

WCTRS/WCTR Current Operating Practices 2021



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).

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 responsible for effective setting up of making the Conference Management System (CMS) software.

The CDT can, if needed, from 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 CDT provides the CMS (including management of full papers and reviews) and is responsible for the following as one of the services of CMS:

- An abstract (if requested) and paper submission system.
- A conference programme interface.
- Additional services contracted from a CMS may include:
 - 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.

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 CDT will set out which tasks will be conducted by the CDT and which through the CMS in a formal note to STC.
- The CDT will prepare the WCTR Website which will include provision for registration. The CDT will ensure the availability of the electronic CMS on time of launching the “Call for Papers”.
- 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 SIG is the leading organizer and responsible for composing high quality sessions. SIGs report to SCC-VC SIGs about their performance and work with SCC-VC Conference for creating the programme. Topic Area Managers (TAMs) manage the TAs and work with both SCC-VCs to oversee the SIGs functioning. SIGs deliver to the SCC-VC Conference and the CDT one or more fully programmed tracks of poster/presentation sessions.

Guideline for TAM responsibilities and activities are included as Appendix 04. It should be noted that this Appendix is a guide example.

By default, SIG chairs will be responsible for the design and supervision of the running of session tracks that fall within the topic of their SIG. They may appoint other Session Track Organisers (STOs) next to themselves if the circumstances so require. They will remain the overall responsible for designing and supervising the running of the SIG's conference sessions.

Guideline for STO responsibilities and activities are included as Appendix 05. It should be noted that this Appendix is a guide example.

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.

The approved “Call for Papers” should be posted on the WCTRS Website by the WCTRS Secretariat and on the WCTR Website:

STOs are expected to publish the relevant 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 to the SCC for approval. The SCC may in some conferences decide to allow the authors to choose if they need their papers to go for review or not to be reviewed and only presented in the WCTR. In such case, the latter go through a non-review track and invited to submit following the guidance for paper submission, via the CMS. The CDT 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 a previous WCTR.

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 CDT 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 is necessary that all named authors are registered through the CMS. All named authors for multi-authored paper are registered through the CMS.

Using the CMS, STOs then choose sufficient referees for each paper to make sure that at least two useful reviews are received. The CMS 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.

After such final decision on the grade has been made, the CDT 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 (SIs) 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.

Papers graded “C” goes to the WCTR proceedings and “A/B” are considered for journal SIs. 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.

After approval of the Final Programme of the WCTR by the WCTRS President, the Chair of the SCC and the Chair of the CDT, the latter takes necessary actions to post it on the WCTR Website. The WCTRS Secretariat then post it on the WCTRS Website.

5.1.6 Registration for a WCTR

The operational processes related to the registration are handled by the CDT. 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 in full coordination with the WCTRS Secretary General and WCTRS Secretariat. Different banking restrictions can apply to member payments from different countries and this process needs to be clearly traceable. 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 informing the WCTR Secretariat.
- To guarantee keeping the general style and logo of WCTRS on 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 WCTRS, the SCC chair and the SCC V-C Conference for approval, at least two months prior to contracting.
- To submit 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, the election of the new membership of the STC as named by the elected president and request of delegation from the GA to the President for a number of new members of the STC to be added (after its approval) until the next GA.
- The Closing Sessions: the “Closing Scientific Plenary Session” and the “Closing Ceremony”. WCTRS gives special attention to these sessions as they are the conclusion of its main event. A specific protocol of organising those Session is provided in Section 5.3.4. The Host Site should give utmost attention to follow up precisely this protocol and to ensure being fully aware of its requirements.

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 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.

At least one of those SSs 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 Joint Sessions 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.

5.3.4 Protocol of the Closing Sessions

The Closing Sessions take place in the last day of WCTR and include: the ‘Closing Scientific Plenary Session’ and the ‘Closing Ceremony’. 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.

