The Guideline and Procedure of Asia-Pacific ITS Forum

(ver.1.0, September 6, 2014)

Secretariat of ITS Asia-Pacific

Copyright © 2014 ITS Asia-Pacific/ITS Japan All Right Reserved.

TABLE OF CONTENTS

1. OBJECTIVE AND MAINTENANCE OF THIS DOCUMENT 3
1.1. Objective 3
1.2. Maintenance of this document 3
1.3. Structure of AP Forum 3

2. ORGANIZATIONAL STRUCTURE 4
2.1. The Responsibility of ITS Asia Pacific Board of Directors and Organizing Committee 4
2.1.1. Introduction 4
2.1.2. The Responsibility for the ITS Asia-Pacific Board of Directors 4
2.1.3. The Responsibility for AP Forum Organizing Committee 4
2.1.4 Program Committee 5
2.1.5 Financial issue 5

3. OPENING AND CLOSING CEREMONIES 5
3.1 Opening Ceremony 5
3.2 Closing Ceremony 5

4. SESSIONS MANAGEMENT 6
4.1 Plenary Sessions (PL) 6
4.1.1 Objective 6
4.1.2 Structure 6
4.1.3 Process 6
4.2 Executive Sessions (ES) 7
4.2.1 Objective 7
4.2.2 Structure 7
4.2.3 Process 7
4.3 Special Sessions (SS) 7
4.3.1 Objective 7
4.3.2 Structure 7
4.3.3 Process 7
4.4 Technical Session (TS) 8
4.4.1 Objective 8
4.4.2 Structure 8
4.4.3 Process 8
4.5 Onsite Sessions' Management 8

5. PAPER MANAGEMENT 9
5.1 Basic rules 9

5.2 Call for Papers and Preparation 9
5.3 Checking papers 9
5.3.1 Region 9
5.3.2 Points to be checked 9
5.4 Review 10
5.4.1 Overview 10
5.4.2 Selection 10
5.5 Final paper submission 10
5.5.1 Guidelines 10
5.5.2 Copyright transfer 10
5.5.3 Proceedings in electronic media 10

6. SOCIAL EVENTS 10
6.1 Gala Dinner 10

7. PROMOTION 10
7.1 Publishing 11
7.2 Sponsorship 11
7.3 Logo Mark 12

8. EXHIBITION 12
8.1 Announcement of Exhibit sale 12
8.2 Payment 12
8.3 Exhibition Manual 12

9. TECHNICAL VISITS 13

10. LOGISTICS 13
10.1 Language 13
10.2 Registration 13
10.3 Website 13
10.4 Presentation Copyright 13
10.5 Congress Bag 13
10.6 Transportation and Accommodation 13

11. EVALUATION 14

12. MILESTONES 14

1. Objective and maintenance of this document

1.1. Objective

Asia-Pacific ITS Forum (hereinafter referred to as "AP Forum") is an annual event that includes conference and exhibition components. Every third year, the Asia-Pacific region will play host to the World Congress on ITS and no AP Forum will be held.

The preparation and execution of the AP Forum have been conducted by the AP Forum Organizing Committee (hereinafter referred to as "Organizing Committee") in cooperation with the member organizations of ITS Asia Pacific. However, there are many processes and rules that are not explicitly written in any documents, and there has been no concrete documentation of guidelines and procedures for the preparation and execution of AP Forum, the absence of which causes confusion and waste of time and effort among the people in organizing AP Forum. As new host cities come on board, the ITS AP Secretariat thinks that the compatibility among the AP Forums is crucial for their continuing success.

To address this need, the ITS Asia-Pacific Secretariat has developed this document for Organizing Committee to assist their planning and execution of a successful event.

1.2. Maintenance of this document

This document should be reviewed and updated by the ITS AP Secretariat in consultation with the host of the previous AP Forum after the events is completed as necessary. The updated version of this guidelines should be released at the first ITS Asia Pacific Board of Directors Meeting after the previous AP Forum.

1.3. Structure of AP Forum

The program of AP Forum usually lasts three days which basically includes the following events:

- Opening and Closing Ceremonies
- Conference Program
  - Plenary Sessions
  - Executive Sessions
  - Special Sessions
  - Technical Sessions
- Exhibition
- Technical visits
- Social Events

The above-mentioned events are included in the official program. Other events including meetings may be included as ancillary events of the AP Forum official program.

The event period should be agreed between the Organizing Committee and the ITS AP Secretariat in advance.

