



Transportation Association of Canada

# 2022

**CONFERENCE & EXHIBITION**

OCTOBER 2-5 • EDMONTON, AB

Changing **WAYS** for our Changing **CLIMATE**

*GUIDELINES FOR*  
**AUTHORS &  
PRESENTERS**

## Contents

<b>Guidelines &amp; Important Information</b> .....	<b>1</b>
<b>Deadlines</b> .....	<b>2</b>
<b>Guidelines for Presentations</b> .....	<b>3</b>
Contents .....	3
Introduction Slide .....	3
Format .....	3
Style .....	4
Sample References .....	4
File Name Format.....	4
<b>Guidelines for Papers</b> .....	<b>5</b>
Contents .....	5
Title Page Format .....	5
Text .....	5
Illustrations And Tables .....	5
Style .....	6
Sample References .....	6
Sample Paper.....	6
File Name Format.....	6
<b>Guidelines for Posters</b> .....	<b>7</b>
Contents .....	7
Format .....	7
Style .....	7
File Name Format.....	7
<b>Guidelines for Lightning Sessions</b> .....	<b>8</b>
Introduction Slide .....	8
Format .....	8
Style .....	8
File Name Format.....	8

## Guidelines & Important Information

### Submissions must:

- **Be submitted using TAC's [conference submission portal](#).** When the submission is complete, an email confirmation is sent.
- **Be substantially different** from any papers or presentations delivered through other organizations.
- **Not favour special interests or be of a commercial nature.**
- **Submissions will be reviewed for quality, format, and relevance** to the session topic, and general interest.
- **Authors must confirm that their employer and/or related clients are aware and approve of the submission.**
- **Authors not adhering to deadlines may be disqualified.**
- Authors are responsible for ensuring submission details and presenter/author information is current and up-to-date.
- **Presentations will be recorded** and made available by TAC as it sees fit.
- Student paper submissions whose principal author is a registered full-time student at a recognized post-secondary institution may be considered for a [Student Paper Award](#). This option must be selected on the abstract submission form.

### If the Submission is Accepted

- Submission account holders and presenters/authors will be notified by TAC via email in late June.
- **Presenters must register and pay to attend as a delegate and accept any and all costs** to participate in the conference. Registration and accommodation details/costs will be published on TAC's website in early 2022.
- **Submissions have a limit of two co-presenters per presentation.**
- **Accepted papers will be published** on [TAC's 'Conference Papers' webpage](#), catalogued in [TAC's Library](#) and the [Transportation Research International Database \(TRID\)](#).
- **Presenters will be notified of their scheduled presentation date and time in early August.**

## Deadlines

STEP	DATE
DUE DATE: <b>Abstracts</b>	January 25
<u>Abstract</u> notification (accepted/rejected) issued to authors	March 14
DUE DATE: <b>Draft</b> presentations, papers (as required)* and/or posters	April 25
<u>Submission</u> notification (accepted, rejected or revisions requested) issued to authors	June 20
DUE DATE: <b>Revised</b> presentations, papers (as required) and/or posters, if revisions were requested	July 11
Last day to make changes	August 29
DUE DATE: <b>Final</b> presentations, papers and/or posters	Mid to late September (date TBD)
2022 TAC Conference & Exhibition, Edmonton, AB	October 2–5, 2022

\* Some sessions require papers in addition to the presentation. Those sessions will require authors to submit both the paper and presentation by April 25.

## Withdrawals

Submission withdrawals must be requested in writing to [Christina Ghazal](#), Meetings & Events Coordinator.

## Questions? Contact:

Christina Ghazal

Meetings & Events Coordinator | [cghazal@tac-atc.ca](mailto: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

Please include the following:

- Presentation title
- Author full name, position title, company
- Co-authors (if any) full name, position title, company
- Presentation prepared for 'Name of the session' of the 2022 TAC Conference & Exhibition, Edmonton, AB
- Acknowledgements may be included at the end of the presentation

## Format

- **Presentation software:** PowerPoint (4:3 or widescreen). 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 us to provide one.
- **When designing your slides:**
  - limit each slide to one main idea
  - don't put too much text or too many bullets on a 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.
- **Fonts:** 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 an 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.

## Style

- **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.
- **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.

## 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/asstmgt/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 the presentation 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

Please include the following:

- Paper title
- Author full name, position title, company
- Co-authors (if any) full name, position title, company
- Paper prepared for presentation at the 'Name of the session' of the 2022 TAC Conference & Exhibition, Edmonton, AB
- Acknowledgements may be included on the lower portion of the title page

## 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 centred at the bottom of the page.
- **Fonts:** Use Calibri and/or Arial fonts in 11 or 12 point size.
- **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 & white/colour. Their **resolution** must be no greater than 150 dots per inch (dpi).
- **Number the figures and 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, the title of the reference, publisher, place and date of publication, volume or report number and the 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 sample 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](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 the paper file using TAC's file name convention:

Presenter last name+first initial\_paper title\_version#.file format

**Example:** GhazalC\_AGuidetoSafeRoads\_version1.pdf

# Guidelines for Posters

## Contents

1. Poster title
2. Author full name, position title, company
3. Co-authors (if any) full name, position title, company
4. Introduction/Objectives
5. Statistical or analytical methods
6. Summary/Results
7. Conclusions, future directions and acknowledgements

## Format

- Use short statements or bullet points
- Avoid abbreviations, acronyms and jargon
- Present your main ideas in six lines or less
- Use Sans Serif fonts (e.g. Arial or Helvetica) instead of Serif fonts (e.g. Times Roman)
- Use simple charts, drawings and illustrations similar to those used in a PowerPoint presentation
- Include titles or labels, labelled axes and identified units
- Material should be arranged in a logical sequence (typically starting at top left and ending at bottom right)
- Text and illustrations should be readable from 3 feet away
- Use pictures, graphs and tables instead of text where possible

TAC will provide additional information and details to poster authors in June.

## Style

- **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.

## File Name Format

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

Presenter last name+first initial\_paper title\_version#.file format

**Example:** GhazalC\_AGuidetoSafeRoads\_version1.pdf

## Guidelines for Lightning Sessions

Presentations at lightning sessions will be scheduled ten minutes apart and should be no more than six minutes long to allow transition time between speakers; the moderator will enforce time limits. A question and discussion period will be held after each group of several speakers.

### Introduction Slide

Please include the following:

- Presentation Title
- Author full name, position title, company
- Co-authors (if any) full name, position title, company
- Presentation prepared for 'Name of Session' of the 2022 TAC Conference & Exhibition, Edmonton, AB
- Acknowledgements may be included at the end of the presentation

### Format

- Use PowerPoint only (4:3 or widescreen)
- Must be short, rely on photos and visual elements
- The audience should focus on the speaker, not the visuals — favour images, minimize text, limit animations, and avoid video
- Each slide should transmit one idea
- Use no more than 20 slides in total

### Style

- **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.
- **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.

### 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