5.3.4.1 The Closing Scientific Plenary Session (45 min)

This session is chaired by the chair of the SCC. It starts with a conference summary for 25 min by the SCC Chair focusing on the main scientific conclusions of the conference. The presentation will include the findings and research opportunities from all TA’s, preferably supplied by the TAMs. The contribution of the conference to the global consensus on the topics will be highlighted. No Q&A is held.

The next, 20 min will be devoted to handing TA Awards. After the end of his/her speech, the SCC Chair invites the WCTRS President and the winners of TAs’ Awards to the stage, announces names of

the winners and the TAMs hand the certificates to their respective awards' winners. A group photo is to be taken.

Allocation of responsibilities for the smooth conduction of the Session:

The SCC Chair 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 supply their one-page summary of the main findings prior to the session.
- Asks TAMs to inform the WCTRS Secretary with the names of the Awards' winners well before the conference so as to get the certificates ready.
- 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.
- Arranges with the CDT for ensuring photos to be taken of the different parts of the session for the archive records and Website of the WCTRS.

Break: (15 min)

5.3.4.2 The Closing Ceremony (45 min)

Session I: Prizes & Certificates' Handing (20 min)

Chair:

Prizes Sub Committee (PSC) Chair.

On the stage:

WCTRS President, Secretary General, Editor in Chief of Transport Policy (TP), the Journal of WCTRS, Leader of WCTRS Young Researchers' Initiative (WCTRS-Y), and Chair of CPC.

Session Protocol:

- WCTRS Prizes (8 min):

PSC Chair announces the winners of the conference prizes: WCTRS Grand Prize, WCTRS Young Prize, WCTRS Poster Prize and Cairo University Prize (see Section 5.6 for details) and

reads a brief note on the paper of the WCTRS Grand Prize for the best Paper in the current WCTR and only reads the titles of the papers of the other three prizes. Certificates handed by WCTRS President.

- TP prize winner (2 min):
Announced by the Editor in Chief of TP and handed by WCTRS President.
- WCTRS-Y PhD Students' Grants (Y-II) holders (5 min):
Announced by the WCTRS-Y Leader and handed by WCTRS President.
- Bursaries Winners (5 min):
Announced by Chair of CPC and handed by WCTRS President.

Allocation of responsibilities for the smooth conduction of the Session:

The PSC Chair is responsible of this session with the following duties.

- Makes necessary arrangement to ensure that all Prize winners attend the session. Since the results of the prizes are approved in the STC meeting the night of the last day of the conference, the finalists of each prize should be alerted by the Chair of the PSC to attend the session prior to announcing the formal result.
- Informs the Editor in Chief of TP, the Leader of WCTRS-Y, and the Chair of the CPC to inform the relevant winners to attend the session.
- 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 and to remain on stage until the end of the session for a group photo.
- Arranges with the CDT for ensuring photos to be taken of the different parts of the session for the archive records and Website of the WCTRS.

Pose (3 min): rearrange the stage.

Session II: Closing & Handover to the next WCTR (25 min)

Chair:

WCTRS Secretary General.

On the stage:

WCTRS President, Chair of Site Selection Sub Committee (SSSC), and the current WCTR CDT Chair.

Session Protocol:

- Current WCTR CDT Chair closing speech (5 min).

In case the CDT Chair of the current WCTR asks for a closing speech (max 2 min) from high profile speaker of the host country the name and position of the speaker should be informed to WCTRS President and Secretary General one month before the start of the WCTR; the session will then be exceptionally extended for 2 min.

- WCTRS President closing speech and thanks (5 min).

- SSSC Chair on Site Selection Report of the next WCTR: (5 min).

SSSC Chair reads SSSC Report and Announces the Selected Host Site of the Next WCTR.

Session Chair invites the Chair of the CDT of the next WCTR to the stage.

- Ceremony of Signature of the Next WCTR Agreement:

Chair of SSSC invites WCTRS President and the next WCTR CDT Chair to the signature table in the centre of the stage, reads the Agreement text (1 min) and asks both to sign and exchange the Agreement (2 min).

