The guideline and procedure of World Congress on ITS

(ver.1.4, May18 2017)

ERTICO-ITS Europe/ITS America/ITS Japan

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1. Objective and maintenance of this document

1.1. Objective
The World Congresses on ITS (hereinafter referred to as the ITS World Congresses) have been organised every year since 1994, rotating among the three regions: Europe, the Asia Pacific and the Americas usually in autumn (September – November). The ITS World Congresses are respectively organised by ERTICO for Europe region, ITS America for the Americas region and ITS Japan for the Asia Pacific region in cooperation with the host country, its local authorities, and the larger region.

The preparation and execution of the Congresses have been conducted in accordance with the protocol agreement of the ITS World Congress under the Memorandum of Cooperation between ERTICO, ITS America and ITS Japan and the practices based on the experiences of the three organizers (ERTICO, ITS America, and ITS Japan, hereinafter referred "the three organizers"). However there are many processes and rules that are not explicitly written in the above mentioned agreement. In particular, there has been no concrete documentation of guidelines and procedures for the preparation and execution of the Congresses, the absence of which causes confusion and waste of time and effort among the people in organizing the Congress. As new Host Cities come on board, "the three organizers" think that the compatibility among the Congresses is crucial for their continuing success.

To address this need, "the three organizers" have developed this document for the ITS World Congress hosts to assist their planning and execution of a successful Congress.

1.2. Maintenance of this document
This document should be reviewed and updated every year by "the three organizers" after reviewing and evaluating the Congress just completed.   An updated version of these guidelines should be released at the spring World Congress Board of Directors meeting.

1.3. Structure of the ITS World Congress
The program of ITS World Congress includes the following events:
- Opening and Closing Ceremonies
- Plenary Sessions
- Executive Sessions
- Special Interest Sessions
- Paper Sessions
  - Scientific Paper Session
  - Technical Paper Session
  - Interactive Session
- Exhibition
- Demonstrations
- Technical visits
- Social Events

 *Optional: Ministerial Round Table / High Level Round Table

The above-mentioned events are included in the official program. Other meetings should be regarded as the ancillary meeting, which may be organized at the discretion of the host region outside the official program of the World Congress.

The official language of ITS World Congress is English.

2.   Organizational Structure

2.1.   The Role and responsibility of Board of Directors/International Program Committee and Organizing Committee

2.1.1.   Introduction
Within the overall framework of the Memorandum of Cooperation among "the three organizers" to collaborate on a range of issues related to Intelligent Transport Systems, "the three organizers" desire to structure their cooperation on ITS World Congresses in the protocol agreement.

"The three organizers" believe that the interests of public authorities, developers, users and operators of Intelligent Transport Systems in Europe, Asia Pacific, the Americas and elsewhere in the world can be more effectively supported by the continuation of a series of annual World Congresses. These would give a prestigious platform for the presentation and discussion of advanced concepts, research results and deployment activities. Each Congress should be the site of a major exhibition of new equipment, systems and operating practices to limit the increasing number of expensive, duplicative conferences devoted to this subject.

In order to provide for the necessary co-operation that will assure balanced and timely scheduling of the Congresses, each participating region should nominate members to the World Congress Board of Directors and the International Program Committee.

2.1.2.   "The three organizers" responsibility for the World Congress Board of Directors
"The three organizers" shall have oversight over the activities of the World Congress Board of Directors to ensure strategic compliance and responsiveness to the needs of the organizations' members.

(1) The Role of World Congress Board of Directors
The role of the World Congress Board of Directors is to serve as the senior advisory body of the World Congresses on ITS. The Board's duties are as follows.
● to schedule annually an ITS World Congress in a location within the Host Region[1] not less than four years before the dates of the Congress by the respective Region.   It is envisioned that a preferred venue would be known to the Region up to five years before the Congress in question. The location rotates every year (Europe, then Asia-Pacific and then the Americas).

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[1] One of the three regions to host the ITS World Congress

- to establish such guidelines and procedures as are necessary to facilitate the planning and conduct of each ITS World Congress and to achieve compatibility between successive Congresses.
- to assign the responsibility for the detailed planning and organization of each ITS World Congress to the Host Region; the Board of Directors shall retain responsibility for monitoring the good management of each ITS World Congress. If this is not the case, the Board of Directors has the right to recommend appropriate action to the MOC[2] Executive Committee. The Executive Committee shall consist of 12 members in total nominated by the CEOs of "the three organizers".
- to monitor that the three regions[3] fulfill their duties.
- to approve the nomination of the International Program Committee Chair for each ITS World Congress.
- to actively endorse and support the theme agreed-upon for each ITS World Congress.

(2) Nomination of World Congress BOD
- 15 representatives from each region
- Nomination of Board of Directors members will be left to each of "the three organizers" to decide for their respective regions in order to reflect their local situation and needs. The nomination will be the exclusive responsibility of each of "the three organizers" respectively for their own regions, as stated here above, without requiring consensus among "thre three organizers". Each region, represented by the respective organizers (hereinafter ref. "the organizer"), will be informed about the other regions nominees.
- With the recommendation of ITS America, ITS Japan and ERTICO, the board may invite other countries or groups of countries to join and may accept new partners (approved first by their own region), to the Board for inclusion within the 15 member slots permitted per region.

(3) Chairman of WC BOD and Decision of WC BOD
- The Chairman of the Board shall be a representative from the region that will host that year's Congress. It is up to the Host Region to propose one candidate to the Board members. He or she begins to hold office at the conclusion of the previous year's ITS World Congress and will serve for one year until his or her Congress has taken place.
- Wherever possible, Board of Directors decisions will be taken by consensus. In the event of a vote, each region will have one vote. In the event of a tie vote, the Chair may exercise an additional casting vote.

2.1.3. Organizing Committee
- The Host Region for every World Congress shall establish an Organizing Committee to plan and implement the Congress in accordance with the rules and regulations established by the World Congress Board of Directors.

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[2] Memorandum of Cooperation between ERTICO, ITS America and ITS Japan
[3] Europe, Asia-Pacific and Americas

- The Organizing Committee shall be made up of participants from the Host Region; the Organizing Committee Chair shall also be from the Host Region. The Organizing Committee comprises representatives from a wide range of sectors within the ITS community in the Host Region.
- The Organizing Committee will carry out certain of the Host's responsibilities and obligations on its behalf, including overseeing Host Region policy matters, Host country progress, high-level liaison within Host country and reporting on the Host country sponsorship, promotion, planning, matters and program to the Board of Directors.

