



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

MODERATOR GUIDELINES

Technical Paper Sessions

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 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 [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. As a reminder, your regional contact for speakers in Strategic Technology Sessions, International and Regional Forums should have been provided these speakers a 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 moderator

The moderator manages the session at the Congress and orchestrates the 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.

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Another key moderator duty is to direct a Q&A segment where the session attendees can raise questions with the speakers once all presentations are complete, or after each presentation. We recommend that moderators prepare a question of their own for each speaker.

Paper session format

Paper sessions are composed of presentations of accepted papers submitted by international 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.

Scientific and Technical Paper sessions will typically feature a moderator and 4 to 5 speakers within a 90-minute session. These sessions typically have a set format of presentation followed by Q&A by each presenter or at the end of the session (to be determined by moderator).

Each paper will be presented by only 1 speaker however, moderators may allow additional speakers for a paper on a case-by-case basis. Regardless, the time allotment will remain the same as for a single speaker. Please note: Only 1 speaker registration discount is available per paper.

Allotted speaking time

All paper sessions are 90 minutes and how the time is distributed between speakers is entirely up to the moderator. Consider that 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 time for Q&A before summing up the session. As a rule, 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

Audience questions can either be asked at the end of the session, so that all presenters have enough time to give their presentation, or if time allows, immediately after each presentation. Moderators will decide which model they prefer and are encouraged to prepare one question per speaker as audiences usually need prompting.

Moderator access to the speaker portal until August 26

Moderators have been granted access to their session in the [speaker portal](#). The portal enables viewing of the session information, speakers' contact information, and editing access to your own profile. We encourage moderators to look at the session to gather speaker information and to review presentation uploads.

Speaker access to the speaker portal until August 26

Speakers have been granted access to the session at the [speaker portal](#) and editing access to their BIO field and areas specific to their profile only.

Pre-Session Preparation

Moderators should 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
- Obtain 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
- Confirm their allocated speaking time
- Confirm if they will use PowerPoint slides, and that the number of slides is realistic
- Confirm that they understand that they are required to register and pay no later than their arrival to Congress.

Communications with speakers

ITS America will stay in communications with paper session speakers however, only for administrative purposes. If a speaker withdraws their paper for any reason, ITS America will adjust the on-line program platform. Please check back at the [speaker portal](#) for updates as the Congress nears. **If you become aware of a speaker who will not present their paper, immediately contact your regional program coordinator shown on the last page so we can adjust the session accordingly.**

Speaker changes

If something occurs that prevents a speaker from giving their presentation, please 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 in order to avoid commercial presentations
- PowerPoint slides ratio should be in 16:9 format
- 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

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

PowerPoint uploading to the speaker portal by 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.**

18 Sunday	8:00 am – 5:00 pm	21 Wednesday	7:30 am – 4:30 pm
19 Monday	7:30 am – 4:30 pm	22 Thursday	7:30 am – 2:30 pm
20 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.

Order of presentation

To produce an informative and interesting session, the International Program Committee has recommended the best presentation order for each session as shown in the Preliminary Program; accordingly, speakers are requested to present in this order. At the discretion of the moderator, the order of presentation may be revised to best suit the style decided by the moderator.

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 28th World Congress on Intelligent Transport Systems. We look forward to seeing you in Los Angeles.

Regional Program Coordinators for paper sessions

Americas	Asia Pacific	Europe, Middle East, Africa
Susan Nicoletti ITS America snicoletti@itsa.org	Haruko Ide ITS Japan h-ide@its-jp.org	Delphine Soubies ERTICO ITS – Europe d.soubies@mail.ertico.com