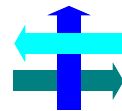


**WCTRS/WCTR
Current Operating Practices
2021**



APPENDIX 09

Appendix 09

Guideline on Allocating Papers to Oral Sessions and Poster Sessions

Note

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

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

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

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

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

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

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

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

1. Preference of the author(s)

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

2. Type of content to be presented

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

3. Fit to sessions and programme structure

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

4. Balance of countries in oral sessions

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

5. Balance between Topic Areas in oral sessions

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