, publications and correspondence material related to the conference.
- The host site CDT is to guarantee some finance to support a number of authors of papers to attend the conference. The nominations should be agreed by the SCC and the STC as mentioned in Chapter 5. They, in addition, should preferably prepare for offering five to 10 Bursaries for authors of good papers from developing and low income countries in oral and poster session. Furthermore, the CDT should fund a half time post in support of the SCC-VC Conference. This should start 24 months before the date of WCTR and should, therefore, be informed by the CD to the President of the WCRS, the SCC chair and the SCC-VC Conference for approval, at least two months prior to contracting.

- The host site CDT is to guarantee sponsoring the WCTRS Young Prize (see Chapter 5).
- It should also be in full co-operation with WCTRS President, STC and Secretariat and the WCTR SCC and be prepared to give regular update of activities related to the conference preparation progress for inclusion in WCTRS newsletter and Website.
- Host site organisers should be in full support of the WCTRS cause and spirit, adhering with the various guidelines of the "WCTRS/WCTR Current Operating Practices" given in its most recent version.

As mentioned earlier the SSSC shall visit the short listed candidate host site(s) for "on-site" inspection of the suggested conference facilities and getting acquainted with the potential CDT Chair and the local team before writing its final report to the STC. In this case the visited site hosts should bear the cost of accommodation, meals and internal transport of the visiting the three members of SSSC as part of their bid expenses. WCTRS shall bear the cost of air transport, visa and travel insurance of the SSSC members. However, the hosts shall not be asked to organise, or bear any cost of organising, special parties and dinners or receptions for the SSSC or offering its members gifts of any kind or price whatsoever.

Upon authorization by the STC of the selection of a host site for a future WCTR, two documents will be signed between WCTRS (represented by its President) and the WCTR host site organisers (represented by the CDT Chair, i.e., the CD). The aim is to precisely clarify all the responsibilities and duties of the host site organisers as well as the relationships between WCTRS different actors and the CDT.

The first document is a Memorandum of Understanding (MOU) which indicates the site specific requirements for guaranteeing a successful conference (see Chapter 10). This should be signed at the most 42 months (three and a half years) before the conference

date (practically at the January STC meeting in the year of previous WCTR).

The second document is an Agreement which ensures that the selected host site will adhere to the general rules of WCTRS conferences management and procedures. Accordingly, the latest version of the "WCTRS/WCTR Current Operating Practices" is to be considered as an appendix to the Agreement and an integral part of it. In this Agreement the WCTRS President and the WCTR CD both will declare their commitment to follow the latest "WCTRS/WCTR Current Operating Practices" document, (refer to Chapter 10).

In one part of the "Closing Ceremony" of each WCTR the chair of SSSC announces the Host Site and location, of the next WCTR. Signature of the Agreement would also take place and the agreement be exchanged formally and publicly in this session. The CDT Chair of the next WCTR will be invited to introduce the host site and city of the conference in a few minutes show (film/video/DVD) and welcome the audience to attend. Further details on the 'Protocol' of this part (and other parts) of the Closing Ceremony are given in Chapter 5. In case the CDT Chair of the next WCTR cannot attend the above mentioned Closing Session, for any reason, an authorized representative should attend. The WCTRS President must be formally notified and approve the representative's name in advance of the conference.

The STC may decide whenever it sees necessary, to send a limited delegation of its members on selected time span(s) during the three years of preparations, before the conference date, to visit the chosen host site in order to follow up, on the ground, the progress of conference preparations and to give first hand advice. In this case the cost of travel and accommodation shall be borne by the host site.

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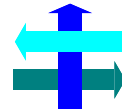
7   WCTRS Journals & Book Series

7. WCTRS Journals and Book Series
7.1 WCTRS Journals
With the continuous changes in technology and policy, the WCTRS had looked for new venues to best serve and inform its international audience; adopting new journals. This is particularly important because the agenda of the WCTRS spans all areas of transportation research including public policy, management and technological innovations, urban and regional development, and demand, supply and network. Therefore, the WCTRS launched two journals, namely, "Transport Policy Journal" and "Case Studies on Transport Policy Journal".