The official language of AP Forum is English.

2. Organizational Structure

2.1. The Responsibility of ITS Asia Pacific Board of Directors and Organizing Committee

2.1.1. Introduction

Within the overall framework of the Memorandum of Understanding of ITS Asia-Pacific, the host city of the Asia Pacific ITS Forum is selected by the approval of the Asia-Pacific Board of Directors no less than two years prior the event.

ITS Asia-Pacific Board of Directors believe that the interests of public authorities, developers, users and operators of Intelligent Transport Systems in the Asia-Pacific region and elsewhere in the world can be more effectively supported by the continuation of a series of annual Asia-Pacific ITS Forum. These would give a prestigious platform for the presentation and discussion of advanced concepts, research results and deployment activities as well as working together to address the common distinctive challenges in the region.

In order to provide for the necessary co-operation that will assure balanced and timely scheduling of the Forum. The ITS Asia-Pacific Secretariat should supervise the preparation status of the Forum

2.1.2. The Responsibility for the ITS Asia-Pacific Board of Directors

The responsibility of the ITS Asia-Pacific Board of Directors is to serve as the senior advisory body of the ITS Asia-Pacific. The Board's duties are as follows.

- to schedule the Forum in a location within the member countries/areas not less than two years before the dates of the Forum.
- to assign the responsibility for the detailed planning and organization of each Forum to the Host country/area; the Board of Directors shall retain responsibility for monitoring the good management of each Forum. If this is not the case, the Board of Directors has the right to recommend appropriate action to the secretariat of ITS Asia-Pacific.
- to monitor that the ITS AP Secretariat fulfill their duties.
- to actively endorse and support the theme agreed-upon for each Forum.

2.1.3. The Responsibility for AP Forum Organizing Committee

The host organization of AP Forum shall establish an Organizing Committee to plan and implement AP Forum in accordance with the rules and regulations established by this Guideline and Procedure of Asia-Pacific ITS Forum.

- Organizing Committee shall be made up of participants from the Host organization;
- the Organizing Committee Chair shall also be from the host country/area.
- Organizing Committee comprises representatives from a wide range of sectors within the ITS community in the Host country/area.
- Organizing Committee will carry out certain of the Host's responsibilities and obligations on its behalf, including overseeing policy matters, country progress, high-level liaison within the

country/area and reporting on the sponsorship, promotion, planning, matters and program to the ITS Asia-Pacific Board of Directors.

2.1.4 Program Committee

- Under Organizing Committee, Program Committee is composed of ITS experts nominated from the host country/area.
- Program Committee has the responsibility for designing and preparing the conference program of the AP Forum: Plenary Sessions / Executive Sessions / Special Sessions / Technical Sessions. The content of the programs should be finalized in consultation with the AP Secretariat.
- Committee has the responsibility to coordinate the speakers for Plenary Sessions and Executive Sessions, and selects Special Sessions.
- Committee has the responsibility to call for papers for Technical Session, then review and make selection of submitted papers to formulate the sessions in accordance with the review results.
- Program Committee shall set up a paper reviewing procedure and contact paper reviewers in order to review the submitted technical papers. Program Committee should elaborate a draft program.

2.1.5 Financial issue

Host ITS Organization and Organizing Committee is responsible for its own income generation, expenses and any surpluses that are achieved. The financial statement and the amount of the commission should be reported at the APBOD Meeting after the AP Forum.

3. Opening and Closing Ceremonies

3.1 Opening Ceremony

Organizing Committee is responsible for planning and executing Opening Ceremony. Opening Ceremony should typically include opening welcome addresses by the representatives from the Host country/area. The ITS AP Secretariat is responsible for following-up the program status.

Opening Ceremony is open to all registered attendees to the Forum.

For the success of Opening Ceremony, Organizing Committee is responsible to ensure the final confirmation with the speakers at the pre-meeting immediately before Opening Ceremony, which includes:

- Ceremony outlines
- Seating assignments
- Staging instructions (Moving lines on the stage)

3.2 Closing Ceremony

Organizing Committee is responsible for planning and executing Closing Ceremony.

Closing Ceremony is usually divided in two distinctive parts:

- Closing (or concluding) address given by the representative of the Host country/area
- Introduction of the future AP Forum

Closing Ceremony is open to all registered attendees to the Congress

For the success of Closing Ceremony, Organizing Committee is responsible to ensure the final confirmation with the speakers at the pre-meeting immediately before 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 Asia-Pacific and the other parts of the world will discuss their global views on key ITS issues. Program Committee is responsible to plan and host Plenary Session.