2.1.4 International Program Committee (IPC)

- The International Program Committee is composed of international experts nominated from "the three organizers".
- The Committee has the responsibility for designing and preparing the conference program of the ITS World Congress. It shall arrange the sessions for the Congress, according to the themes of the Congress.
- The Committee nominates speakers for Plenary Sessions and Executive Sessions, and selects Special Interest Sessions in the 1st IPC Meeting to be held in late January to early February of the Congress year.
- The Committee shall make a rough sketch of Scientific/Technical/Interactive Sessions in accordance with the review result from each Regional Program Committee in the Paper Allocation Meeting (2nd IPC Meeting) to be held in late March (Ref. sec 4.4.3).
- The Committee is responsible for the review and final selection of submitted papers although the preliminary work should be done in advance by the Regional Program Committees.
- The Chair of the International Program Committee shall rotate among the regions. The Host Region shall propose a candidate and his/her nomination shall be approved by the ITS World Congress Board of Directors.
- The Chair of the International Program Committee authorizes academic journals to publish excellent scientific papers and provides them with the list of the papers selected by reference to the reviewer evaluations (Ref. sec 5.6).

2.1.5 Regional Program Committee

Each region should set up a Regional Program Committee in order to collect the Special Interest Sessions proposals from its region by the 1st IPC Meeting, and review and accept technical papers submitted for its region by the 2nd IPC Meeting. The Regional Program Committee shall set up a paper reviewing procedure and contact paper reviewers in order to review the submitted technical papers. The Regional Program Committee of the Hosting Region should elaborate a draft program at a glance where all sessions are slotted, starting by grouping scientific/technical papers to create such sessions.

2.1.6 Financial issue
Each region is responsible for its own income generation, expenses and any surpluses that are achieved.

2.2   Continuity among ITS World Congresses

2.2.1   Chairperson of the Board of ITS World Congress and International Program Committee
To ensure the continuity among ITS World Congresses, it is desired that the Chairperson(s) of the previous year's ITS World Congress Board of Directors stays on the Board for another year. The same rule applies to the Chair of the International Program Committee.

2.2.2   Passing Messages to the following Congress
To ensure the compatibility and continuity among Congresses, the Opening statement by the Host Region at the Opening Ceremony should take into account of the message from the previous Congress and the summary prepared by the Host Region at the Closing Ceremony should be directed to the next Host Region. The Executive Committee shall supervise it.

3   Opening and Closing Ceremonies

3.1 Opening Ceremony
The Organizing Committee is responsible for planning and executing the Opening Ceremony. The Opening Ceremony should typically include an opening welcome address by a representative from the Host Region, and equal length speeches from the three regions.
"The three organizers" are responsible for selecting the speakers in their regions as well for as the contents of the Opening statement delivered by the Host under the supervision of the Executive Committee. The Opening statement should refer to the Congress Theme and the continuity from the previous Congress.
The program should be proposed and endorsed at the Board of Directors meeting preceding the ITS World Congress. The Executive Committee is responsible for following-up the decision taken at the Board of Directors meeting.
The Opening Ceremony is open to all registered attendees to the Congress.
The Organizing Committee is responsible for clarifying the definition of attendees.

For the success of the Opening Ceremony, the Organizing Committee is responsible to ensure the final confirmation with the speakers at the pre-meeting immediately before the Opening Ceremony, which includes:
● Ceremony outlines
● Seating assignments
● Staging instructions (Moving lines on the stage)

3.2 Closing Ceremony
The Organizing Committee is responsible for planning and executing the Closing Ceremony.
The Closing Ceremony is usually divided in three distinctive parts:
● Closing (or concluding) address given by the Host Region

- Introduction of the future (up to three) ITS World Congresses
- Passing the Globe Ceremony

"The three organizers" are responsible for selecting the speakers in their regions as well as for the content of the Closing statement delivered by the Host under the supervision of the Executive Committee. The Closing statement should include the summary of the Congress and bridging to the next Congress.

The program should be proposed and endorsed at the Board of Directors meeting preceding the World Congress. The Executive Committee is responsible for following-up the decision taken at the Board of Director meeting.

The Closing Ceremony is open to all registered attendees to the Congress.
The Organizing Committee is responsible for clarifying the definition of attendees.

For the success of the Closing Ceremony, the Organizing Committee is responsible to ensure the final confirmation with the speakers and "Passing the Globe Ceremony" participants at the pre-meeting immediately before the Closing Ceremony, which includes:
- Ceremony outlines
- Seating assignment
- Staging instructions (Moving lines on the stage)

4　Sessions Management

4.1 Plenary Sessions (PL)

4.1.1　Objective
Important figures from today's world of ITS will discuss their global views on key ITS issues.

4.1.2　Structure
Sessions are open to all delegates.
There are three cases for Plenary Sessions (PL).
Case 1: The one organized as part of Opening Ceremony (or in conjunction with Opening Ceremony),
Case 2: One or more organized as separate sessions, and
Case 3: The one organized as part of Closing Ceremony (or in conjunction with Closing Ceremony).

4.1.3　Process
- The Organizing Committee is responsible for planning and fixing the content of the Plenary Session, and the session proposals should be discussed at the Executive Committee before getting endorsed by the International Program Committee.　The Organizing Committee is also responsible for securing a moderator and a speaker from local/national authorities, politicians, industry, and academia.

- The panel is comprised of speakers equally from the three regions and a moderator. The three organizers are responsible for identifying the speakers and communication with them.
- It is up to each region to create a contact details database.
- Each region shall send invitation letters to speakers as well as any relevant communication. The Host and the region in charge of organising the Congress should provide the template letter to the other regions. The letter should be signed by the Chair of the Organizing Committee and the respective CEO of "the three organizers".
- The Organizing Committee is responsible for providing Plenary Session speakers with guidelines, timelines and onsite procedures in consultation with the three organizers.
- Each region shall provide the region in charge of the organization of the Congress and the host with all speaker information about the Plenary Sessions in due time for publication in Congress brochures (namely Preliminary Program and Final Program).
- The organizer in the Host Region will liaise with the other regions to ensure the co-ordination of the sessions.
- The organizer in the Host Region will check the accuracy of the Congress Schedule (allocation of sessions into rooms and time slots) together with the IPC.
- For the success of the sessions, the Organizing Committee is responsible to ensure the final confirmation with the moderator and speakers at the pre-meeting immediately before the session, which includes:
    - Session outlines
    - Checking of presentation and confirmation of the interpretation if any
    - Point of discussion, Q&A
- After the Congress, each region should send "appreciation letter" to the speakers/moderators of Plenary Sessions.   The host and the region in charge of organising the Congress should provide the template letter to the other regions (Ref: sec. 16. "Letter Templates"). The letter should be signed by the Chair of the Organizing Committee and the respective CEO of "the three organizers".

