



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

**WCTRS/WCTR
CURRENT OPERATING
PRACTICES
2016**



WCTRS/WCTR Current Operating Practices - 2016

Contents

Abbreviations

Preface

1. Background

2. Objective and Scope

2.1 Objective

2.2 Scope

3. Organisation of WCTRS

3.1 Brief on WCTRS Organisation

3.2 Main Duties of the Steering Committee of WCTRS

3.3 Formation of the Steering Committee

3.4 Formation of the Scientific Committee

3.5 WCTRS Special Interest Groups

3.6 Honorary Emeritus Members

4. WCTRS President and WCTRS Secretariat

4.1 Procedure for election of WCTRS President

4.2 Duties of the WCTRS President

4.3 Appointment and Duties of the WCTRS Secretariat

5. Guidelines for Running the WCTR
 - 5.1 How a WCTR is Run
 - 5.2 Duties of a WCTR Conference Directorate (CDT)
 - 5.3 Types of Session
 - 5.4 Professional Standards of Papers
 - 5.5 Preparation of the Presented Papers, the Official Selected Proceedings of the Conference, and Publication of Papers
 - 5.6 Prizes and Prize Selection
 - 5.7 Conference Fees
 - 5.8 Conference Official Languages
 - 5.9 Notes on Conference Management
 - 5.10 Side Activities during the Conference
6. WCTR Host Site Selection and Obligations of Organisers
7. WCTRS Journals and Book Series
 - 7.1 WCTRS Journals
 - 7.2 WCTRS Book Series
8. WCTRS-Young Researchers' Initiative
 - 8.1 Background
 - 8.2 Outlines of the WCTRS-Y Activities
 - 8.3 Eligibility Conditions
9. Membership Types, Eligibility, Benefits and Subscription Fees
 - 9.1 Individual Membership
 - 9.2 Organisation Members
10. WCTR Model Agreement
 - 10.1 The Agreement and the Memorandum of Understanding
 - 10.2 Model of Agreement between the WCTRS President and the nth WCTR Chairperson on Organisation of the nth WCTR

Appendixes

Appendix 01: SSC Tasks Overview

Appendix 02: Conference Timetable

Appendix 03: Paper Submission Workflow

Appendix 04: TAM Duties

Appendix 05: STO Duties

Appendix 06: Call for Papers

Appendix 07: Paper Guidelines for Authors

Appendix 08: Guidelines for Full Paper Reviews

Appendix 09: Guideline on Allocating Papers to Oral and Poster Sessions

Appendix 10: Session Chair Guidelines

Appendix 11: Session Chair Report

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)