



Institute of Transportation Engineers

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

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

PRIOR TO CONFERENCE:

- Two weeks prior to the conference an email will be sent to the presiders containing a link to a website where the papers will be available for review.
- Presiders should prepare questions for the question and answer period based on the session and paper topics outlined in their session summary.

SPEAKER INTRODUCTION:

- Presider will welcome attendees and state session learning objective.
- Presiders will introduce each speaker.
- Introductions will consist of the name, title, organization of the speaker, and the presentation title.
- To maximize the amount of time available for the presentations and questions, the introductions will NOT include a biographical sketch of the speaker.

SESSION DAY:

- Participants should meet in their session room **30 minutes prior to the start of their session.**
- Presiders can meet with the session speakers during this time for last minute coordination.

Traditional Technical Sessions:

- Traditional technical sessions are scheduled for **90 minutes.**
- Each speaker has **15 minutes presentation time.**
- Presiders should hold all questions until the end of the session; this allows **20-30 minutes for questions and discussion.**
- Presiders should enforce presentation time limit.

REGISTRATION:

- All presiders **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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