



2019 Transportation Planning Applications Conference

Presenter Responsibilities

Before accepting a role as a Presenter for the 17th TRB Transportation Planning Applications Conference, please confirm availability to attend the gathering on June 2-5, 2019 in Portland, Oregon. Verify that your affiliation will support any funding needs and time spent participating in the conference. Confirmation can be sent to either the [Conference Technical Chair](#) or to the session Organizer listed in the acceptance notification email.

The notification email also indicates the type of session in which your abstract will be presented. A quick description of each session type:

Quick Talks and Posters: *Session comprised of quick presentations complimented by posters. Presenters will be available to answer questions about their projects and posters at the conclusion of the presentations*

Lightning Presentations: *Session comprised of a series of quick 5-8 minute presentations (depending on # of presenters)*

Podium Presentations: *Session comprised of traditional 10-15 minute podium presentations, allowing several minutes of Q/A after each presentation*

Panel Discussion: *Session comprised of a panel of experts/practitioners who engage in conversation and answer questions from a Moderator and the audience*

Workshop: *Interactive session with a mix of short presentations, panel discussions, and small-group breakouts*

Tutorial: *Classroom-style session to teach a hands-on skill with examples and opportunity for participant questions and practice*

Prior to the conference, Presenters are asked to work with session Moderators and Facilitators to produce an engaging and successful set of presentations. A timeline is listed below, with **deliverables shown in bold text**. Your session Moderator will coordinate these activities, but it is your responsibility to complete the tasks on time.

As a Presenter, you will have many resources to help guide you through the process of preparing for the presentation. Your session Moderator is the primary contact, along with the session Facilitator. These are the primary points of contact prior to, and during the conference. If you have technical questions or issues on the day of the conference, work with your Moderator and Facilitator first and foremost.

March 2019 (**Before the Conference**)

- Read the TRB Code of Conduct (attached)
- Finalize and **confirm conference attendance**

April 2019 (**Before the Conference**)

- **Attend conference call** with fellow presenters and session moderator to cover:
 - Session overview and themes,
 - Allotted time and session style (e.g., lightning talk, panel)



TRANSPORTATION RESEARCH BOARD
**TRANSPORTATION PLANNING
APPLICATIONS COMMITTEE (ADB50)**

By Friday, May 3 **(Before the Conference)**

- **Upload presentation slides** to conference website
- **Provide brief biography** (2-3 sentence maximum) for moderator
- Offer additional information on name pronunciation (i.e., phonetic spelling)

By Friday, May 17 **(Before the Conference)**

- **Attend additional group or individual conference call(s)** as needed. Depending on session style, the Moderator may choose to call the group to discuss outstanding issues or request individual presentation revisions.

Before the end of Friday, May 31 or Earlier **(Before the Conference)**

- **Respond to follow-up presentation review** from session Moderator
- **Upload final presentation slides** to conference website
- **Complete TRB Contributed Presentation Request and Release Form** and submit to TRB Staff or your session Moderator as directed

Day of the Session (During the Conference)

- Arrive 15-30 minutes early to check in with session Moderator and Facilitator and meet other session presenters
- Respect the time of the audience and fellow Presenters by only using your allotted presentation time
- Always respect the code of conduct and help maintain a welcoming environment for all attendees

Before the End of the Conference (During the Conference)

- Upload any presentation revisions to the conference website



Presentation Guidelines

- Review presentation slides for quality. Audiences are frustrated by hard-to-read slides.
- Ensure the slides are compatible with Widescreen (16:9) format. Standard (4:3) is not accepted. Microsoft PowerPoint 2007, and newer versions, are compatible with Widescreen format.
- Estimate approximately one slide for each minute allotted.
- Video and sound are not permitted. (You may use a 20-second animation, but it might not work during the day of the conference).
- Use font size 20 or larger.
- Lengthy sentences are discouraged.
- Avoid slides with crowded information. (Place supplemental information in the comments below or suggest a link to a paper on the last slide).
- The conference does not allow sales pitches in any form.

Poster Guidelines

- Some presenters will have the option of presenting their work with a poster. TRB will provide each presenter with a 30 inch (76.2 cm) high by 40 inch (101.6 cm) wide blank foam core board and an easel. The board can be rotated to accommodate 40 inch (101.6 cm) high by 30 inch (76.2 cm) wide presentations. It is recommended to use the entire allotted poster space for readability. Push pins will be provided.
- Use large font sizes.
- Avoid lengthy paragraphs of text.
- Provide links to websites to download more information.
- No electrical power or table will be provided.
- Presenters should plan to arrive 15 minutes before the poster session to set up. Authors are responsible for promptly removing all materials at the end of the session, or they will be removed and recycled.
- The posters will be located in public space, so poster presenters are responsible for the security of their own materials.
- Commercial advertising of products or services is not allowed.
- There are no provisions for making posters at the meeting, receiving, storing, or returning poster to authors.
- Follow TRB guidelines for effective poster design:
<http://onlinepubs.trb.org/onlinepubs/am/2019/PosterSession.pdf>



APPENDIX

Official TRB Code of Conduct for 17th TRBAppcon

TRB is part of the National Academies of Sciences, Engineering, and Medicine (NASEM) and follows the [NASEM guidelines](#) in preventing discrimination, harassment, and bullying of participants at NASEM events, including TRB conferences. The text of the statement is also provided below:

Response Framework for the TRB Planning Applications Conference (TRBAppCon)

This Code of Conduct applies to any attendee of an event sponsored by TRB, including networking and other activities organized for conference attendees that take place after hours and/or off the site of the core event.

