

TACC@NIF 2024

Technology & transformation

Guidelines for Presenters & Authors: Preparing Slide Decks & Papers

22-25 Sept Vancouver



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Note:

Presenters and authors should consult the [Call for Presenters Guide](#) on how to participate in presentation sessions and panel discussions, including details on the **review process** and **timelines**.

PREPARING YOUR SLIDE DECK: A CHECKLIST

Note: Failure to complete this checklist before submitting your draft deck may lead to rejection

-
- Software:** Use PowerPoint (if not, advise TAC in advance to ensure the presentation can be converted).

 - Template:** TAC does not provide a template. Use a landscape format (4:3 or 16:9). You may include your organization's logo; if you wish to include the TAC Conference logo, ask us to provide one.

 - Title slide:**
 - Title of presentation
 - Presenters'/Authors' full names, titles and organizations
 - "For session: [session name]"
 - "2024 TAC Conference & Exhibition, Vancouver, British Columbia"

 - Length:** Presentations should typically include no more than 25 slides.

 - Clarity:** Limit each slide to one main idea. Limit text on each slide, using no more than seven lines double-spaced.

 - Headings:** Use headings and sub-headings of different sizes to create a visual hierarchy and help the audience follow along.

 - Visuals:** Use photographs, charts and graphics to complement your verbal presentation. Ensure tables and figures are labelled and legible. Leave some surrounding white space.

 - Effects:** 'Builds' that lead the audience through a slide one point at a time can be effective. Use other animations and transitions sparingly. Videos must be downloaded and placed inside the deck. If video is linked in the deck, it may not play or play poorly.

 - File name:** LastnameInitial_PresentationTitle_version#.pptx (e.g., DoeJ_SafeRoads_version1.pptx)

 - Permissions:** Authors are responsible for obtaining permissions from employers, clients and partners to disclose presented information, and for securing any necessary clearances from copyright holders.

 - References:** Material not original to the slide deck must be properly referenced by author's name, source, publisher and date on the slide where the material is located.

 - Structure:** Objectives are clear and linked to the conclusions, methodology is sound, conclusions are supported.

 - Neutrality:** Content does not promote proprietary products or services, the author's employer or other commercial entity.

 - Proofread:** Have someone proofread your deck for spelling and grammar.

PREPARING YOUR PAPER: A CHECKLIST

Please draft your paper using the [Microsoft Word template](#) that TAC provides for the convenience of conference paper authors.

Note: Failure to complete this checklist before submitting your draft paper may lead to rejection

- Software:** Submit your paper in PDF format.
- Page size and orientation:** See template. Use letter-sized pages in portrait format.
- Title page:** See template for contents.
- Length:** Papers should be no longer than 20 pages including tables and figures. Number all pages consecutively ("Page x of y").
- Text:** See template. Use single-spaced body text, with double spaces between paragraphs and before and after headings.
- Visuals:** Number figures and tables separately, and include titles and external sources. Figures may be colour or black-and-white.
- Abbreviations, acronyms and symbols:** Identify these the first time they are used.
- File name:** LastnameInitial_PresentationTitle_version#.pdf (e.g., DoeJ_SaferRoads_version1.pdf)
- Permissions:** Authors are responsible for all statements contained in the paper, for obtaining permissions from employers, clients and partners to disclose presented information, and for securing any necessary clearances from copyright holders.
- References:** Material not original to the paper must be properly referenced using superscript footnotes and a list of references at the end of the paper, following the example below.
- Structure:** Include an abstract. Objectives are clear and linked to the conclusions, methodology is sound, conclusions are supported. Avoid appendices.
- Neutrality:** Content does not directly promote proprietary products or services, the author's employer or other commercial entity.
- Review and proofread:** Review your paper for completeness, clarity and comprehension. Have someone proofread your paper for spelling and grammar, or use an electronic review tool (e.g., Grammarly).

Sample references:

1. Anderson, J., Weiland, C., and Muench, S. (editors). "AE-5 – Context Sensitive Solutions." In *Greenroads Manual v1.5*. Redmond, WA: Greenroads Foundation, pp. 219-230. (2011)
2. Batchelor, S. "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. (2009)
3. 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>
4. Pérez-Zuriaga, Ana M., Camacho-Torregrosa, Francisco J. and García, Alfredo. "Tangent-to-Curve Transition on Two-Lane Rural Roads Based on Continuous Speed Profiles". *Journal of Transportation Engineering*. 139 (11): 1048-1057. (2013)

PRESENTING AT THE CONFERENCE

Registration: All individuals involved in presentation sessions must register for the Conference by June 27. You will not appear in the online conference program until you register, and you may be removed from the program if you are not registered by this date.

Note: TAC acknowledges that an employer's travel permission may not be obtained in some cases, and a flexible refund/cancellation policy will apply in those circumstances. See the cancellation policy for more details when registration opens in April.

Session format and length: Each session includes one or more 90-minute blocks, each of which accommodates three presentations. Presentations are allocated 25 minutes (including time for audience questions). It is essential to stay within this 25-minute limit; session moderators are instructed to cut off presenters who exceed it.

Presentation schedule: If your draft slide deck has been accepted, you will be notified of your session's scheduled date and time by late July.

Final paper and/or slide deck: Submit your final paper and/or slide deck via TAC's online conference portal by September 12. Presenters should bring a backup copy of their final slide deck to their session using a USB memory stick. Papers are published on TAC's website after the conference.

Presenting language: If you would like to present in French, please advise TAC when submitting your abstract. Simultaneous interpretation will be provided and headsets will be available for delegates.

Session rooms: Session rooms will have a laptop with a remote control for slides, a projector and screen, a podium with speaker microphone, and an audience microphone.

Presenter lounge/ready room: A dedicated lounge for presenters and moderators will be available during the conference, enabling them to meet prior to their session. It will offer light refreshments, and a computer and printer will be available for last-minute printing of notes.

Withdrawals: Presenter withdrawals should be requested in writing to Christina Ghazal, Program Officer at cghazal@tac-atc.ca.

Presenters will receive additional information from TAC in June to prepare for their participation in the Conference.