2026 SPEAKER GUIDELINES
Technical and Research Paper Sessions

On behalf of the Program Committee, thank you for participating as a Paper Session speaker at the **ITS America Conference & Expo 2026,** taking place in Detroit, Michigan, June 9-12. We recognize that active communication between speakers and moderators is essential for the success of the sessions, and we want to share key information to help you prepare. Questions should be directed to the Conference Manager, Dana Stange.

Preliminary program
Check the program tab at the Education Website for current details.

Conference registration
As a reminder, all speakers and moderators should register and pay on our Conference Website **by March 30, 2026.** Moderators and speakers are eligible for a **discounted registration rate**. To register, select the Speaker category that best fits your profile — no code is required. We encourage you to register early to secure the best rate.

Please note:
- **Exhibitor Booth Personnel** and **Exhibit Hall Only** badges **do not grant speaker or attendee access** to session rooms.
- All speakers must have either a **Speaker** badge or a **Full Conference** badge to access session rooms.

Paper session format
Paper sessions are composed of presentations of accepted technical and research papers submitted by ITS experts on a variety of topics encompassing practical, economic, technological, organizational, and societal aspects of ITS. They aim to encourage the exchange of information on deployment, ranging from improving the operational use of systems and services to research and development in support of new applications. ITS America will appoint a moderator to lead the session.

Sessions typically:

- Include one moderator and **3–4 presenters**
- Run for **60 minutes**
- Feature consecutive presentations followed by Q&A (either after each speaker or at the end, as decided by the moderator)
- Have **one designated presenter per paper**

Responsibilities of your session's moderator
The moderator manages the session at the Conference and orchestrates their session participants' presentation order to produce a lively and informative session. This involves coordinating and guiding the speakers in their preparation for the session and acting as the emcee. The moderator has the final decision on the order of the speakers during sessions. Another key moderator duty is to direct a Q&A segment during the session where the session attendees can raise questions with the speakers once all presentations are complete, or during the session if preferred.

Allotted speaking time
All paper sessions are 60 minutes, and how the time is distributed between speakers is entirely up to the moderator. The moderator will need time to introduce self, the session, and each speaker immediately prior to their presentation (or at the beginning for panel discussions), and then leave time for Q&A before summing up the session. As a rule, each speaker's allotted time is as follows:

4 speakers - up to 12 min. each
3 speakers - up to 15 min. each

Verbal presentation style
Presentations should be well organized to illustrate the highlights of the final paper. We recommend that speakers do not read a script verbatim.

Pre-Session Preparation

Liaison with the moderator
Your moderator will be assigned in the months leading up to the Conference. Moderators are requested to contact their speakers before the Conference to check on their progress, obtain their presentations for review (if you have not uploaded it to the speaker portal), and prepare a question for each presentation. Please respond to all reasonable requests by your moderator as soon as you can.

The speaker portal will be open until the end of the conference
Speakers can upload presentations and final papers, and access other documents in their task list at the speaker portal. We encourage speakers to review their profiles and add their brief professional BIO.

All presentations must be uploaded in advance to the speaker portal by the date below, or you will need to load it to the podium laptop on your session day. If you have any issues while on-site, stop by the Speaker Lounge for assistance the **day before the scheduled session.**

Speakers are responsible for updating and completing any unfinished tasks in their profile in the speaker portal by the deadlines below. Your edits and changes will be reflected in updates to the Conference website's program.

By 11:59 pm ET on February 24, 2026
- Update your profile
- Update your biography
- Upload your photo
- Sign speaker agreement
- Download formatting instructions/template for papers

By 11:59 pm ET on May 22, 2026
- Upload final paper(s) (if you have an update since your original paper upload)
- Presentation slides uploaded
- Submit your PowerPoint slides to your moderator for review
- Provide a brief professional biography for your moderator's introduction purposes at the Conference (highlight your name, title, organization, and a sentence or two about your relevant expertise)

PowerPoint template
An official Conference PowerPoint template is available in the task area of the speaker portal. Speakers are strongly encouraged to use this template — especially the official title slide.

Simple rules for the PowerPoint format

- Please ensure that only one (ideally the first) slide illustrates the speaker and/or company to avoid the presence of commercial presentations
- Do not exceed 10 lines on a slide
- Do not exceed 15 slides, especially if slides "build"
- Use standard fonts (such as Arial) with font sizes not less than 24pt

If the presentation is prepared in MAC format, please be sure to test your PowerPoint in the Speaker Lounge at least 1 day before the session.

Speaker changes
If something occurs that prevents you from giving your presentation, please advise the Conference Manager, Dana Stange, immediately with your replacement so that the program can be adjusted.

On-site at the Conference

Pre-session briefing
To ensure your session runs smoothly, we ask that moderators and speakers meet at their session room **15 minutes before** the session starts to confirm that all presentations have been loaded correctly and that all support equipment is operating to the moderator's and speakers' satisfaction.

Speaker Lounge | Huntington Place Convention Center | Room 320 | Level 3 |
The Speaker Lounge is available for all organizers, moderators, and speakers to meet and discuss their session, and for speakers to work on and practice their presentations. We recommend that you bring your own laptop as equipment is very limited in the Speaker Lounge.

The Speaker Lounge hours are subject to change.

8 | Tuesday, 12:00pm – 5:00pm   **10** | Thursday, 9:30am – 5:00pm
9 | Wednesday, 9:30am – 5:00pm   **11**| Friday, 9:30am – 2:00pm

Session room audiovisual
Each session room will include:

- Laptop (PC), mouse, podium with microphone, screen
- Head table microphones for Q&A
- Pre-loaded presentations (if uploaded via speaker portal in advance)
- Wireless wi-fi (no hard lines are provided)
- On-site technical support

Promotion of your session
We encourage moderators and speakers to promote their participation via social media, newsletters, and other communication channels. Speakers will receive personalized promotional assets to share with your networks. Find general media and press information here.

Thank you in advance for your contribution to the success of the ITS America Conference & Expo 2026. We look forward to seeing you in Detroit.