



GUIDELINES FOR AUTHORS

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KEY DATES

| Action | Deadline |
|--|---------------------------|
| <ul style="list-style-type: none"> • Abstracts due | January 28, 2019 |
| <ul style="list-style-type: none"> • Notice of abstract acceptance/rejection sent to authors | March 1, 2019 |
| <ul style="list-style-type: none"> • Full papers due • DRAFT presentations due • DRAFT posters due | April 26, 2019 |
| <ul style="list-style-type: none"> • Notice of acceptance/rejection/request for revisions sent to authors | June 14, 2019 |
| <ul style="list-style-type: none"> • REVISED papers/presentations/posters due (if revisions required) | July 12, 2019 |
| <ul style="list-style-type: none"> • FINAL presentations due • FINAL posters due | September 12, 2019 |

GENERAL GUIDELINES

- Submissions will be reviewed for quality, format, and relevance to the session theme, and general interest.
 - Submissions must be substantially different from any selected submissions to other organizations.
 - **Submissions must not favour special interests or be of a commercial nature.**
- Submissions must be submitted through the [Joint Conference online abstract portal](#). Only **PDF and PowerPoint documents** will be accepted. All submissions should be named in the following format: **Last NameFirst Initial – Title – Version #**
- All correspondence and notifications will be emailed to the person who submitted the abstract.
- If the submission is accepted, authors are expected to attend and present at the conference. Any and all costs related to travel to the conference are the sole responsibility of the author.
- Authors not adhering to deadlines may be disqualified.
- All accepted papers and posters will be included in the Conference Papers section of the conference website. Presentations will be available to conference delegates post conference.
- All student papers accepted for the Joint Conference are eligible for the Student Paper Awards. To be considered, principal authors must be registered as full-time students at a recognized post-secondary institution.
- Author changes, additions, biographies and head shots must be received by **August 30**. Changes after this date cannot be guaranteed to be updated in the program or the conference mobile app.

ON-SITE

- Each session is broken down into 90-minute blocks. Sessions with three presentations will have 30 minutes for each presentation (20 minutes to present, 10 minutes for Q&A); sessions with four presentations will have 20 minutes for each presentation (15 minutes to present, 5 minutes for Q&A).
- Presenters will be notified of their presentation time in late July and must respect their allotted presentation time.
- Session rooms will have a screen, projector, laptop, podium with microphone and a microphone at the front for audience questions. **Laser pointers and slide advance clickers are not provided but are permissible should you wish to bring your own.** Presentation sessions will be recorded.
- Authors have the option to present in English, French or both. If you have selected to present in French on your abstract submission form, simultaneous interpretation will be available in the presentation room. Headsets will be available for all delegates.
- A Speaker Ready Room will be available for all presenters to use during the conference to make any edits or adjustments to their presentation. If edits or adjustments are made onsite, the presenter must upload the final version in the presentation room.
- Presenters should always bring a copy of the final presentation on a USB as backup.

GUIDELINES FOR PAPER SUBMISSIONS

CONTENTS OF PAPER

1. Title Page
2. Abstract
3. Text
4. References
5. Tables
6. Figures

TITLE PAGE FORMAT

| |
|---|
| <p>Paper Title</p> <p>Author, working title, company Co-Author (if any), working title, company</p> <p>Paper prepared for presentation at the INSERT SESSION TITLE Session</p> <p>of the 2019 TAC-ITS Canada Joint Conference, Halifax, NS</p> <p>Acknowledgements may be included on the lower portion of the title page.</p> |
|---|

TEXT

- Only PDF documents are accepted.
- Calibri and Arial fonts are required in 11 or 12 point.
- All pages (including those with figures and tables) should be numbered consecutively, with the page numbers centered at the bottom of the page.
- Use only 8 ½ by 11-inch standard format with one-inch margins on all sides; single-space body text; double-space between paragraphs and before and after headings.
- Objectives should be clearly stated.
- Methodology should be technically sound and conclusions properly supported.
- Ensure the paper is reviewed and complete prior to submitting and is well written and easily understood.
- Proofread your paper for spelling and grammatical errors.
- **Papers should contain a maximum of 20 pages, including all tables and figures.**

ILLUSTRATIONS AND TABLES

- Photographs may be in black and white or colour. Resolution must be no greater than 150 dots per inch (dpi).
- Number figures and tables consecutively, in Arabic numerals, with titles for each. Figures should be simple, with good contrast between background and graphics.

STYLE

- Material not original to the paper must be properly referenced with the author's name, title of reference, publisher, place and date of publication, volume or report number and page numbers.
- Authors are responsible for securing copyright clearances and written permissions for presentation or publication from any parties in the research/study or from holders of copyrights on material used in the paper.
- All statements contained within the paper lie solely with the author.
- Appendices should be avoided. Abbreviations, acronyms and symbols must be fully identified the first time they are used in the paper.

SAMPLE REFERENCES

Anderson, J., Weiland, C., and Muench, S. (editors). 2011. "AE-5 – Context Sensitive Solutions." In *Greenroads Manual v1.5*. Redmond, WA: Greenroads Foundation, pp. 219-230.

Batchelor, S. 2009. "Measuring Highway Maintenance Performance." In *2009 Annual Conference and Exhibition of the Transportation Association of Canada - Transportation in a Climate of Change*. Ottawa, ON: Transportation Association of Canada.

Federal Highway Administration (FHWA) Office of Asset Management. *Transportation Asset Management Case Studies Life-Cycle Cost Analysis: The Pennsylvania Experience* [online]. Updated: 10/23/2013. [Viewed 16 April 2014.] <http://www.fhwa.dot.gov/infrastructure/asstmgmt/dipa206.cfm>

Pérez-Zuriaga, Ana M., Camacho-Torregrosa, Francisco J. and García, Alfredo. 2013. "Tangent-to-Curve Transition on Two-Lane Rural Roads Based on Continuous Speed Profiles". *Journal of Transportation Engineering*. 139 (11): 1048-1057.

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GUIDELINES FOR PRESENTATION SUBMISSIONS

INTRODUCTION SLIDE

Please include the following:

- Presentation title
- Author, working title, company
- Co-Author (if any), working title, company
- Presentation prepared for 'Name of the session' of the 2019 TAC-ITS Canada Joint Conference, Halifax, NS
- Acknowledgements may be included at the end of the presentation

FORMAT

- Use PowerPoint 4:3 format or wide screen format only.
- Videos presented at the conference will not have audio.
- Graphics and equations must be inserted as jpeg or gif pictures at appropriate resolution.
- Limit each slide to one main idea.
- Use text, photos, charts, and graphics but avoid using all of these on one slide.
- Ensure that the entire audience can read all your slides, not just the people sitting in the front row.
- Use no more than five to seven lines per slide. More than seven words per line are usually illegible. Leave space, roughly the height of a capital letter between lines.
- Use size to establish a hierarchy for headings, sub-headings, and text.
- Choose one or two typefaces that are easy to read, such as Sans Serif. Do not clutter your slide with too many fonts.
- Leave blank space around charts and graphs. Text placed too close to graphs except for labels and numbers looks cluttered.
- Balance animation, video, transitions, and special effects. Using "builds" to lead the audience through a slide by exposing one point or line at a time can be effective.
- **Presentations should contain a maximum of 25 slides, including all tables and figures.**

STYLE

- References should be noted within the text by a number in brackets, with a full list of references, by number, at the end of the presentation. See page 4 for reference examples.
- Authors are responsible for securing copyright clearances and written permissions for presentation or publication from any parties in the research/study or from holders of copyrights on material.

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GUIDELINES FOR POSTER SUBMISSIONS

CONTENT

- Include title, author names and institution affiliations across the top of the poster in letters (1 – 2" high)
- Introduction/Objectives
- Statistical or analytical methods
- Summary/Results
- Conclusions, future directions and acknowledgements

FORMAT

- Text should be dark on white or light paper
- Use short statements or bullet points
- Avoid abbreviations, acronyms and jargon
- Present your main ideas in 6 lines or less
- Use Sans Serif fonts (ex. Arial or Helvetica) instead of Serif fonts (ex. Times Roman)
- Use simple charts, drawings and illustrations similar to PowerPoint presentations
- Include titles or labels, labeled axes and identified units
- Poster board size specifications are 4'h x 8'w
- Print the poster on one large sheet with columns. Material should be arranged in a logical sequence (typically starting at top left and ending at bottom right).
- Text and illustrations should be readable from 3 feet away
- Use pictures, graphs and tables instead of text where possible.

PRESENTING YOUR POSTER

- Prepare a brief five-minute presentation to present to participants
- Bring handouts and/or business cards
- Bring sketch paper and markers to encourage participant discussion

LOGISTICS

- Authors must attend the poster session to provide details and answer questions during the allocated poster time.
- Authors are responsible for printing and shipping their posters to the conference. If shipping on-site, please ship to your hotel guest room or the conference's contracted shipping company (to be provided upon request).

ON-SITE

- Accepted poster presenters will be provided with a poster setup schedule and schedule of when to be present at posters
- Poster presenters will have a dedicated poster board side to display their posters
- Posters should remain on display for the entire conference and can be removed on the final day

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