4.2 Executive Sessions (ES)

4.2.1   Objective
- High-level industry executives, public officials and academia experts from around the world will share their global and strategic views on ITS achievements, issues and challenges.

4.2.2   Structure
- Sessions are open to all delegates.
- Each Session is 90-minutes long, and shall have 4 speakers usually with 1 moderator.

4.2.3   Process
- The number of Executive Sessions and their themes/topics should be agreed and defined by the International Program Committee Meeting (1st IPC).

- Once the Sessions have been agreed upon, they are equally distributed among the three regions who will be asked to supervise the sessions they have been assigned.
- The region supervising the session should provide the Session Description (4-5 lines), which should be agreed on at the 1st IPC.
- The region supervising the session should propose one speaker and one moderator for this particular item. The two other regions are responsible for providing their speakers' names (1 or 2 by region, determined at the 1st IPC).
- Once the moderators/speakers are selected in its region, each region is responsible for sending an official "invitation letter" to them. The host and the region in charge of organising the Congress should provide the template letter to other regions. (Ref: sec. 16. "Letter Templates"). The letter should be signed by the Chair of the Organizing Committee and the respective CEO of "the three organizers".
- It is up to each region to create a contact details database for its moderators and speakers.
- In case the requested speaker (or moderator) is not available to talk in the Executive Session, each region is responsible to find a replacement for its speakers/moderators.
- Each region shall provide the region in charge of organizing the Congress with all relevant information about Executive Sessions in due time for all material to be published (in the Preliminary Program and Final Program).
- Each region is responsible for sending "invitation letter" to its moderators and speakers (so the letters are sent by region, not per session!). The letter should include the necessary information, such as session information, session format, registration conditions and so on.
  The Congress Host and the region in charge of organising the Congress should provide the template letter to other regions (Ref: sec. 16. "Letter Templates").
- The Host and the region in charge of organizing the Congress will check the accuracy of the Congress Schedule (allocation of sessions into rooms and time slots) together with the IPC.
- About eight weeks before the Congress, each region should send "guidelines" including presentation and registration information to its speakers/moderators. The Host and the region in charge of organising the Congress should provide the template letter to other regions (Ref: sec.16. "Letter Templates").
- After the Congress, each region should express its appreciation in writing to the speakers/moderators of Executive Sessions. The host and the region in charge of organising the Congress should provide the template letter to other regions (Ref: sec. 16. "Letter Templates"). The letter should be signed by the Chair of the Organizing Committee and the respective CEO of "the three organizers".

4.3 Special Interest Sessions (SIS)

4.3.1 Objective
- These sessions should delve deeply into topics and offer fresh perspectives and insight on an ITS topic for developing and deploying ITS.

4.3.2 Structure
- Sessions are open to all delegates.
- Each Session is 90-minute long and shall have +/- 4 speakers with 1 moderator.

- Sessions are organized at the request of interest groups. However, they must fit in the overall program and must not be just a sales pitch for a product.

4.3.3 Process

Special Interest Session Proposals are submitted in response to the Call for Papers (CfP) or by special request to the Regional Program Managers[4].

Information requested for submission:
- ・ Clear contact details of the proposer/organizer
- ・ Proposed session title
- ・ Company/organization coordinating the session
- ・ A description /approximately up to 100 words description of session content
- ・ Names of 4-5 potential speakers and job titles
- ・

- Each region shall set up a contact details Dbase with its proposed sessions.
- The IPC members should review all the proposals received for Special Interest Sessions and check on possible overlaps at the 1st IPC meeting.
- Each region is responsible for selecting Special Interest Session proposals. Preparatory work should be done by the respective Regional Program Committees before the meeting.
- Once the selection is completed, each region is responsible for sending a "notification letter" to its respective organizers in the region. The Host and the region in charge of organising the Congress should provide the template letter to other regions with the signs of the IPC Chair and respective CEOs of "the three organizers" (Ref: sec 16. "Letter Templates").
- Each region is responsible for following up and contacting the Special Interest Session organizers for any relevant missing information about the Session.
- Each region shall provide the host or hosting region with all relevant information about Special interest Sessions in due time for all material to be published (in the Preliminary Program and Final Program). Deadlines to do so should be provided by the Host and the region in charge of organising the Congress.
- The Congress Host and the Regional Congress Program Representative will check the accuracy of the Congress Schedule (allocation of Sessions into rooms and time slots) together with the IPC.
- About eight weeks before the Congress, each region should send "guidelines" including presentation and registration information to its SS organizers. The Host and the region in charge of organising the Congress should provide the template letter to other regions (Ref: sec16. "Letter Templates").
- Each region is responsible for the on-site management of its Special Interest Sessions.
- After the Congress, each region should express its appreciation in writing to the proposers/organizers of Special Interest Sessions for their efforts during the Congress. The Host and the region in charge of organizing the Congress should provide the template letter to other regions

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[4] People in charge of session programs management in ERTICO-ITS Europe (EU), ITS America (Americas) and ITS Japan (AP)

(Ref: sec. 16. "Letter Templates"). The letter should be signed by the Chair of the Organizing Committee and the respective CEO of "the three organizers".

4.4 Scientific Paper Sessions (SP)

4.4.1 Objective

These sessions are a major forum for academic and scientific excellence to share substantial findings and achievements on an advanced topic and to inspire an intensive discussion in that field.

4.4.2 Structure

Sessions are open to all delegates.

Each session is 90-minutes long and shall have 4-5 papers to be presented and one moderator.

12-15 minutes should be allowed for one paper presentation, followed by a 3-5 minutes questions and answers period.   However, it is at the moderator's discretion on how to chair the session.

