

GUIDELINES FOR AUTHORS

Sessions, Panel Discussions and Workshops

For conference program inquiries, contact Marie-Louise Doyle,
Manager, Conferences, Meetings and Events

Transportation Association of Canada (TAC)
2323 St. Laurent Blvd., Ottawa K1G 4J8
Tel.: (613) 736-1350 ~ Fax: (613) 736-1395
Email: speakers-conferenciers@tac-atc.ca

DEADLINES

The following deadlines must be met. Failure to abide by these dates will result in the cancellation of a paper presentation.

All deadlines will be strictly enforced.

Date	Action
May 6	Submit following documents to TAC: <ol style="list-style-type: none">1. full paper (to be posted on TAC's FTP site)2. audiovisual aids, e.g. PowerPoint presentation (to be posted on TAC's FTP site)3. biographical notes (form attached)4. request for audiovisual equipment (form attached)
May 6 – June 10	Full papers and audiovisual aids reviewed
June 13 – June 17	TAC to notify authors of final acceptance, rejection or text modifications
June 30	Submit final paper (should include modifications if requested)

GUIDELINES FOR TEXT PREPARATION

GENERAL

- All sessions/panel discussions will be held between Monday and Wednesday. A preliminary program outlining the date and time of your session/panel discussion will be sent to you at a later date.
- All workshops will be held on Wednesday. A preliminary program outlining the date and time of your workshop will be sent to you at a later date.
- Before submitting your full paper to TAC, please ensure that it has been edited and proofread by someone other than yourself.
- **Co-authored papers should indicate which author(s) will be presenting the paper at the conference. Affiliations including position titles should also be provided.**
- Papers will be reviewed for quality, format, relevance to the session theme, general interest and overall significance. Papers must also be new, original or significantly different from any other that the author may have submitted to other organizations for presentation or publication.
- Papers must not favour special interests or be of a commercial nature. This stipulation also applies to oral presentations.
- **Once accepted, all submissions become the property of the Transportation Association of Canada (TAC), which is entitled to publish them.**
- All papers that have been reviewed and accepted will appear in the conference proceedings. **These CD proceedings will be available at the conference. As hard copies of individual papers will not be available on site, you may wish to bring a supply to the conference for distribution at your session.**
- Late papers will not be published in the conference proceedings, which will be available on CD-ROM at the conference.
- A speakers' breakfast will be held on the morning of your presentation. Speakers are strongly encouraged to attend. The breakfast provides an opportunity to meet your session chair as well as other speakers in your session/panel discussion/workshop. Final session details can be covered at that time. Equipment will be available to preview your audio-visual material after the breakfast.

ORDER OF FULL PAPER

Your full paper should be submitted to TAC with the contents in the following order:

1. Title Page
2. Abstract
3. Text
4. References
5. Tables *
6. Figures *

* If moving a table or a figure to the end of the text disrupts the flow of the paper, it may be included within the text.

TITLE PAGE

The title page should be prepared as outlined below. Acknowledgements of research sponsorship may be included on the lower portion of the title page.

Sample Title Page

Paper Title

Author, title, affiliation
Co-Author (if any), title, affiliation

Paper prepared for presentation

at the _____ Session

of the 2011 Annual Conference of the
Transportation Association of Canada
Edmonton, Alberta

ABSTRACT

Abstracts should highlight the main points and conclusions of the full paper. They should be brief - **no longer than one page or 250 words**. Margins and spacing should be as specified below.

TEXT

All pages (including those containing figures and tables) should be numbered consecutively. Numbers should be centered at the bottom of the page.

Use only 8 ½ by 11-inch standard format with one-inch margins on all sides. Single-space body text, double-space between paragraphs and before and after headings.

Papers should be no more than 20 pages in length, including all tables and figures.

ILLUSTRATIONS AND TABLES

Photographs may be in black and white or colour. Resolution must be no greater than 150 DPI.

Number figures and tables consecutively, in arabic numerals, with titles for each. Clarity is especially important. Figures should be simple, with good contrast between background and graphics.

STYLE

Material not original to the manuscript must be properly referenced by the author's name, title of reference, publisher, place and date of publication, volume or report number and page numbers.

References should be noted within the text by a number in brackets, with a full list of references, by number, included at the end of the paper.

Responsibility for copyright clearance and all statements contained within the paper lies solely with the author.

Appendices should be avoided.

Abbreviations, acronyms and symbols must be fully identified the first time they are used in the paper.

GUIDELINES FOR PRESENTATION OF PAPERS

The success of a session is gauged by the number of presentations that generate questions and discussion.

- All session rooms will have a podium and a microphone at the front of the room. Please use the microphone.
- Please pay special attention to your allotted presentation time. As a general rule, each speaker is given 20 minutes plus 5 to 10 minutes for questions and discussion. However, your session chair will confirm this.
- The oral presentation should differ from the published paper. The oral version should be considered an opportunity to discuss and emphasize highlights of your work which the published version is not able to accentuate. Do not read the published version of your paper.
- Speak loudly, clearly and at a moderate pace. Face the audience and not your audiovisual aids.

GUIDELINES FOR AUDIOVISUAL AIDS

All audiovisual aids to be used during the actual presentation of your paper at the conference must be reviewed by TAC in advance. The aids must accompany your full paper submission.

- TAC encourages speakers to use audiovisual aids. Good visual aids enhance a presentation by stimulating interest in the subject matter and clarifying details.
- Visual aids should be for the benefit of the audience, not the speaker, and should be prepared for clarity and ease of viewing by the audience.
- Computer-based presentations, e.g. PowerPoint, are the preferred method of illustration. Overhead transparencies should generally be avoided.
- In order not to distract the audience, avoid mixing projection methods (e.g. moving from an LCD data projector controlled from the podium to an overhead projector away from the podium).
- Text, graphics and tables should have sharp contrast, preferably with a dark background and white lettering.
- All information on computer slides should be easily readable, even if not important to the message. Never show more on one slide than can be assimilated in 30 seconds.
- The recommended number of lines per slide is 6 or 7. These lines should contain only the key points of the speaker's address. The letters and numbers should be as large as possible.
- Do not use too many slides for your allotted time. There should be no more than one or two slides per minute.
- The use of DVDs is permitted.

SPEAKER'S BIOGRAPHICAL NOTES

2011 TAC Annual Conference
September 11-14
Edmonton, Alberta

The information you provide on this form will be used by your session chair to introduce you before your presentation. Please outline your education, current position and responsibilities, and any special awards or recognition received.

Return this form **by May 6** to Sylvie Rozon, Member Services and Meetings Coordinator, TAC, 2323 St. Laurent Blvd., Ottawa K1G 4J8; email srozon@tac-atc.ca; fax (613) 736-1395.

Name (no initials please):

Paper Title:

Session:

Biographical Notes:

AUDIOVISUAL REQUEST FORM

2011 TAC Annual Conference
September 11-14
Edmonton, Alberta

Arrangements for equipment rentals must be made well before the conference. Please complete this form and return it **by May 6** to Sylvie Rozon, Member Services and Meetings Coordinator, TAC, 2323 St. Laurent Blvd., Ottawa K1G 4J8; email srozon@tac-atc.ca; fax (613) 736-1395.

All sessions will be equipped with **LCD data projector, laser pointer, screen, laptop, podium and microphone and 1 floor microphone.**

This audiovisual equipment is sufficient for my presentation

I require the following additional equipment:

I will NOT be using AV equipment

Name:

PaperTitle:

Session:
