SPEAKER 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 speakers is essential for the success of the sessions, and we want to share key information regarding 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.

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.

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. 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.

Pre-Session Preparation

Liaison with the moderator
Moderators are requested to contact their speakers prior to the Congress to check on the relevant requirements, obtain your presentations for review (if you have not uploaded it to the speaker portal), and to prepare a question for each presentation. Please respond to all reasonable requests by your moderator as soon as you can.

Speaker access to the speaker portal until August 26
Speakers can access the speaker portal to upload presentations and to access other documents in their task list. We encourage speakers to review their profiles and add their brief professional BIO.

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

Some simple rules for the presentation
- Use the official ITS World Congress template, or at the very least, the official title slide
- 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 Ready Room at least 1 day prior to the session.

PowerPoint uploading 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 you. 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.

Verbal presentation style
Presentations should be well organized to illustrate the highlights and complement the final paper. To ensure lively presentations, we recommend that speakers do not read their script verbatim. Speakers should ensure that the presentation can be given within the time allocated.

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 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 if you plan to work or review your presentation 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.

Speaker changes
If something occurs that prevents you from giving your 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.

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 and speakers' satisfaction. If you have questions regarding the session, please contact your regional program coordinator shown on the last page. 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 session

Americas	Asia Pacific	Europe, Middle East and Africa
Susan Nicoletti	Haruko Ide	Delphine Soubies
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