4.4.3 Process

(1) The Host Regional Program Committee[5] is responsible for assigning three regional reviewers to provide a peer-review of all scientific papers submitted (Ref: sec.5. "Paper Management" for the details). The Scientific reviewers' list should be provided by each of the three organizers.

(2) Following the review process, the organizer in the Host and the region in charge of organizing the Congress will formally accept, reject, or conditionally accept papers from three regions within the paper management system.

(3) The paper Allocation Meeting of the International Program Committee (the 2nd IPC) will work as follows:

● The IPC Chair shall convene the 2nd IPC Meeting for the paper allocation in late March. The Host and the region in charge of organizing the Congress should prepare the materials (a card per paper) and in grouping all of the accepted and conditionally accepted papers according to their paper topics.

● The members of the IPC should group 4-5 papers under the same topic to create a session and give an appropriate title to the session they've just created.

● "The Host and the region in charge of organizing the Congress should prepare the Congress Schedule (allocation of sessions into rooms and time slots) in order to avoid conflict of sessions that fall into the same "topic".

● The Schedule should be shared with and agreed upon by the three regions.

(4) The Host and the region in charge of organizing the Congress should notify the paper authors of the selection result through the Paper Management System. In principle, the original text of the reviewers' comments shall appear on the notification. Authors of accepted papers should be informed of the session details and the guidelines for the final paper submission. These guidelines should also be available on the Congress website.

(5) In the case of any region being notified of a paper withdrawal, it should inform "the organizers" in the Host and the region in charge of organizing the Congress who will be responsible for informing the

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[5] the regional committee in the Host Region

three regions about the updates regularly. If a session dwindles to one or two papers, Host and the region in charge of organizing the Congress may transfer the remaining papers to other session(s).

(6) Moderator nomination:
- The Host and the region in charge of organizing the Congress assign sessions to the three regions (basically 1/3 for each) and provide an example of invitation letter.
- The three regions then nominate moderators for the assigned sessions. Each region is responsible for sending invitation letters to its moderators, to create a regional moderators' list, and to send it to the organizer in the Host and the region in charge of organizing the Congress.

(7) About eight weeks before the Congress, the Host and the region in charge of organizing the Congress should provide the moderators and speakers with "guidelines" including presentation and registration information. The moderators should be informed of the speakers participating in his/her session. They are requested to communicate with the speakers before the session in order to produce an informative session.

4.5 Technical Paper Session (TP)

4.5.1 Objective

These sessions aim to provide engineers and researchers with a venue for broad-ranging discussion on technical subjects as well as the institutional, business and economic aspects of ITS.

4.5.2 Structure

Open to all delegates.

Each session is 90-minutes long and shall have 4-5 papers to be presented and one moderator.

12-15 minutes should be allowed for one paper presentation, followed by a 3-5 minutes questions and answers period.   However, it is at the moderator's discretion on how to chair the session.

4.5.3 Process

(1) Each Regional Program Committee is responsible for the peer-review of technical papers submitted from its region (Ref. sec.5 "Paper Management" for the details).

(2) Following the review process, each region will formally accept, reject, or conditionally accept papers from their respective regions within the paper management system.

(3) The Paper Allocation Meeting of International Program Committee (the 2nd IPC)

- The IPC Chair shall convene the 2nd IPC Meeting for the paper allocation in late March. The Host and the region in charge of organizing the Congress prepares the materials (a card per paper) and in grouping all of the accepted and conditionally accepted papers according to their paper topics.
- The members of the IPC should group 4-5 papers under same topic to create a session and give an appropriate title to the session they've just created.
- The Host and the region in charge of organizing the Congress should prepare the Congress Schedule (allocation of sessions into rooms and time slots) in order to avoid conflict of the same "topic" sessions.
- The Schedule should be shared with and agreed upon by the three regions.

(4) The Host and the region in charge of organizing the Congress should notify the paper authors of the selection result through the Paper Management System. In principle, the original text of the reviewers'

comments shall appear on the notification. Authors of the accepted papers should be informed of the session details and the guidelines for the final paper submission. These guidelines should also be available on the Congress website

(5) In the case of any region being notified of a paper withdrawal, it must inform Host and the region in charge of organizing the Congress who will be responsible to inform the three regions about the updates regularly. If a session dwindles to one or two papers, the Host and the region in charge of organizing the Congress may transfer the remaining papers to other session(s).

(6) Moderator nomination

- The Host and the region in charge of organizing the Congress assign sessions to the three regions (basically 1/3 for each) and provide an example of invitation letter.

- The three regions then nominate moderators for the assigned sessions. Each region is responsible for sending invitation letters to its moderators, to create a regional moderators' list and to send it to the Host and the region in charge of organizing the Congress.

(7) About eight weeks before the Congress, the Host and the region in charge of organizing the Congress should provide the moderators and speakers with "guidelines" including presentation and registration information. The moderators should be informed of the speakers participating in his/her session. They are requested to communicate with the speakers before the session in order to produce an informative session.

4.6 Interactive Sessions (IS)

4.6.1 Objective

These sessions provide a space for an interactive discussion via a poster presentation or two stages presentations including a short oral presentation followed by a poster presentation. It is hoped that this climate of free, face-to-face dialogue leads to further innovations in the field.

4.6.2   Structure

Sessions are open to all delegates.

Each session is 90-minutes long and shall have between 10-30 papers to be presented, depending on the available space, or in the case of a session of the two stages, shall have 6-15 papers. Each session should be chaired by a moderator.

- The first stage is a short oral presentation session, using 1-3 slides.   There is no time for questions and answers.

- The second stage is a poster session. Speakers should have one-to-one contact with the audience using a poster or a computer. Moderator is requested to go the rounds of the speakers and ask a few questions to invite casual discussions.

4.6.3 Process

(1) Each Regional Program Committee should separate its accepted technical papers into 2 sessions, Technical Paper Session and Interactive Session, or may allocate the papers whose author has expressed an intention to present the paper in Interactive Session. They are submitted to the International Program Committee (IPC) for decision.

(2) Once the choice has been agreed on by the IPC, the Host and the region in charge of organizing the Congress should allocate them into sessions, rooms and time slots according to their paper topics.

(3) The Host and the region in charge of organizing the Congress should notify the paper authors of the selection result through the Paper Management System. In principle, the original text of the reviewers' comments shall appear on the notification. Authors of the accepted papers should be informed of the session details and the guidelines for the final paper submission. These guidelines should be also posted at the Congress website.

(4) In the case of any region being notified of a paper withdrawal, it must inform the Host and the region in charge of organizing the Congress who will be responsible to inform the three regions about the updates regularly.

(5) Moderator nomination

- In the case a session of being two-tiered, the Host and the region in charge of organizing the Congress assign sessions to the three regions (basically 1/3 for each) and provide an example of invitation letter.

- The three regions then nominate moderators for the assigned sessions. Each region is responsible for sending invitation letters to its moderators, to create a regional moderators' list and to send it to the Host and the region in charge of organizing the Congress.

(6) About eight weeks before the Congress, the Host and the region in charge of organizing the Congress should provide the moderators and speakers with "guidelines" including presentation and registration information. The moderators should be informed of the speakers participating in his/her session. They are requested to communicate with the speakers before the session in order to produce a lively and informative session.

4.7   Onsite Sessions' Management (all sessions except Interactive Sessions)

The Host Region shall prepare the 'Sessions' Materials' that will be of help during all the Congress Sessions.

❖ Bag (per room and per day)
  - Final Program (as well as a word version completely up to date)+ Congress schedule
  - Name plate holders
  - Office supplies (adhesive tape, note pad, pen, highlighter, marker, small envelopes …)
  - "Reserved for Speakers" signs
  - Large envelope (1 per session)

❖ Large envelope (per session)
  - Session poster in A3 format (Session' title, description, Speakers' names)
  - Name plates for moderator and speakers
  - Contact lists in A4 format (1 for moderator, 1 for technician, 1 taped on the envelope for hostess)
  - Session evaluations

During the Congress itself, the Regional Program Managers will hold a Sessions' pre-meeting in order to check that the final preparations of the Sessions are going well, that there are no last-minute

technical problems, that all the presentations are downloaded on the intranet/network, in the order of presentations, and that the moderator of the Session is present (a session cannot start without a moderator), or alternatively learn about possible last-minute change of moderator and/or speaker(s) and help in the necessary updates (table names ….). Hosts/hostesses and technicians should also be present in all the Special Sessions' meeting rooms for assistance.

5   Paper Management

5.1 Basic rules

5.1.1 Scientific Paper

The organizer in the Host Region is in charge of paper management, peer reviews, and decision on acceptance of papers, as well as of correspondence with authors (speakers) of the three regional scientific papers.

5.1.2 Technical Paper

The three organizers are in charge of data management, peer reviews, and decision on acceptance of papers, to correspondence with authors (speakers) of its own technical papers.

5.2 Call for Papers and Preparation

"Call for Papers" is prepared by the Host Region and the Organizing Committee and posted on the website and distributed as a brochure to each region by the Host Region.

The Host Region is responsible for developing the paper management system; the operation test of the paper management system should be checked by the three organizers, from each standpoint of authors, paper managers and reviewers.

5.3 Checking papers

5.3.1 Region

In principle, authors shall submit their papers to the appropriate regions (America, Europe and Asia-Pacific) in the registration through the web-site of the Organizing Committee.

With regard to papers considered to belong to another region by the Regional Paper Manager[6], they shall be transferred, for review, to the region concerned regardless of the native countries/ regions of authors. After this procedure, they shall be managed by the region concerned.

5.3.2 Points to be checked

- Is there is a problem in paper file? Can figures, tables and text be read? Is there a garbled part?
- Does a paper have contents to be worth being reviewed? Isn't it extraordinary poor?

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[6] Person in charge of paper management in ERTICO-ITS Europe (EU), ITS America (Americas) and ITS Japan (AP)

- Has a paper been submitted to a correct paper type, Technical or Scientific?
- Has a paper been submitted to the right region?
- Are there redundant papers?

5.4 Review

5.4.1 Overview

Paper type	Proofreaders Reviewers	Number of papers	Acceptance rate (for reference)	Rank	Evaluation items
Technical	1 reviewer per paper from the region the paper has been submitted for	Some 5 papers per reviewer	From 80% to 90%	High Low	Accepted Conditionally accepted Publish Only (Appears only in proceedings without presentation) Rejected
Scientific	3 reviewers per paper, 1 per region	Some 3 papers per reviewer	50%	High Low	Accepted Conditionally accepted Accepted as Technical Rejected

- Review is performed through the Paper Management System.   Review Form is, in principle, prepared by the Host Region.
- Assignment of Reviewer: Referring to paper topics, papers shall be looked over and be assigned to reviewers, either by Regional Paper Manager for Technical Papers, or by the Host Region for Scientific Papers.   In principle, they shall not be assigned to a reviewer belonging to the same organization than the author's.   Reviewer's name shall not be made public.
- Forwarding of papers to reviewers: Review period is freely decided in three regions.   In case of bug in the system, reviewers shall be requested to keep records of evaluations until the IPC Meeting ends.

5.4.2 Scientific Paper
(B and D may not always apply)
A: Accepted as a Scientific Paper to be presented in Scientific Paper Session
B: Conditionally accepted as a Scientific Paper: Author is required to submit the amended paper to the reviewers for the final judgment.
C: Accepted as a Technical Paper to be presented in Technical Paper Session
D: Accepted as a Technical Paper to be presented in Interactive Session
E: Rejected

5.4.3 Technical Paper

(B, C, D and E may not always apply)

A: Accepted as Technical Paper to be presented in Technical Paper Session

B: Conditionally accepted:

B-1 Conditional accepted as a Technical Paper in Technical Paper Session. Author is required to submit the amended paper to the reviewers for the final judgment.

B-2 Accepted Merge: Method for accepting papers considered to be brought together, since they were submitted from the same author or the organization with remarkably similar contents, or they have extraordinary poor or duplicated contents. They shall be brought together in one paper and presented as a single Technical Paper in Technical Paper session. One main paper is accepted (Accepted Merge) and the others are treated as not accepted (Rejected Merge).

C: Accepted as a Technical Paper to be presented in Interactive Session

D: Publish only: Only appears on the proceedings, not on the program, and not presented in sessions. Registration fee is charged. (Same with the registration fee for accepted papers, or the half; decided by the Organizing Committee)

E: Rejected Merge: Papers rest of B-2 shown above

F: Rejected

5.5 Final paper submission

5.5.1 Guidelines

The guidelines for the final paper submission shall be prepared by the Host Region, and in principle, sent to authors with the notification letter for acceptance through Paper Management System. They are also available on the website.

