WCTRS/WCTR
Current Operating Practices
2016

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 The Closing Ceremony (65 min)
Rational:
The closing of WCTR is twofold:
- Prizes and Certificates Handing: 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.
- Handing over to next WCTR: 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 (30 min)
a.Chair: Prizes Sub Committee (PSC) Chair
- Conference prizes (five winners: 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:

www.wctrs-society.com

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 Speakers' Lounge 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

Social Events 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.

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

Exhibitions 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.