



SEPTEMBER 18-22, 2022 | LOS ANGELES CONVENTION CENTER  
**TRANSFORMATION BY TRANSPORTATION**

## ORGANIZER and MODERATOR GUIDELINES

International and Regional Forums | Special Interest Sessions  
Strategic Technology Sessions | Workshops

On behalf of the International Program Committee (IPC), thank you for participating in the **2022 ITS World Congress**, taking place in Los Angeles, September 18-22. The Congress organizers recognize that the active participation of the organizers and moderators is essential for the success of the sessions, and we want to share key information regarding the management of your session.

### Official Congress language

The official language of the congress is English. All speakers are therefore requested to give their presentation in English.

### Preliminary program

The final schedule will be published for all sessions soon. Check the [World Congress website](#) for current details.

### Congress registration

As a reminder, all speakers should have registered and paid by July 29. If you have not registered, this must occur prior to arrival to the Congress. As a speaker, you're entitled to a discounted registration rate. Register [here](#) as soon as possible for the best speaker discount. No special code is needed. For speakers in Strategic Technology Sessions, International and Regional Forums, your regional program coordinator should have provided a speaker code to receive an additional discount.

**Please be aware that Exhibitor Booth Personal and Exhibit Hall Only badges do not grant speaker access to session rooms. Speakers are required to have a Speaker badge or a Full Conference badge.**

### Responsibilities of the organizer

Organizers are responsible for the format of the session, the recruitment of the moderator and speakers, and the regular updates to your session in the [speaker portal](#). Your edits and changes will be reflected in updates to the World Congress website's program.

**WWW.ITSAMERICAEVENTS2022.COM/WORLDCONGRESS**

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## Responsibilities of the moderator

The moderator manages the session before and during the Congress and orchestrates their session participants' presentations 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 that include formal presentations rather than a panel discussion. There is a general expectation amongst delegates and speakers that the order of the speakers as shown in the program applies. Changes from this order should be limited to cases where there is a reason to do so. 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. We recommend that moderators prepare a question of their own for each speaker. For workshops, the session format is completely up to the organizer and moderator, therefore no formal guidelines apply.

## Pre-Session Preparation

Organizers and moderators should work together to contact their speakers **prior** to the Congress to:

- Encourage speakers to log in to the [speaker portal](#) to update and complete any unfinished tasks in their record.
- Confirm if they will use PowerPoint slides, obtain their presentations to review them for realistic length
- If not shown in the speaker portal, obtain your speakers' brief professional biographies for introduction purposes at the Congress (introductions should be very brief, highlighting name, title, organization, and a sentence or two about the speakers' relevant expertise)
- Advise speakers of the session format and the presentation order. Some speakers have an expectation that they will be able to give a lecture. We know from past Congresses that a more interactive approach is best.
- Confirm their allocated speaking time
- Confirm that they understand that they are required to register and pay no later than their arrival to Congress.

## Communications with speakers

Your regional program coordinator **will not contact** your speakers to advise them of details unique to your session. Organizers and moderators are responsible for managing all communications with speakers, including the distribution of any specific instructions you wish to convey.

## Allotted speaking time

All Sessions (except for Workshops) are 90 minutes. How the time is distributed between speakers is entirely up to the organizer and moderator. Consider that the moderator needs 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, for formal speaker presentations, each speaker's allotted time is as follows:

5 speaker presentations	12 - 15 minutes each
4 speaker presentations	15 - 18 minutes each
3 speaker presentations	18 - 25 minutes each

**NOTE: Workshops are 1.5 hours – 3 hours long depending on the session. The session format is completely up to the organizer and moderator; therefore, no formal guidelines apply.**

### **Speaker changes**

If something occurs that prevents a speaker from giving their presentation, please arrange for a substitute speaker and advise your regional program coordinator immediately so that the Program can be adjusted. Regional program coordinators are listed at the end of this communication.

### **PowerPoint template**

An official World Congress PowerPoint template for sessions is available on the speaker portal in the speakers’ task list. It is recommended that speakers use this template when preparing presentations. The official title slide is particularly important to use, and we ask that you encourage this.

### **Simple rules for the presentation**

- Use the official ITS World Congress template, or at the very least, the official title slide
- Please ensure that only one (ideally the first) slide illustrates the speaker and/or company to avoid the presence of commercial presentations
- Use light colors on a dark background
- Do not exceed 10 lines on a slide
- Do not exceed 15 slides especially if slides “build”
- Use standard fonts (Arial) with font sizes not less than 24pt

### **Speaker/Moderator access to the speaker portal until August 26**

Speakers are required to upload their presentations in the [speaker portal](#) prior to midnight, EDT on August 26.

All presentations must be uploaded in advance to the speaker portal or loaded to the podium laptop in the session by the speaker. Please bring your presentation on a thumb drive for this purpose. If you have any issues while onsite you can stop by the speaker ready room **the day before your scheduled session** for assistance.

## **Onsite at the ITS World Congress**

### **Speaker Lounge | Los Angeles Convention Center | Room 401**

A Speaker Lounge is available for all organizers, moderators, and speakers. This is a room specifically for speakers, organizers and moderators 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.**

<b>18</b>   Sunday	8:00 am – 5:00 pm	<b>21</b>   Wednesday	7:30 am – 4:30 pm
<b>19</b>   Monday	7:30 am – 4:30 pm	<b>22</b>   Thursday	7:30 am – 2:30 pm
<b>20</b>   Tuesday	7:30 am – 4:30 pm		

*The Speaker Lounge hours are subject to change.*

### Session room audio visual

Laptops (PCs) are provided at the podium in all session rooms. If previously submitted, speakers will be able to access their presentation on the podium laptop from the desktop. If technical assistance is required during the sessions, there will be roving technicians to assist.

### Pre session briefing

To ensure your session runs smoothly we ask that moderators and speakers meet at their session room **15 minutes prior** to the session start time to confirm that all presentations have been loaded correctly and that all support equipment is operating to the moderator's and speakers' satisfaction. If you have questions regarding the session, please contact your regional program coordinator shown at the end of this communication. For general information on the Congress visit the official [World Congress Website](#).

### Promotion of your session

We welcome any assistance and ideas regarding the promotion of your involvement through your communication channels, e.g., social media, and/or by forwarding details of your participation to/through e-newsletters to your broader networks. Resources to assist you in any outreach.

- [World Congress Website](#)
- [Marketing & PR Tools](#)
- [Facebook](#)
- ITS America events channel: @ITSAEVENTS
- Twitter: #ITSWC2022

Thank you in advance for your contribution to the success of the 28<sup>th</sup> World Congress on Intelligent Transport Systems. We look forward to seeing you in Los Angeles.

### Regional Program Coordinators

Americas	Asia Pacific	Europe, Middle East and Africa
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