5.5.2 Copyright transfer

Copyright of a paper should be transferred to the Host Region and Organizing Committee. Authors are requested to return the completed Copyright form with his/her final paper or during the draft paper submission phase.

5.5.3 Proceedings Publication

All papers should be available for the registered delegates/speakers/moderators/students before the first day of the event in whatever media (website, USB and etc) which should have the following items or functions:

- ISBN (International Standard Book Number) * not mandatory
- Search function in Paper ID, paper type, authors, organization and country
- Text Search in keywords

5.6 Journal publishing

The Chair of the International Program Committee authorizes academic journals to publish excellent scientific papers and provides them with the list of the papers selected by reference to the reviewer

evaluations. The Organizing Committee supports the process if necessary. The author is encouraged to expand the paper and add new materials before submitting to the journal.

5.7 Website for Papers

**ITS World Congress
Website Paper Management System**

Author
Paper Submission
- Scientific (S)   4000s
- Technical (T)
    America   1000s
    Europe   2000s
    Asia-Pacific   3000s

Accepted Author
- Paper Selection Notice
- Session Program
- Guidelines

Speaker
- PowerPoint
- Biography
Registration / Payment

Web System
Server
Speaker Info
Authors Info
Abstract
Paper
Session Program
PPT file
Registration

Moderator
- Speakers Info
- PowerPoint files
- Biographies

Reviewer
- Access to papers
- Filling in Evaluation Form

Host Region
Administration
 - All papers and DB
 - Submission System
 - Review System
Download
 -All papers and DB
Review
 - Scientific papers

Regions
Management
 - Region (T) papers & DB
Download
 - Region (T) papers & DB
Review
 - Region (T) papers

Publication
Preliminary / Final Program
CD-ROM

6   Social Events

The Organizing Committee is responsible for organising the activities below.

6.1 Gala Dinner

The Gala Dinner, organised by the Organising Committee takes place in the evening of the second or third Congress day and caters for up to 1200 people (first come, first serve basis) according to the case of recent World Congresses, but it should be carefully estimated. This activity will be financed partly by Congress registrants and partly by sponsoring organizations.

6.2 VIP Dinner

The VIP Dinner takes place in the evening of the first full congress day or following the Opening Ceremony and caters for up to as many invited persons as the host can reasonable accommodate. "The three organizers" are entitled to invite an equivalent number, depending upon the size of the venue: however, it is understood that the Host may need additional space to accommodate its local needs.   Ideally, the dinner should be arranged to invite at least 50 people from each region.   The three organizers are responsible to select the guests from their respective region and to transmit them the invitations.   This banquet will be attended by the Plenary speakers, High-Level Representatives of the public authorities, members of the industrial sector from all parts of the world, Members of the different Committees, etc. Each region is responsible to select the guests from its region. The VIP Dinner expenses shall be covered by the Organising Committee.

6.3 Welcome Reception

The reception should be organized for between 2,000 and 3,000 people.　The reception will be held in the Exhibition Hall and such in order to enable those in attendance to establish contacts with the Exhibitors without formalities. The Reception shall be financed by the Organizing Committee.

7 Promotion

Each region is responsible for ensuring wide-ranging and regular promotion and advertising of the World Congress within its region. Each region can create a Promotion Committee, if needed, and should then appoint members and a chair.

7.1 Publishing

The Organizing Committee is responsible to edit and distribute the following publications in English.

(1) The leaflet

　　The first leaflet promoting a World Congress is to be distributed not earlier than the first day of the World Congress three years before the Congress and no later than fifteen months before the Congress.

(2) The first announcement

　　It includes the information on the date, the venue and the congress theme of the World Congress. The first announcement and call for papers (refer (5)) is to be distributed not earlier than 1 May of the year prior to the Congress and no later than thirteen months before to the event.

(3) Sponsor prospectus

　　It includes the information of the category of sponsorship and the benefit of each category.

(4) Exhibition sales prospectus

　　It includes the information on the exhibition layout, price of stand and contact person of each region.

(5) Call for papers

　　The Organizing Committee and "the organizer" in the Host Region are responsible for Call for papers. It includes the information on guidelines of submission of scientific and technical papers and paper topics, special session proposals and key dates (Refer "5.2 Call for Papers and Preparation").

　　The Call for Papers can be developed no earlier than 1 May of the year prior to the Congress and no later than thirteen months before the event. The brochure should be distributed at the ITS World Congress one year before at latest.

(6) Preliminary program

　　It includes detailed information about ceremonies, all session programs, exhibition, technical visits and other congress information, including registration and cancellation policies and hotel accommodation. The preliminary program should be released no later than 4 months before the Congress. Electronic version will be made available on Host and all regions websites.

(7) Final program

　　The material should be comprised of the latest program and complete information about the Congress. It is to be distributed onsite of the ITS World Congress.　The electronic version will be made available on Host and all regions websites

(8) Proceedings

　　Proceedings in electronic media (ref.sec.5.5.3) should contain the final scientific and technical papers

submitted at the time of production, and be available in the Congress bag to Congress delegates.

7.2 Sponsorship

The Organizing Committee is responsible for generating sponsorship income as one of the three major forms of income for the Congress. The other major financial resources are registration fee and exhibition sales.

There may be several categories for the financial contribution and event sponsorship, depending on the amount of the contribution and benefits assigned it. These are left to the host organizers to determine.

Examples of the benefits of sponsorship, as typically seen at a Congress include, but are not limited to:
- Display of sponsor's name or logo at events, sessions and web-site
- Speech opportunities at events
- Complimentary tickets to sessions and events

The examples of the event sponsorship typically seen at a Congress include, but are not limited to:
- Opening and Closing Ceremony
- Welcome Reception, VIP dinner, Gala dinner
- Badge holder,
- Internet Cafe
- Congress Bag
- Shuttle, VIP shuttle

7.3 Logo Mark

The Organizing Committee is to create a graphical logo to symbolize its World Congress. The logo is to be used to represent the World Congress in advertising and promotional materials.

An easily recognizable feature of the Host City should be included prominently in the logo (for example, the Golden Gate Bridge for San Francisco). Please refer to 7.3 World Congress Logo in the appendices which shows some of examples of the logo marks of the past World Congresses.

The logo mark must include the wire-frame globe, the name of city and the year of the Congress.

