SPEAKER 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 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.

Responsibilities of your session moderator
The moderator manages the session before and during the Congress. 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 will be limited to cases where there is a reason to do so. The moderator will 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. For workshops, the session format is completely up to the organizer and moderator, therefore no formal guidelines apply.

Pre-Session Preparation

- Speakers are responsible for updating and completing any unfinished tasks area of their record in the speaker portal. The presentation upload deadline is August 26. Your edits and changes will be reflected in updates to the Word Congress website's program.
- Submit your PowerPoint slides to your moderator for review.
- Provide a brief professional biography for your moderator's introduction purposes at the Congress (highlight your name, title, organization, and a sentence or two about your relevant expertise)

Allotted speaking time

All Sessions (except for Workshops) are 90 minutes. How the time is distributed between speakers is entirely up to the moderator. 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 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.

PowerPoint template

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

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

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 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.

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.

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 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

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