



Institute of Transportation Engineers

2012 Technical Conference and Exhibit – *Managing Operational Performance...Exceeding Expectations*

March 4-7, 2012, Pasadena Convention Center, Pasadena, California, USA

PRESENTATION:

Speakers:

- Speakers who have submitted an abstract **are required** to submit a paper for the *2012 Technical Conference and Exhibit Online Compendium of Technical Papers*. PowerPoint presentations **are not** adequate.
- Invited speakers who did not submit an abstract are strongly encouraged to submit a paper (or a summary of their presentation, at minimum).
- For papers with multiple authors only one author may present. Additional authors should be listed on the paper.
- Presentation time is limited to **15 minutes** with an additional question and answer period at the end of the session (excluding conversation circles).
- PowerPoint presentations are recommended (excluding conversation circle participants).
- Speakers must bring a laptop. ITE will provide a LCD projector and screen.
- Speakers are requested to bring a copy of their presentation on one of the following media: CD-ROM or USB flash drive to the session.

Panelists:

- Panelists who have submitted an abstract **are required** to submit a paper for the *2012 Technical Conference and Exhibit Online Compendium of Technical Papers*. PowerPoint presentations **are not** adequate.
- Panelists who did not submit an abstract are strongly encouraged to submit a paper (or a summary of their presentation, at minimum).
- Panelists will participate in an informal discussion by providing their own perspective and encouraging discussion among the audience.
- Conversation Circle panelists are **not required** to give a PowerPoint presentation.

PAPER REQUIREMENTS:

- Paper submissions should be submitted via email to Eunice W. Chege at echege@ite.org by **Monday, February 13, 2012**.
- **File name:** Name file with Publication ID provided on confirmation form.
- **File size:** Maximum 3 MB (e-mail) with no file compression and no additional software requirements. *There is no minimum or maximum page length for the paper as long as it corresponds with the file size limit. Papers typically range from 5–20 pages in length.*
- **File format:** Adobe Acrobat PDF.
- **Font:** Helvetica, Times New Roman, or Arial. Please use only one font throughout your paper. You may use color text and/or graphics.
- **Page margins:** 1.0 inch each on the left, the right, at the top and at the bottom of each page. Keep the margins clear.
- **Paragraphs:** Single-spaced with a double space between paragraphs.
- **Notes:** Use endnotes as needed, not footnotes.
- **Headers and footers:** Do not use headers and/or footers.
- **Paper title:** The first line (at 1.0 inch) of your paper, centered across the page. The typeface for this line is 16-point type.
- **Author names:** The next line should list the author(s) name(s) in a string, separated by commas, centered across the page. Suggested typeface for this line is 12-point type.

- **Paper abstract:** Include a 200–250 word abstract at the beginning of the paper, single-spaced. Start the text at 0.5 inches below the author line.
- **Paper text:** Use single-column format and 12-point type for the text.
- **Author information:** At the end of the paper, before the endnotes, one paragraph per author. Include name, title, employer, address, phone and fax numbers and e-mail address.

A sample paper is available online at the ITE 2012 Technical Conference and Exhibit web site.

TRANSFER OF COPYRIGHT AGREEMENT:

- All paper submissions for the *2012 Technical Conference and Exhibit Online Compendium of Technical Papers* require a Transfer of Copyright Agreement (TOC).
- The TOC must be **signed by all the authors**. If not, the paper will not be published in the compendium.
- A blank TOC will be sent via email to the corresponding author once the paper has been received by ITE.
- The primary author/speaker must assume full responsibility for securing any necessary clearances and permission for publication from any contracting or supervisory agencies involved in the research, or from holders of copyrights on materials involved in the paper. ITE will assume that such clearances have been obtained.
- All signed TOCs should be faxed to Eunice W. Chege at +1 202-785-0609.

REGISTRATION:

- All speakers and panelists **must register** for a one-day registration at minimum.
- Register by **February 11, 2012** to receive the early-bird rate.
- ITE does not pay for any costs associated with your participation (i.e., travel, hotel, registration, etc.).
- For registration forms and information please visit www.ite.org/conference.

CONFERENCE SITE:

- ITE's **2012 Technical Conference and Exhibit** will be held at the **Pasadena Convention Center in Pasadena, California**. Please visit www.ite.org/conference for hotel information.

CONTACT INFORMATION:

- All correspondence and/or questions should be directed to:

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