Regarding the wire-frame globe, the arrows are to be included. The globe should be tilted approximately 23.5 degree angle to reflect the current rotation of the Earth's axis. Use of some dots on the edge of the globe is optional.

Regarding the name of the Host City, the name of the venue is not required.

Regarding the year of the World Congress, the date of the Congress is optional. The sequential number of the World Congress ("XXth World Congress on ITS") is also optional.

8 Exhibition

The entities in the non-Host Regions should be treated equally as those in the Host Region in all respects including access to exhibition spaces booking and rental fees.

8.1 Announcement of Exhibit sale

Announcement of Exhibit sales cannot start earlier than 24 (twenty-four) months before the Opening day of the relevant World Congress.

8.2 Payment

The Organizing Committee may select alternative methods for payment.　Wire-transfer should be included as one of payment methods from overseas. The fees related to wire-transfer shall be paid by a recipient　except those occurred at sender's side.

8.3 Sale Promotion and Commission

The contract signatory in the Exhibition Sales Agreement should pay commission to non-Host Regions exhibition agents based on their exhibition sales.

The Commission should be based on the uniform rate agreed among ITS America, ITS Japan and ERTICO and specified in the Exhibition Sales Agreement.

8.4 Exhibition Manual

The contract signatory shall publish an Exhibition Manual (Regulations) no later than 6 months before the relevant World Congress on the Congress website.

The Manual includes exhibition schedule, check-up list, booth installation and dismantling regulations, operational regulations, various application forms, cancellation policy, information on delivery carriers and official registers vendors at the venue.

9 Demonstrations

The purpose of demonstration is for participants to view and understand the most advanced ITS Technology through the benefit through the hands-on experience. It is also expected that general public will gain a greater appreciation of the ITS Technology via these demonstration either through firsthand experience of the coverage or the mass media.

The Organizing Committee is responsible for organizing demonstrations. The Committee can establish the working group with demonstrators to prepare the demonstrations.

10 Technical Visits

Participants will be provided the opportunity to take part in field trips and tours in order to get a closer look at the latest ITS technology in action outside exhibition venue. Technical tours to other countries as well as domestic sites may be included and listed as Pre Congress Visits and Post Congress Visits. The Organizing Committee is responsible for the technical visits.

11 Logistics

11.1 Language

English is the Congress language. If simultaneous translation is requested by regions or ITS national organizations, the agreement should be made between the parties involved.

11.2 Registration

Registration should include at least the following categories at least:
- Delegate (Full-event/One-day)
- Speaker/Moderator (Full-event/One-day)
- Student (Full-event/One-day)
- Exhibition Visitor
- Accompanying Person (Spouse/Partner)
- Press
- Working Staff from the three organizations should be provided with the necessary number of staff badges (minimum of 5) at free of charge to support the organization (including Gala Dinner).

The definition of the "Accompanying Person" should be agreed by the three organizations.

11.3 Presentation Copyright

The Organizing Committee is responsible for obtaining permission to use speaker materials the session speakers onsite and make their presentations available on the website for the delegates after the Congress.

11.4 Congress Bag

Contents of Congress Bag should include the Final Program, Proceedings (if not provided online), Exhibitor Guide (which could be part of Final Program), Participants' List and brochures from "the three organizers" as well as amenities provided from sponsors.   The Organizing Committee is responsible for providing the preparation schedule and shipping instruction to the concerned parties for their timely arrangements. The Organizing Committee is responsible for providing the Congress Bag and the full-set of   contents to the delegates/speakers/moderators/students upon their registration at the World Congress venue.

11.5 Transportation and Accommodation

The Organizing Committee should provide participants with the timely and useful information of accommodation and transportation to and from the venues, hotels, airports and Social Events.

11.6 Staff Meeting

The Organizing Committee is responsible for holding the meeting with the three organizers and the related parties before the start of the event, and sharing the final logistical information including but not limited to:
- Special logistic and security instruction for VIP (vehicles) in entering the venue,

- The detail arrangements for escorting VIP in the waiting room immediately before the Opening Ceremony,
- (OP) Ceremony outlines, VIP seating arrangement, any specific staging instruction,
- (OP/CL) Schedule of rehearsal, and VIP Pre-meeting,
- (PL) Final check of the presentation materials, translation arrangement, and time of rehearsal,

12 Website

The Host or the Organiser (together with its Licensee) will create and develop the full official Congress website including all Congress activities (congress, exhibition, sponsoring, demonstration, etc…) under the domain name itsworldcongress.xxx

Online-Registration and Paper Management System

The Host provides an advanced web-based registration application for the ITS Congress (domain: www.itsworldcongress.xxx). Within the registration process the different user-groups (press, exhibitors, speakers, attendees and accompanying persons) shall have the ability to register to all official events of the Congress (Congress registration and fee capturing, Exhibition registration and procurement of Exhibition space and equipment, registration and fee capturing for Opening Ceremony, Gala Dinner, technical visits, sightseeing tours, accompanying persons program, demonstration registration and fee capturing etc.) online according their requirements. The registration and payment proceeding shall be composed like a business-to-consumer style procurement service. All transactions should be possible within this system and by using a single sign-in procedure.

Additionally, the upload of the Congress papers has to be accomplished via the Congress website through the Paper Management System. The Host is responsible for the permanent up-dating of information and services provided by the Congress website.

13 Hall of Fame

13.1 Objective

To acknowledge a significant ITS professional for his/her contribution to ITS in each region (Europe, Americas and Asia-Pacific)

13.2 Criteria

Recipients must personify achievement of the ultimate standard for a leader in the ITS field:

- Outstanding leader in the organizations he or she has led
- Thought leader in the ITS field
- Champion of vision of ITS and its fulfillment within and beyond the ITS community.

Each organizer selects one person/year through reasonable and open procedure.

In addition to the Lifetime Achievement Award, two additional prizes, called "Industry Award" and a "Local Government Award", was created in 2013TokyoWC in recognition of outstanding contributions to

the development and deployment of ITS by organizations.