CDT Chair of the next WCTR welcome speech (2 min) and Host Site Video (3 min).

- WCTR Token and Flag hand over:

The CDT Chair of the current WCTR is to handover the WCTR token and flag to WCTRS President who in turn shall handover both to the CDT Chair of the next WCTR (2 min).

Allocation of responsibilities for the smooth conduction of the Session:

The Secretary General of WCTRS is responsible of this session with the following duties:

- Ensures that all the panellists on the stage know the sequence of the session and respect the time allocated to each.
- Makes necessary arrangement with CDT for the timely arrangement of the stage and making Video presentation available to the CDT Chair of the next WCTR.
- Ensures that the Token and the Flag of WCTR are available for handover.

5.3.4.3 Note on Preparing Certificates of Prizes and Awards:

- Templates of the certificates for the prizes and awards are the responsibility of the WCTRS Secretary, in collaboration with the Chair of the PSC, the Chair of Dupuit Prize, the Editor in Chief of TP, the WCTRS-Y Leader and TAMs. Those, however, should be approved by the WCTRS President and the WCTRS Secretary General.
- The Chair of the PSC sends 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 of the winners and titles of paper on the template of the certificates to be ready for printing.
- TAMs send electronically to the WCTR Secretary names of their respective awards' winners immediately after those are known in order to insert the information on the template of each certificate.
- The CDT of the WCTR should allow colour 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 before the Closing Ceremony.
- 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. The Chair of the Dupuit Prize should follow the same as above for the Dupuit Prize winner.
- Three months before the WCTR, the Leader of WCTRS-Y informs the WCTRS Secretary the names of the young participants of WCTRS-Y three activities; Y-I, Y-II and Y-III

(Chapter 8 gives the details of those activities), to prepare the certificates and have those signed one day before the start of WCTR because Y-I and Y-III certificates are to be handed in the closing session of Y-I young conference, on the Sunday before the main 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:

- 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 CDT will provide all conference materials for the delegates. These include,

- A conference programme booklet,
- An interactive electronic version of the conference programme ("App").
- Name badges, and
- A separate conference participant list with their affiliations and email addresses.

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's proceedings.

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 (TP) ‘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 based on the quality of the research contribution considering all dimensions, according to the highest standards of the international research community.

The review process is conducted with the highest standards of professional behaviour, 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 global networks; particular contributions to and reputation within WCTRS. The STC appoints the Chair and the members of 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:

The 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 the SCC-VC Prizes who heads the PDS (the Prizes Sub Committee) and recommends its composition to the STC for approval. Currently the PSC includes the Chair of the SCC, TAMs, WCTRS President, the CDT Chair, and a representative of Cairo University, with priority given to members of that University that are also members of the STC or SCC. 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 criteria for each prize will be included together with the Call for Papers in the WCTR Website. 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 of the concerned TAM and STOs decide on the best candidates and **propose** to the PSC for revision and possible prize or award. Members of the PSC will review the nominations and will be encouraged to attend conference presentations of nominated papers. Session chairs could be asked to provide reports on the nominated papers 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 proposals for paper awards to the STC. This is usually done on the morning of the last day of the WCTR.

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 are not required to pay fees to attend for that day. Attendance at the wider conference would need to be paid.

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. If the local language of the host site is other than English, it can be

accepted during a WCTR with the condition that simultaneous English translation should be provided by the CDT including bearing the cost.

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. Approval of the SCC and STC of the number of parallel sessions are obligatory, in consultation with the CDT.

As noted in Section 5.1, Session Chairs will be selected by the STOs and should be guaranteed to attend the conference. 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. Particular attention must be paid by the Session Chair to time keeping for all speakers.

The discussion of presented papers is particularly 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.

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. Papers that were not presented will not be considered for publication. For this purpose, the Session Chairs should inform the Conference Secretariat about any non-attendance.

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 CDT must ensure there is provision for all aspects of registration and other usual logistics for participants and a facility for speakers.

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 specifically important in WCTRS conferences. They give a marvellous 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 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.