



Transportation Association of Canada

2021 CONFERENCE & EXHIBITION

GUIDELINES FOR
AUTHORS &
PRESENTERS

Contents

IMPORTANT INFORMATION	1
DEADLINES.....	1
GUIDELINES FOR PRESENTATIONS.....	2
CONTENTS	2
INTRODUCTION SLIDE	2
FORMAT.....	2
STYLE	3
SAMPLE REFERENCES.....	3
FILE NAME FORMAT	3
GUIDELINES FOR PAPERS.....	4
CONTENTS	4
TITLE PAGE FORMAT.....	4
TEXT	4
ILLUSTRATIONS AND TABLES.....	4
STYLE	5
SAMPLE REFERENCES.....	5
SAMPLE PAPER.....	5
FILE NAME FORMAT	5

2021 CONFERENCE & EXHIBITION

Important Information

- Submissions must be made using TAC’s [conference submission portal](#). When the submission is complete, an email confirmation is sent.
- Submissions must be substantially different from any papers or presentations delivered through other organizations.
- Submissions must not favour special interests or be of a commercial nature.
- Submissions will be reviewed for quality, format, and relevance to the session theme, and general interest.
- Authors not adhering to deadlines may be disqualified.
- Authors must confirm that their employer and/or related clients are aware and approve of the submission.
- Authors are responsible for ensuring submission details & author/presenter information is current & up-to-date.
- If the submission is accepted, authors are expected to present at the conference. There is a limit of two co-presenters per presentation.
- Presenters must register and pay to attend the Conference as a delegate.
- Papers will be published on [TAC’s website ‘Conference Papers’ section](#), the [TAC Library catalogue](#) and the [Transportation Research International Database \(TRID\)](#).
- Presentations will be recorded and made available by TAC as it sees fit.
- Student papers whose principal author is a registered full-time student at a recognized post-secondary institution will be considered for a [Student Paper Award](#).
- Withdrawals must be requested in writing to [Christina Ghazal](#), Meetings & Events Coordinator.

Deadlines

STEP	DATE
DUE DATE: Abstracts	February 4
Abstract acceptance/rejection issued	March 15-19
DUE DATE: Presentations and/or papers*	May 3
Presentation and/or paper acceptance/rejection/request for revisions issued	June 21-25
DUE DATE: <u>Revised</u> presentations and/or papers (if required)	July 26
Last day to make changes	August 31
DUE DATE: <u>Final</u> presentations and papers	September 2021
2021 TAC Conference & Exhibition	Fall 2021

* Some sessions require papers which also must be submitted by May 3.

Questions? Contact:

Christina Ghazal

Meetings & Events Coordinator | cghazal@tac-atc.ca | 613-736-1350 ext. 236

Guidelines for Presentations

CONTENTS

1. Introduction Slide
2. Text
3. Photos, charts and graphics
4. References
5. Illustrations and Tables
6. Figures

INTRODUCTION SLIDE

Presentation Title

Author and/or Co-author full name, working title, company

Presentation prepared for *INSERT SESSION TITLE* session of the
2021 TAC Conference & Exhibition

Acknowledgements may be included at the end of the presentation

FORMAT

- **Presentation software:** PowerPoint (4:3 or wide screen). If other, please [advise TAC](#) in advance so we can ensure the presentation can be converted to an acceptable file type.
- **Template:** Presenters should use their own PowerPoint template which may include your organization's logo. If you wish to include a TAC Conference logo/graphic, please ask for one to be provided.
- **When designing your slides:**
 - ✓ limit each slide to one main idea
 - ✓ don't put too much text or too many bullets on any one slide
 - ✓ use no more than five to seven lines per slide and leave space, roughly the height of a capital letter between lines. More than seven words per line are usually illegible.
 - ✓ use visuals – images, graphs, charts, and PowerPoint 'smart art' – that represent and complement, not repeat, your vocal presentation to engage the audience.
- **Lightning session presentations** must be short, rely on photos & visual elements, should favour images, minimize text, limit animations, and avoid video.
- **Fonts:** Use Sans Serif fonts (e.g. Arial or Helvetica) tend to be easier to read than Serif fonts (e.g. Times Roman).
- **Graphics & equations:** Must be inserted as .JPG or .GIF pictures at appropriate resolution.
- **Headings & sub-headings:** Use size to establish a hierarchy for headings, sub-headings, and text.
- **Charts & graphs:** Leave white space around charts & graphs. Text placed too close to graphs except for labels and numbers looks cluttered.

- **Animation, video, transitions & special effects:** Balance animation, video, transitions, and special effects. Using 'builds' to lead the audience through a slide by exposing one point or line at a time can be effective.
- **Slide count:** Presentations should contain a maximum of 25 slides, including all tables and figures and **lightning session presentations** should use no more than 20 slides in total.