Both Journals provide valuable reference for the specialized study of transport policy offering in-depth theoretical analysis and detailed case study description and analysis and providing this way very complete material for decision makers planners and practitioners to undertake transferability of experiences. Free on-line subscription to these Journals is granted to WCTRS members (see Chapter 9).

7.1.1 Transport Policy Journal
The Journal "Transport Policy" has been adopted as the first Journal of the Society, with the title "*Transport Policy, Journal of the World Conference on Transport Research Society*", or as abbreviated "*Transport Policy, Journal of the WCTRS*" (TP). The first issue of TP was published in July 1999.

While the journal serves the objective of exploring the many challenges of transport policy that lie ahead, it still keeps the original objective "to provide a bridge between theory and practice in the development and implementation of transport policy" which is stated in Transport Policy, Vol. 1, no. 1, 1993.

The Journal has eight Editors; three from WCTRS (including the Editor in Chief) and five from Elsevier. The former, the "Society Editors", are appointed by WCTRS in discussion with Elsevier and

the latter, the "Elsevier Editors", are appointed by Elsevier in discussion with WCTRS. The term of each of the three WCTRS Editors is 3-years; with one post being reviewed in January every year. The five Elsevier Editors are appointed for five year terms. When appointing a new Editor in Chief, the STC will first give consideration to renewing the appointment of the current Editor in Chief. Such a reappointment will, however, only be considered following a first three year term and provided that the STC is satisfied with the progress of the Journal.

It is for the Editors to decide how responsibilities should be allocated between them. However, it is normal practice for the Elsevier Editors to share the task of considering submitted papers, and for the Society Editors to cover between them topical issues, special issues and the procurement of papers from under-represented regions and subject areas and from SIGs. If the Editors wish to reallocate these responsibilities, any changes will be subject to the approval of Elsevier. The Editors are also asked to keep the STC informed of any changes.

The appointment of Society Editors is the responsibility of the STC. The Society Editors will be appointed for three year terms, with one post being reviewed in July every year. Editors will be able to to be invited to stand for reappointment. The current Editors and members of the STC will be invited to submit nominations for appointment. WCTRS President and the SCC VC Publications , communicating with SCC Chair, will produce a shortlist and discuss it with the Editors; they will then approach the preferred candidate(s). They will submit one recommendation to the STC and, at the same time, advise the Editors. That recommendation will be submitted to Elsevier, who will ratify it and then advise the Editorial Board and contract directly with the new Society Editor.

The journal has an International Editorial Board composed of up to 50 researchers of international standing, recommended by the Editors

and appointed by Elsevier. The Editor in Chief is *ex officio* member of the STC and the WCTRS President and SCC VC Publications are *ex-officio* members of the Editorial Board. All Editors are *ex-officio* members of the SCC.

7.1.2 Case Studies on Transport Policy Journal
In 2012 the STC decided a second journal, namely WCTRS "*Case Studies on Transport Policies Journal*" (CSTP), which was launched in June 2013. The objective is to provide a repository of relevant material to support teaching and transferability of experiences as observation of field experience highlighting the details and drawbacks of implementation is invaluable to show how transport policy can be applied in the operational field; maintaining consistency with strategic options. Teaching with case studies introduces students to challenges they may face in the real world, and provides a very rich learning method for executive training at every institutional level. For practitioners, and specially governments, case studies are a powerful tool to show the potential benefits from policy measures and packages.

CSTP is published with Elsevier according to a contract with WCTRS. The journal has an Editor in Chief and two Editors appointed by the STC in consultation with Elsevier. Each serves for a three years term with one appointment being made each year. It has an International Editorial Board composed of 30 researchers of international standing, recommended by the Editors and appointed by Elsevier. When appointing a new Editor in Chief of CSTP the STC will first give consideration to renewing the appointment of the current Editor in Chief. Such a reappointment will, however, only be considered following a first three year term and provided that the STC is satisfied with the progress of the Journal.

7.2 WCTRS Book Series

In 2016, WCTRS and Elsevier, agreed to develop and publish a WCTRS-co-branded series of books covering various topics in transportation. The book series will focus on the latest research on emerging issues and opportunities in transportation planning, policy, management, engineering, economics, and sustainability.