The Industry Award will be given to a company or research organization that:

- developed and/or deployed a significant new innovative product or service over the course of the previous year
- whose new product and/or service played a key role in accelerating development and deployment of ITS in its region
- is a company or research organization that plays a leading role in the ITS Community

The Local Government Award will be given to a local government agency that:

- developed or deployed a significant new innovative ITS product or service over the course of the previous year
- implemented policy or project advancing the development and deployment of ITS over the course of the previous year
- whose new product and/or service fostered advanced deployment of ITS services
- is an organization that plays a leading role in the ITS Community

13.3 Process for the selection of recipients

- Each region selects one recipient by the region's process no later than two months before the World Congress.
- Each "organizer" reports the recipient's name to the Executive Committee as soon as confirmed.
- The 3CEOs send the nomination letter to three recipients. Sample letter is 13.3 Nomination letter sample of Hall of Fame in Appendix.
- The "organizer" in the Host Region purchases and prepares the certificates with holders and Marble Globes for three recipients." The three organizers" share the costs of the certificates and Marble Globes. The three organizers agree on the certificate and/or Marble Globes in advance.
- Three CEOs sign on the certificates. The sample of the certificate is 13.3 Certificate sample of Hall of Fame in Appendix.
- The Organizing Committee and "the three organizers" hold the Hall of Fame ceremony at the Opening Ceremony of the World Congress.
- The three recipients receive the certificate and the Marble Globe at the Hall of Fame ceremony.
- The recipients can participate in the opening ceremony without any registration fee, however they are responsible for their travel fee and accommodation fee.
- Each organizer maintains the plaque in their office that will be updated each year.

14 Evaluation

14.1 Objective
The Organizing Committee is responsible for evaluating the performance of the World Congress in order to improve the future World Congresses.

14.2 Method

The Organizing Committee is responsible for implementing two types of performance indicators for the performance evaluation.

The first is the quantitative indicator such as the number of attendees or exhibitors, and the second is the qualitative indicator such as contents of sessions or exhibitions.

14.3 Process

- Regarding the quantitative evaluation, the items to be measured through the Congress are shown in the appendix.
- Regarding the qualitative evaluation, there are two surveys by the questionnaires. One is to the audience, and the other is to the exhibitors. The items to be surveyed in each questionnaire are shown in the appendix.
- The Organizing Committee or its substitute body is responsible for implementing the above-mentioned evaluations during the Congress and after the Congress
- After the Congress, Organizing Committee or its substitute body is responsible for collecting the results and analyzing the data
- The Organizing Committee is responsible for reporting the results of the quantitative evaluation except for the number of audience by session, presentation and no-show by country/area to the World Congress Board of Directors at the Board of Directors meeting held immediately after the Congress.
- The Organizing Committee or its substitute body is responsible for reporting the number of audience by session, presentation and no-show by country/area at the 1st IPC Meeting.
- The Organizing Committee or its substitute body is responsible for reporting the results of the qualitative evaluation to the World Congress Board of Directors at the next Board of Directors meeting.

15 MILESTONES

The Organizing Committee should manage the timely preparation with reference to the Milestone in consultation with the Host Region (Refer to the appendix.)

16 Letter Templates

The invitation letters and thank you letters of ITS World Congress should be issued by the following people. The examples of the letters are annexed to this document, so that so that the format can be preserved. Guidelines for moderation, presentation, and Paper submission templates for the submission of scientific and technical papers are also annexed.

16.1 Printed Materials

- Welcome message in Preliminary and Final Program by Chair of Organizing Committee and 3 CEOs of "the three organizers"

16.2 Opening & Closing Ceremonies

- Invitation and appreciation to speakers of Opening and Closing by Chair of Organizing Committee and the respective CEO of "the three organizers"

16.3 PL, ES and SS

- Invitation and appreciation to speakers of Plenary Session by Chair of Organizing Committee and the respective CEO of "the three organizers"
- Invitation and appreciation to speakers of Executive Session by Chair of Organizing Committee and the respective CEO of "the three organizers"
- Acceptance Notification and appreciation to speakers of Special Interest Session by Chair of IPC and the respective CEO of "the three organizers"
- Invitation and appreciation to moderators and speakers of SP and TP by Chair of IPC and the respective CEO of "the three organizers"
- SS Notification Letter
- Moderator Guidelines
- Speaker Guidelines

16.4 SP, TP and IS

- Paper Submission
- Notification and appreciation to speaker of SP/TP/IS by the Chair of IPC and the respective CEO of "the three organizers"
- Moderator Invitation
- Presentation Guidelines
- Copyright Transfer Form

16.5 Social Events

- Invitation to VIP dinner by Chair of Organizing Committee

16.6 Hall of Fame

- Notification letter

16.7 Evaluation

- Qualitative evaluation (audience)
- Qualitative evaluation (exhibitor)
- Quantitative evaluation

16.8 Milestone

- Milestone

17 Appendix

17.1 Ministerial Round Table / High Level Policy Round Table (European Case)

The above event is basically initiated by governments, and not all the congress hosts can manage it.   So , this is the optional event, and the following the actual process followed at the   19th ITS World Congress Vienna 2012.

 <To be Added by ERTICO>
Successful implementation of the Ministerial Round Table associated with the 17th ITS World Congress in Busan in 2010, Ministerial Round Tables / High Level Policy Round Tables were successfully organised in Orlando in 2011, in Vienna in 2012 and in Tokyo in 2013.

In Vienna in 2012, the Ministerial Round Table was concluded with the common understanding that Intelligent Transport Systems are crucial to ensure greener, safer, more efficient and more user centred mobility. In Tokyo in 2013, participants exchanged views on visions and policy implementation for safe, efficient, reliable, and resilient transportation networks to support sustainable development of society.

Sustaining the momentum, a High Level Policy Round Table is being organised at the ITS World Congress Detroit 2014 to discuss thoughts, ideas and plans for making use of ITS-enabled solutions with regard to current technologies and economic conditions with other transportation ministers.

The Detroit 2014 High Level Policy Round Table will be followed by a Ministerial Round Table at the ITS World Congress in Bordeaux in October 2015.

Now a regular feature of the ITS World Congress, the Ministerial Round Table / High Level Policy Round Table provides an opportunity to further develop the dialogue on the necessary policy decisions and related policy benefits in the effective deployment of ITS worldwide. Ministers, vice ministers, state secretaries, high level officials are invited to participate in these Ministerial Round Tables / High Level Policy Round Tables to exchange views on transportation policies and to foster international collaboration. Proceedings and the common declaration from the Ministerial Round Table / High Level Policy Round Table are made available for use.

The process for organizing the Ministerial Round Table / High Level Policy Round Table has to be developed in common on the basis of what was done for Tokyo 2013 and will be done for Detroit 2014.