STYLE

- **References** should be noted within the text by a number in brackets, with a full list of references, by number, at the end of the presentation.
- **Authors are responsible for securing copyright clearances and written permissions** for presentation or publication from any parties in the research/study or from holders of copyrights on material.

SAMPLE REFERENCES

Anderson, J., Weiland, C., and Muench, S. (editors). 2011. "AE-5 – Context Sensitive Solutions." In *Greenroads Manual v1.5*. Redmond, WA: Greenroads Foundation, pp. 219-230.

Batchelor, S. 2009. "Measuring Highway Maintenance Performance." In *2009 Annual Conference and Exhibition of the Transportation Association of Canada – Transportation in a Climate of Change*. Ottawa, ON: Transportation Association of Canada.

Federal Highway Administration (FHWA) Office of Asset Management. *Transportation Asset Management Case Studies Life-Cycle Cost Analysis: The Pennsylvania Experience* [online]. Updated: 10/23/2013. [Viewed 16 April 2014.] <http://www.fhwa.dot.gov/infrastructure/asstmgmt/dipa206.cfm>

Pérez-Zuriaga, Ana M., Camacho-Torregrosa, Francisco J. and García, Alfredo. 2013. "Tangent-to-Curve Transition on Two-Lane Rural Roads Based on Continuous Speed Profiles". *Journal of Transportation Engineering*. 139 (11): 1048-1057.

FILE NAME FORMAT

Save and submit file using TAC's file-name convention:

Presenter last name+first initial_presentation title_version#.file format

Example: GhazalC_AGuidetoSafeRoads_version1.pdf

Guidelines for Papers

CONTENTS

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

TITLE PAGE FORMAT

<p style="text-align: center;">Paper Title</p> <p style="text-align: center;">Author and/or Co-author full name, working title, company</p> <p style="text-align: center;">Paper prepared for <i>INSERT SESSION TITLE</i> session of the 2021 TAC Conference & Exhibition</p> <p style="text-align: center;">Acknowledgements may be included at the end of the presentation</p>

TEXT

- **Document format:** Only PDF documents are accepted.
- **Paper size:** 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.
- **Page numbering:** All pages (including those with figures and tables) should be numbered consecutively, with the page numbers centered at the bottom of the page.
- **Fonts:** Use Calibri and/or Arial fonts in 11 or 12 point.
- **Objectives & methodology:** Objectives should be clearly stated and methodology should be technically sound and conclusions properly supported.
- **Review** the paper thoroughly before submitting it to ensure it is complete, well-written and easily understood. **Proofread** your paper for spelling and grammatical errors.
- **Page count:** Papers should be no longer than 20 pages, including all tables and figures.

ILLUSTRATIONS AND TABLES

- **Photographs** may be in black and white or colour. **Resolution** must be no greater than 150 dots per inch (dpi).
- **Number figures & tables** consecutively, in Arabic numerals, with titles for each. **Figures** should be simple, with good contrast between background and graphics.

STYLE

- Material not original to the paper must be properly referenced with the author's name, title of the reference, publisher, place and date of publication, volume or report number and page number.
- **Authors are responsible for securing copyright clearances and written permissions** for presentation or publication from any parties in the research/study or from holders of copyrights on material used in the paper.
- All statements contained within the paper lie 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.

SAMPLE REFERENCES

Anderson, J., Weiland, C., and Muench, S. (editors). 2011. "AE-5 – Context Sensitive Solutions." In *Greenroads Manual v1.5*. Redmond, WA: Greenroads Foundation, pp. 219-230.

Batchelor, S. 2009. "Measuring Highway Maintenance Performance." In *2009 Annual Conference and Exhibition of the Transportation Association of Canada – Transportation in a Climate of Change*. Ottawa, ON: Transportation Association of Canada.

Federal Highway Administration (FHWA) Office of Asset Management. *Transportation Asset Management Case Studies Life-Cycle Cost Analysis: The Pennsylvania Experience* [online]. Updated: 10/23/2013. [Viewed 16 April 2014.] <http://www.fhwa.dot.gov/infrastructure/asstmgmt/dipa206.cfm>

Pérez-Zuriaga, Ana M., Camacho-Torregrosa, Francisco J. and García, Alfredo. 2013. "Tangent-to-Curve Transition on Two-Lane Rural Roads Based on Continuous Speed Profiles". *Journal of Transportation Engineering*. 139 (11): 1048-1057.

SAMPLE PAPER

An example paper that conforms to TAC's guidelines for paper standards and content can be found at https://www.tac-atc.ca/sites/default/files/conf_papers/wilsonp_esseryd_taylorl - st_jacques-pullman_mse_walls - version_a.pdf

FILE NAME FORMAT

Save and submit file using TAC's file-name convention:

Presenter last name+first initial_paper title_version#.file format

Example: GhazalC_AGuidetoSafeRoads_version1.pdf