The Series will publish; edited collections, sole authored or co-authored books by WCTRS members and SIG officers. The books can be derived from SIG seminars held between WCTRS conferences. Books in the series will take multi-disciplinary, multi-modal and multi-sector approaches to the topics, leading the way in bridging the gap between transportation research and practice and will have an international scope. The subject should be analyzed from an international perspective, e.g., by various authors from different countries. Even if it is written as a monograph by one author, the books will include international examples and aim to help the reader to solve a particular transportation problem.

WCTRS will stimulate the submission of book proposals of the highest professional standard and provide proposals to the Elsevier prospective authors and editors. The STC established an Editorial Board to oversee the scientific quality of proposed Books and send to WCTRS for review and approval. Book proposals must be submitted by TAMs, STOs or SIGs; so any authors interested should first contact the relevant individual. Proposals submitted according to Elsevier relevant guidelines. Elsevier will work with and advise any prospective authors or editors from WCTRS's membership, and to assess for publication any book proposals generated by WCTRS. Assuming reviews are supportive, Elsevier offers to publish the work at its expense. Once approved by WCTRS, the proposal is routed to Elsevier, who considers the book's fit with their Transportation program. Once Elsevier has approved the proposal, they will enter into an agreement directly with author/editor. Once the book proposal

is submitted, the review and acceptance period is approximately one month.

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8 WCTRS Young Researchers' Initiative

8. WCTRS-Young researchers' Initiative
8.1 Background
In 2011 WCTRS launched an initiative for young members of the society, namely the "WCTRS-Young Researchers Initiative", (WCTRS-Y). The initiative aims at training, and boosting, young members of the society to gain experience and competence in undertaking activities of the society, excelling in transport research and, in addition, to encouraging new young researchers to join the WCTRS. This is done through three activities.
- <u>**Activity Y-I**</u>**: "WCTR-Y"**; a one-day mini WCTR to be organised by young researchers (paper authors, referees, session chairs and conference chair) under full guidance of the STC.
- <u>**Activity Y-II**</u>: **"WCTRS Ph.D. Students' Grants"**; for Ph.D. students' members.
- <u>**Activity Y-III**</u>**: "WCTRS-Young Online Facility".**

The initiative is organised and run under the STC, which appoints one of its members to lead the process; namely WCTRS-Y Leader. Outlines of the above mentioned activities and eligibility conditions for application are summarized in the following sections.

The first Edition of the WCTRS Young Researchers' Initiative, (WCTRS-Y Ed-1), with activities Y-I Ed-1, Y-II Ed-1 and Y-III Ed-1, started in Rio de Janeiro during WCTR, July 2013 with a recognized success. In July 2016 WCTRS-Y Ed-2 with its three activities accompanied the WCTR held on Shanghai; again with remarkable success. Therefore, the STC is committed to continue future Editions of the initiative.

8.2 Outlines of the WCTRS-Y Activities
<u>**Activity Y-I: WCTR-Y**</u>
- <u>Aim</u>: Young transport researchers to be trained (on-the-job) and get acquainted with scientific aspects of conference organisation, meet colleagues, learn from seniors, attend the main WCTR and register as members of WCTRS.

- WCTR-Y is to be run totally by young researchers under guidance of the STC through the WCTRS-Y Leader.
- Accordingly, WCTR-Y is not to be taken as an ordinary usual conference organised for young people; it is rather a conference organised by WCTRS STC as an educational tool for on-the-job training of young members of WCTRS on conference organisation and to prepare them for taking charge of future higher level duties and activities of the society.
- The conference generally takes the following form:
  - Sunday before each WCTR; closing before welcome cocktail.
  - One theme / one room / no parallel sessions.
  - 4 Sessions / 12 to 16 papers.
  - Participants: 30 to 120+; depending on confirmed registration of young researchers to attend the main WCTR.
  - Theme: Young researchers propose three generic themes and STC approves one.