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

(1) Program Committee should generate the draft plan of Plenary Session and fix it in consultation with the ITS AP secretariat.

(2) Program Committee shall send invitation letters to speakers and moderators.

(3) Before AP Forum, Program Committee is responsible for providing Plenary Session speakers with the session guidelines, preparation timelines as well as the onsite procedures with accuracy in consultation with the ITS AP secretariat.

(4) For the success of the sessions, Program 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, speakers' bio and confirmation of the interpretation if any
- Point of discussion, Q&A

(5) After AP Forum, Organizing Committee is recommended to send "appreciation letter" to the speakers/moderators of Plenary Sessions.

4.2 Executive Sessions (ES)

4.2.1 Objective

- High-level industry executives, public officials and academia experts from Asia-Pacific and around the world will share their global and strategic views on ITS achievements, issues and challenges. Program Committee is responsible to plan and host Executive Session.

4.2.2 Structure

- Sessions are open to all delegates.
- Each Session is 90-minutes long, and shall have 4-5 speakers usually with 1 moderator.

4.2.3 Process

(1) Program Committee should generate the draft plan of Executive Sessions and fix it in consultation with the ITS AP secretariat.
(2) Program Committee shall send invitation letters to speakers and moderators.
(3) Before AP Forum, Program Committee is responsible for providing Executive Session speakers with the session guidelines, preparation timelines as well as the onsite procedures with accuracy in consultation with the ITS AP secretariat.
(4) After AP Forum, Program Committee is recommended to send the "appreciation letter to the speakers/moderators of Executive Sessions.

4.3 Special Sessions (SS)

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. The session will consist of the speakers to report the achievement from specific projects or studies.

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 or Organizing Committee. However, they must fit in the overall program and must not be just a sales pitch for a product.
- This type of presentation might be included to the technical session if Organizing Committee finds it difficult to formulate the independent Special Session under one topic.

4.3.3 Process

Special Session Proposals are submitted to Organizing Committee with the following information:

- Contact details of the proposer/presenter,
- Session/presentation content up to 100 words,

(1) Program Committee should review the proposals received and make a selection.

(2) Program Committee is responsible for communicating with the requesters, including notifying the results, obtaining the information for the printed materials and so on.
(3) Program Committee obtains the necessary information of the presenters to be published.
(4) Before AP Forum, Program Committee should send the guidelines to the speakers and moderators which include the session information, instruction for preparing the presentation and registration information.

4.4 Technical Session (TS)

4.4.1 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.

4.4.2 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 5-minute questions and answers period.

4.4.3 Process

(1) Program Committee is responsible for the peer-review of submitted technical papers (Ref. sec.5 "Paper Management" for the details).
(2) Following the review process, the Committee will formally accept or reject the papers.
(3) Program Committee work on grouping all of the accepted papers into 4-5 paper groups according to the paper topics, and give an appropriate title to the sessions.
(4) Program Committee should notify the paper authors of the selection result. Authors of the accepted papers should be informed of the session details and the guidelines for the final paper submission.
(5) Moderator nomination

- Program Committee is responsible to identify the moderators for the sessions.
- Program Committee is responsible to provide the moderators with guidelines to clarify the moderator's role.

(6) Before AP Forum, the moderators should be informed of the speakers participating in his/her session. They are requested to contact the speakers to ask for their presentations and biographies.

4.5 Onsite Sessions' Management

Organizing Committee shall prepare the 'Sessions' Materials' that will be of help during all the Forum Sessions.

<Example of Session Materials>

- ❖ Bag (per room)
  - Final Program (with completely up-to-date program)+ AP Forum 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 host staff)
- Session evaluations

Organizing Committee should assign a session staff to take care of each session room, and during the AP Forum, he/she should 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 (such as nameplates ….).

5. Paper Management

5.1 Basic rules

Organizing Committee is in charge of 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

Organizing Committee is responsible to prepare "Call for Papers" and post on the website and distributed as a brochure.

5.3 Checking papers

5.3.1 Region

In principle, authors shall submit their papers to the secretariat of the event through the web-site of Organizing Committee.

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?
- Are there redundant papers?
-

5.4 Review

5.4.1 Overview

- Review is performed through e-mail. Review Form is, in principle, prepared by Program Committee .
- Assignment of Reviewer: Program Committee is responsible to recruit the paper reviewers and responsible to assign the papers to them according to the topics as necessary. 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.

5.4.2 Selection

Program Committee makes a selection of the papers on the base of the reviewer's evaluation. (B is optional.)

A: Accepted

B: Conditionally accepted:

C: Rejected

5.5 Final paper submission

5.5.1 Guidelines

The guidelines for the final paper submission shall be prepared by Program Committee, and in principle, informed to the authors with a notification letter of acceptance.

5.5.2 Copyright transfer

Copyright of a paper should be transferred to the Host ITS Organization 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 in electronic media

The Proceedings should include the full Technical Papers at least.

6. Social Events

Organizing Committee is responsible for organising the activities below.

6.1 Gala Dinner

Gala Dinner, organised by the Organising Committee takes place in the evening of the first or the second Forum day and caters for those who sign up the Forum. The number of the catering should be carefully estimated. This activity will be financed partly by Congress registrants and partly by sponsoring organizations.

7. Promotion

Organizing Committee and the host ITS Organization are responsible for ensuring wide-ranging and

regular promotion and advertising of the Forum in collaboration with the ITS AP member organizations. Organizing Committee can create a Promotion Committee, if needed, and should then appoint members and a chair.

7.1 Publishing

Organizing Committee is responsible to produce and distribute the following publications at least in English. The publications should include the information such as congress period, the venue and the congress theme.

(1) Sponsor prospectus

It includes the information of the category of sponsorship, each benefit and contact info.

(2) Exhibition sales prospectus

It includes the information on the exhibition layout, price of stand and contact info.

(3) Call for papers

It should include the paper topics, the important dates for submission and contact info.

The Call for Papers should be distributed no earlier than one year prior to the Forum.

(4) Preliminary program

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

(5) Final program

The material should be comprised of the latest program and complete information about the Forum. It is to be distributed onsite of the AP Forum. The electronic version can be made available on the official websites

(6) Proceedings

Proceedings in electronic media (ref.sec.5.5.3) should contain the final technical papers submitted at the time of production, and be available in the Congress bag to the AP Forum delegates.

7.2 Sponsorship

Organizing Committee is responsible for generating sponsorship income as one of the three major forms of income for AP Forum. 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 AP Forum 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 AP Forum include, but are not limited to:

- Opening and Closing Ceremony
- Welcome Reception, Gala dinner
- Badge holder,
- Internet Cafe
- Congress Bag
- Shuttle, VIP shuttle

7.3 Logo Mark

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

An easily recognizable feature of the Host City would be included prominently in the logo (for example, the Twin Towers for Kuala Lumpur).

The logo mark should include the name of city and the year of AP Forum.

The name of the venue is not required. The date of AP Forum and the sequential number of AP Forum are optional.

8. Exhibition

The entities in the non-Host country/area should be treated equally as those in the Host Country/Area 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 Forum.

8.2 Payment

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 Exhibition Manual

The contract signatory shall publish an Exhibition Manual (Regulations) no later than three months before the Forum on the Forum 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. 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. Organizing Committee is responsible for organizing the technical visits.

10. Logistics

10.1 Language

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

10.2 Registration

Registration should include at least the following categories at least:

- Early Delegate (Full-event)
- Delegate (Full-event)
- Speaker/Moderator (Full-event)
- Student (Full-event)

10.3 Website

Organizing Committee (together with its Licensee) will create and develop the full official AP Forum website including all Forum activities (congress, exhibition, sponsoring and etc.)

Online-Registration

The Organizing Committee should provide an advanced web-based registration application for the AP Forum participants. 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.

The Organizing Committee is responsible for the permanent up-dating of information and services provided by the AP Forum website.

10.4 Presentation Copyright

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 AP Forum.

10.5 Congress Bag

Contents of Congress Bag should include at least the Final Program, Proceedings, Exhibitor Guide (which could be part of Final Program), and brochures from sponsors. Organizing Committee is responsible for providing Congress Bags and its contents to attendees upon their registration at the AP Forum venue.

10.6 Transportation and Accommodation

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. Evaluation

Organizing Committee is requested to evaluate the AP Forum with the qualitative and quantitative indicators.

12. Milestones

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

To support the smooth preparation, Organizing Committee is requested to have the status meetings with the ITS AP Secretariat and the related parties for sharing the information.

If any issue other than the above is raised, Organizing Committee should consult with the IT'S AP Secretariat.