- Main principles and operating rules are:
  - Two volunteers from STC members (or other WCTRS members guide the event: Conference Co-Advisors (CCAs); names to be proposed by the WCTRS-Y Leader, depending on the subject area of the approved theme and their time availability, and to be approved by the STC.
  - The process is to be managed by young researchers; Conference Chair (CC) and two Conference Organising Volunteers (COVs), Paper Referees (PRs) and Session Chairs (SCs).
  - Interested young members of WCTRS can apply through the society Website by completing a special Application Form in which they indicate, in addition to other personal information, their choices of the task(s) they wish to participate in for Y-I from among those in the above bullet.
  - CC and COVs take charge of the process (call for papers, choice of PRs, preparation of WCTR-Y programme, choice of SCs, etc.) guided by the WCTRS-Y Leader and the CCAs.

- To ensure paper quality, the CCAs should review and approve the result of papers review made by the PRs.
- Time slots are to be allocated to the CCAs and the WCTRS-Y Leader in the closing session of WCTR-Y; to give educational advice on the performance of CC, COVs, PRs and SCs and their general assessment of the event.
- The WCTRS-Y Leader, assisted by the CC jointly with COVs, writes short note on the event to be included in the issue of the News Letter of WCTRS that appears after the WCTR main conference.
- Upon recommendation of the CCAs, high quality papers can be eligible for Prizes offered in WCTR through Chair of the PSC and/or for journal publication through the SCC-VC Publications according to the respective rules for each case. Those should be sent to the Chair of PSC and the SCC-VC Publication by WCYRS-Y Leader in due course.
- The WCTRS-Y Leader submits a short note on the event to the STC after it ends.
- Registration and Honoraria for the Volunteers
  - No registration fees for attending "WCTR-Y".
  - Registration in the main WCTR is compulsory for attending and participating in WCTR-Y.
  - Currently, WCTRS offers compensation honoraria of $1000 per person, to CC and each of the two COVs, to be paid immediately after the end of holding "WCTR-Y" based on recommendation from the WCTRS-Y Leader and the approval of the STC.
  - The above amount of the honoraria can change according to available fund, and the approval of the STC, and shall be announced on the Website of the Society and indicated in the Application Form for each WCTR-Y.

Activity Y-II: WCTRS Ph.D. Students' Grants
- <u>Aim</u>: to inspire Ph.D. students who are members of the WCTRS to excel and compete for transport research, to be stimulated to submit papers for WCTR and to enjoy sound benefits from society membership.
- <u>Types and Number of Grants</u>:
  - One WCTRS <u>Innovation Grant</u> (currently = $ 4000).
  - Three WCTRS <u>Prestige Grants</u>, each (currently = $ 2000).
- The above amounts of the grants' payments can change according to available fund, and the approval of the STC, and shall be announced on the Website of the Society and indicated in the Application Form of Y-II.
- Transport Research topics of the grants are to be proposed by the applicants and approved by STC. Topics related to the applicant's Ph.D. thesis are allowed but not obligatory.
- The grants are <u>supplementary</u>; i.e., "additional" incentive from the society offered to the winning Ph.D. students who are already registered for the degree in Universities and could be receiving finance from other source(s).
- <u>Main principles and operating rules are</u>:
  - Grants will be offered through a "Call for Proposals" on the Website of the society.
  - Each proposal will be peer reviewed by two referees from the members of the STC to be recommended by WCTRS-Y Leader and approved by the STC. In addition, and to facilitate a comparative assessment of the proposals, the Secretary General of the society (being responsible of WCTRS budget) shall act as a generic reviewer of all the proposals.
  - The procedure to examine the reviewers' reports will be performed by the WCTRS Leader, in consultation with the WCTRS President, and the results will be approved by the STC.
  - The best proposal will be granted the "Innovation Grant", while the three proposals next to the best will be granted the "Prestige Grants".

- In cases of proposals with equal merit, priority in awarding the grants will be given to the younger applicant.
- In case no satisfactory proposals are submitted, STC can withhold awarding the grant(s).
- <u>Payment to grant holders</u>:
  - <u>Down payment</u>: 30% of the grant amount upon official awarding by STC.
  - <u>Conditional final payment</u>: 70% of the grant after official acceptance of a paper based on the research topic of the grant in the next WCTR and registration and attendance of the winning applicant, personally, of the conference. <u>In cases when this condition is not satisfied this payment installment shall be withheld</u>. This will be judged by the WCTRS-Y Leader and reported to the STC.
- The four grants' research papers are to be presented in a an Special Session (SS) in WCTR, chaired by the President of WCTRS and organised by the WCTRS-Y Leader, subject to the rules of the SSs of the conference.
- High quality papers based on the grants can be eligible to Prizes offered in WCTR via the PSC Chair and for journal publication through SCC-VC Publications according to the respective rules for each case.

Activity Y-III: WCTRS Young Online Facility
- <u>Aim</u>: Offering an online facility for young members of WCTRS through the Website of the society as an additional benefit of membership, as for example,
  - Producing a New Letter on which they advertise vacancies of Post-Doctoral posts in Universities and jobs for young researchers in transport research institutions worldwide and interviewing seniors of the WCTRS committees, announcing updates on Y-I activity, featuring the winners of Y-II activity grants, etc.
  - Establishing Facebook or mailing group to facilitate exchange of knowledge and discussions on transport research.
  - Etc., as the young members themselves propose.

- Two volunteers from WCTRS young members should volunteer to run this actively and the applicants are to be approved by the STC.
- WCTRS Secretariat shall arrange technical IT and logistic support to the volunteers, if needed.
- WCTRS currently offers $ 1000 as honoraria for the two volunteers (each $ 500) to compensate for the time.
- The above amount of the honoraria can change according to available fund, and the approval of the STC, and shall be announced on the Website of the Society and indicated in the Application Form for each WCTR-Y.
- STC should approve this compensation after recommendation from the WCTRS-Y Leader.

8.3 Eligibility conditions
A) General conditions for application/participation in each of the three activities:
  - Fully paid members of WCTRS.
  - Age < **35** years on the opening day of the next WCTR.
B) Additional "activity-specific" eligibility:
  - For activities I & III: Post Graduate in transportation, Post Doctor in transportation or full time researcher in transport research institutions, laboratories or Universities; at least until the opening day of the next WCTR.
  - For Activity II: University Postgraduates registered for Ph.D. in transportation at least till the opening day of the next WCTR.

WCTRS/WCTR
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2016

9 Membership Types, Eligibility, Benefits & Fees

9. Membership Types, Eligibility, Benefits & Subscription Fees
9.1 Individual Membership
9.1.1 Eligibility of Individual Membership
- Membership of the society is for a maximum of three years and runs from one WCTR to immediately before the next.
- Members can renew directly with the WCTRS Secretariat at any time between conferences, or by registering to attend the next conference.
- The Secretariat will send renewal reminders to past members who have not renewed by 30 September in the conference year.
- Membership will lapse for those members who have not renewed by 30 November in that year.
- Membership can be offered for shorter periods, with reduced fees determined at the discretion of the STC, but all memberships end on the same date. The current policy on such reductions is set out under Individual Membership Fees below.

9.1.2 Benefits of Individual Membership
All members are entitled to have their details included in the Society's on-line membership database and to have access to that database. In addition, membership offers the following benefits.
- A truly international network of transport academics and practitioners, which is the only such worldwide network, with more than 1350 experts interested in transport research, representing over 80 countries.
- A wide variety of SIGs, each dedicated to a specific research topic; from mode specific policy and modelling, to solutions for climate change and disaster resilience. See Chapter 3 for details on SIGs and for full list of SIGs visit; <http://www.wctrs-society.com/special-interest-groups/>
- A free on-line subscription to the Society's two Journals: TP and CSTP. For details see Chapter 7.
- On-line access to the proceedings of past conferences.
- Liaison with some 30 partner journals, which publish the best conference papers of WCTR.

- Access to a WCTRS Elsevier Book Series publishing partnership for Society led research. For details see Chapter 7.
- Outreach to activities jointly with international organisations such as the ITF, WB and UNFCCC conferences.
- Joining WCTRS-Y; including the WCTR-Y orgabised totally by young memebers (Y-I), the Ph.D. Students' Grants (Y-II) awarded to young researchers, and the dedicated WCTRS Young Online Facility (Y-III) with newsletters and job vacancies information. See Chapter 8 for details.
- Opportunities to contribute to the planning of the WCTRs through participation in SIGs and other Society activities.

9.1.3 Individual Membership Fees
- Individual Membership subscriptions are fixed for each three year period and can be changed only by the approval of General Assembly in the Conference preceding the period in question on the recommendation of the STC.
- For the period 2016 to 2019, the full membership fee is $150, with reduced fees of $90 for members from developing countries and $60 for registered students. For avoidance of doubt the members who will be eligible for the $90 fee are those coming from low and middle "GNI per capita" countries according to the most up-to-date "World Bank list of economies".
- Fees will be reduced by one third for those joining on or after 1st January of the year following a WCTR, and by two thirds for those joining on or after 1st January in the second year following a WCTR.
- At its meeting in July 2016, the GA gave the STC the power to raise the fees for 2019 to 2022 by at most 20% above these values.
- Fees are administered through the CMS. The service provider of the CMS will make a payment to the WCTRS Secretariat within a week of the start of each month for all memebrship fees received in the previous month, and will provide an updated set of membership information in the format specified by the Secretariat and will make a final payment of all fees paid at, or immediately before, the conference within one month of the end of the conference. The Secretariat will then audit all membership fee

payments received through the CMS by the end of the September following the conference. For other details about CMS utilisation refer to Chapter 5.

9.2 Organisation Members

Currently there are three classes of Organisation Members; namely Research Organisation Members (ROMs), Supporting Organisation Members (SOMs) and Partner Organisation Members (POMs). Rights to attend the GA and voting rights are covered in Chapter 3 (Section 3.1). Eligibility, subscription fees and benefits of each class are given below.

9.2.1 Research Organisation Members (ROMs); eligibility, subscription fees and benefits

Eligibility:
Research Organisations and Universities (not for profit organisations).

Subscription Fees:
Equal to 8 individual memberships; at developed or developing country rate. To avoid complication of coupling payment of ROMs registration fees during registration through the CMS of each WCTR, the WCTRS Secretariat would invite appropriate organisations to become ROMs after the WCTR, and charge them the difference between the fee and the individual memberships already paid.

Benefits:
Name to be listed under 'Organisational Members' on WCTRS website and opportunity for the ROM to nominate up to 10 persons as ROM individual members. Nominated persons will enjoy same privileges as regular individual members.

9.2.2 Supporting Organisational Members (SOMs); eligibility, subscription fees and benefits

Eligibility:

All institutions and organisations.

Subscription Fees:

SOMs can choose to pay $3000 at once for three year subscription or $1000 for a one year subscription for three consecutive years.

Benefits:

- SOM name to be listed under 'Supporting Organisational Members' on the WCTRS website.
- SOMs are invited to nominate up to 2 persons as "SOM individual members", each of whom will enjoy the same privileges as regular individual members.
- SOMs will have the option of displaying their logos at the bottom of the WCTRS Website and on WCTR material.
- Society will invite an SOM individual member as speaker/panelist or any other role player in the sessions. The costs of the attendance are to be covered by WCTRS general expenditure and not the CDT.
- SOMs will be eligible for a free booth at the WCTR with the costs borne by the CDT finding a sponsor.
- In addition, SOMs taking a three year subscription are entitled to sponsor Named Bursaries at $1000 per bursary for each WCTR.

9.2.3 Partner Organisational Members (POMs); eligibility, subscription fees and benefits

Eligibility:

Not for profit organisations. A case needs to be submitted through the WCTRS President to the Secretary General for STC's approval. The case should clearly state the rationale, the opportunities to exchange, the extent of any exchange of attendance/subscription etc., and the limits to the WCTRS contribution.

Subscription Fees:
POM is open on a reciprocal basis where joint fee waivers are agreed. This is subject to a combined limit of financial contribution agreed by STC (for the period 2016-2019 this is $10000).
Benefits:
The POM will be eligible for up to two paid places at the WCTR. The costs of the attendance are to be covered by WCTRS general expenditure and not the CDT. POMs are invited, in addition, to nominate up to 2 persons as POM individual members, each of whom will enjoy the same privileges as regular individual members.

9.3 Application for Membership
Application Forms for WCTRS Individual and Organisation SOM membership and further details and updates can be obtained from the WCTRS Secretariat.

World Conference on Transport Research Society (WCTRS)
Institute for Transport Studies
34-40 University Road
The University of Leeds
Leeds, LS2 9JT - England

e-mail: wctrs@leeds.ac.uk
Website: www.wctrs-society.com

- Payments should be made by electronic transfer to the bank account shown on the application form wherever possible.
- Confirmation of membership will be sent as soon as payment has been received.

WCTRS/WCTR
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2016

10   WCTR Model Agreement

10. WCTR Model Agreement

10.1 The Agreement and the Memorandum of Understanding

An Agreement for organising a WCTR is to be signed between the President of WCTRS and the Chair of a WCTR CDT in order to formalize the relationship between the two parties and to guide their mutual effort during the process of organising such an important international conference.

The signature of the Agreement is to take place during the Closing Ceremony of the preceding WCTR declaring officially in front of the international transport community and the members of WCTRS, the location city and the name of host site institution(s) and introducing the Chair of the CDT of the next WCTR. See Chapter 5 for details.

As seen from the text of the Agreement given in Section 10.2, it emphasises the full commitment of the Host Site organisers to abide by all the elements of the "WCTRS/WCTR Current Operating Practices" in organising the conference; which sets generic rules that should always be observed and strictly followed by WCTR organisers regardless of the host site.

Meanwhile, past years' practice has indicated that certain site specific points are also important to agree upon between the two parties so as to ensure smooth organisation and success of the conference.

Accordingly, a "Memorandum of Understanding" (MOU) is to be signed between the President of WCTRS and the Chair of the CDT of a WCTR, in addition to the above mentioned "Agreement".

The MOU text is to be based on the observations and recommendations given in the reports of the SSSC and the WCTRS President that result from the visits and the negotiations with the selected Host Site organisers.

The MOU is to be signed during, or a few weeks after, the January meeting of the STC; 42 months before the conference is to be held.

10.2 Model of Agreement between the WCTRS President and the nth WCTR Chairperson on Organisation of the nth WCTR

A model of the Agreement between WCTRS President and the Chair of a WCTR on organisation of the WCTR is given on the following page. In few occasions, however, very slight amendments of the Agreement may be required by either side as, for example, adding to the signatures the name of the Host Site top official responding to local regulations of the host country, and in such cases mutual agreement between the two parties are to be reached before signing.

Agreement between the WCTRS President and the n$^{\text{th}}$ WCTR Chairperson on Organisation of the n$^{\text{th}}$ WCTR

Hereby,

The WCTRS President, … , confirms that the city of … has been selected to be the host site of the n$^{\text{th}}$ World Conference on Transport Research (WCTR-n), to be held in … , 20xx.

The n$^{\text{th}}$ WCTR Conference Directorate Chair, … , agrees with the WCTRS/WCTR Current Operating Practices as set out in the Website of WCTRS; "WCTRS/WCTR Current Operating Practices - 20xx", which is an integral part of this agreement and cannot be considered separately;

The WCTRS President and the n$^{\text{th}}$ WCTR Conference Directorate Chairperson commit themselves to follow the WCTRS/WCTR operating practices above-mentioned.

Name
WCTRS President

. . . . **

Signature   Date:

Name
n$^{\text{th}}$ WCTR Conference Directorate Chair

. . . . **

Signature   Date:

** Kindly precede signature with the statement "read and approved".

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**

WCTRS SCC Tasks - Overview   Draft 20.06.2014, Manfred Boltze

	Task	WCTRS President / STC	SCC Panel	SCC Chair	SCC Vice-Chair SIGs	SCC Vice-Chair Conference	SCC Vice-Chair Publications	SCC Vice-Chair Prizes	Prizes Sub-Committee	TAM	STO STT-Chair	SIG Chair	Remarks
Special Interest Groups	Install SIGs and appoint SIG chairs	Approval	Approval	Support	Lead								
	Provide SIG description and keep SIG website updated				Guidance							Lead	Website supported by the secretariat.
	Recruit SIG members				Guidance							Lead	
	Initiate and organize scientific exchange in SIG meetings and seminars				Guidance					Coordination		Lead	Organisation supported by the secretariat.
	Work with international organisations	Approval	Approval		Guidance					Coordination		Lead	
	Optional consultations of local experts by conducting seminars				Guidance					Coordination		Lead	
Topic Areas and Session Tracks	Install Topic Areas (TAs)	Approval	Approval	Lead		Support							
	Appoint TAMs		Approval	Lead									
	Install STs and appoint STOs		Approval	Coordination						Lead		Support	
	Provide up-to-date TA and ST descriptions		Approval	Coordination						Lead	Support		
	Build the session track team									Support	Lead		
Publications	Identification of journals for publication		Approval				Coordination			Support	Lead		
	Bargain opportunities for special issues and individual paper publications with journal editors						Coordination			Support	Lead		In case several STs address the same journal, the SCC-VC Publications should select one major leader from STOs.
	Select papers for inclusion in special issues and for individual paper publications						Coordination			Support	Lead		To be done in close cooperation with the editors.
	Supervise the process to publish the General Proceedings and the Selected Proceedings						Lead			Support	Support		Publication of General Proceedings is task of the CMS provider. Decision to publish Selected Proceedings is pending.
Call for Papers and Reviews	Build pool of reviewers		Approval			Guidance				Coordination	Lead		
	Design Call for Papers (CfPs)		Approval			Lead				Support	Support		
	Initiate specific CfPs for session tracks					Approval				Coordination	Lead		
	Abstract review		Approval			Guidance				Lead	Support		
	Full paper review		Approval			Guidance				Coordination	Lead		
Conference Program	Arrange papers into sessions for each session track					Guidance				Coordination	Lead		
	Appoint session chairs and build the session time table					Guidance				Coordination	Lead		
	Build the conference program		Approval			Lead				Support	Support		
	Check presence of the session chair and substitute if necessary									Coordination	Lead		This task may be delegated to another person.
Scientific Paper Awards	Nominate members of the Prizes Subcommittee	Approval	Approval	Lead									
	Nominate papers eligible for consideration for prizes							Guidance		Coordination	Lead		
	Select papers for prizes							Lead	Approval	Support	Support		

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
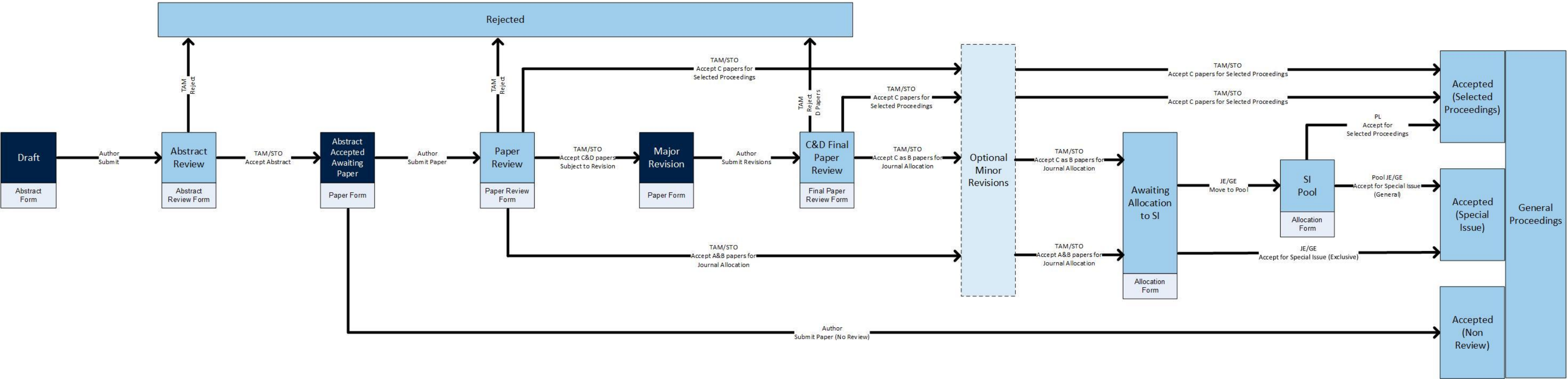WCTR, and also from conference to conference.

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.

Oxford Abstracts   WCTRS Submission Workflow

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.

Call for Papers

Note

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. Els1st-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., Podruhzina, 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

<u>Note</u>

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.

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). <u>See note above</u>.

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 on line.

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

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 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): ....