Any violation of this policy should be immediately reported to TRB staff. TRB has established the following hotline specifically for the 17th TRB Transportation Planning Applications Conference: **(202) 573-7933**. This number may be reached by text or voice. Alternatively, a complaint may be directly filed with the Office of Human Resources at (202) 334-3400.

If you feel unsafe in any situation, please contact hotel security or call 911.



PREVENTING DISCRIMINATION, HARASSMENT, AND BULLYING:

EXPECTATIONS FOR PARTICIPANTS IN NASEM ACTIVITIES

The National Academies of Sciences, Engineering, and Medicine (NASEM) are committed to the principles of diversity, integrity, civility, and respect in all of our activities. We look to you to be a partner in this commitment by helping us to maintain a professional and cordial environment. All forms of discrimination, harassment, and bullying are prohibited in any NASEM activity. This commitment applies to all participants in all settings and locations in which NASEM work and activities are conducted, including committee meetings, workshops, conferences, and other work and social functions where employees, volunteers, sponsors, vendors, or guests are present.

Discrimination is prejudicial treatment of individuals or groups of people based on their race, ethnicity, color, national origin, sex, sexual orientation, gender identity, age, religion, disability, veteran status, or any other characteristic protected by applicable laws.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

Other types of harassment include any verbal or physical conduct directed at individuals or groups of people because of their race, ethnicity, color, national origin, sex, sexual orientation, gender identity, age, religion, disability, veteran status, or any other characteristic protected by applicable laws, that creates an intimidating, hostile, or offensive environment.

Bullying is unwelcome, aggressive behavior involving the use of influence, threat, intimidation, or coercion to dominate others in the professional environment.

REPORTING AND RESOLUTION

Any violation of this policy should be reported. If you experience or witness discrimination, harassment, or bullying, you are encouraged to make your unease or disapproval known to the individual, if you are comfortable doing so. You are also urged to report any incident by reporting the incident to an employee involved in the activity in which the member or volunteer is participating, who will then file a complaint with the Office of Human Resources.

Complaints should be filed as soon as possible after an incident. To ensure the prompt and thorough investigation of the complaint, the complainant should provide as much information as is possible, such as names, dates, locations, and steps taken. The Office of Human Resources will investigate the alleged violation in consultation with the Office of the General Counsel.

If an investigation results in a finding that an individual has committed a violation, NASEM will take the actions necessary to protect those involved in its activities from any future discrimination, harassment, or bullying, including in appropriate circumstances the removal of an individual from current NASEM activities and a ban on participation in future activities.

CONFIDENTIALITY

Information contained in a complaint is kept confidential, and information is revealed only on a need-to-know basis. NASEM will not retaliate or tolerate retaliation against anyone who makes a good faith report of discrimination, harassment, or bullying.



TRANSPORTATION RESEARCH BOARD

**CONTRIBUTED PRESENTATION
REQUEST AND RELEASE FORM**

Complete Form and send back to
Mary Kissi at mkissi@nas.edu by
June 2, 2019

17th TRB Transportation Planning Applications Conference

Because you as author are the owner of all copyrights to the content of your written and visual presentation, the Transportation Research Board (herein referred to as TRB) requests your permission, as well as the permission of any coauthors, to display the PDF file and audiovisual content of your presentation and/or paper on the TRB 17th TRB Transportation Planning Applications Conference website, in accordance with the following terms:

Copyright Ownership:

The copyrights to any paper, PowerPoint, or audio/video on the Proceedings website belong to two parties: the author, who owns the copyright to the paper, PowerPoint, or audio/video itself, and TRB, which in the case of the Proceedings, owns the typesetting and page layout in which it has invested, and in the case of website owns the web presentation and PDF file—that is, the dissemination packaging—in which it has invested. Copyright License: For TRB to electronically archive and display the file(s), the author, along with any coauthors, hereby grants TRB a perpetual license to display said files on the TRB 17th TRB Transportation Planning Applications Conference website or on a website of TRB's choosing.

Representations and Warranties:

The author hereby represents and warrants to TRB that: (i) the author is the owner or authorized licensee of all rights, titles and interests (including all copyrights and other intellectual property rights) in and to all content that appears in said files; (ii) all content that appears in said files are the author's original work and contains no libelous or unlawful statements, does not infringe on the rights or privacy of others, and does not contain material or instructions that might cause harm or injury; (iii) the author's execution and performance of this agreement does not and shall not constitute a breach of, or otherwise violate, any written or verbal understanding or agreement between the author and any third party; (iv) TRB's use of said files shall not infringe or violate the copyrights, or other intellectual property rights, of any third party; (v) that TRB does not endorse any product, policy, or standards; (vi) the version on the website has not undergone the complete review and editorial process represented by the final version in a TRR; and (vii) the author will seek permission from TRB to reprint, republish, or incorporate the paper in other publications and will give credit to TRB for the committee or peer review and for editorial process that has been completed.

Please complete blanks below:

Title of Presentation from the 17th TRB Transportation Planning Applications Conference:

I, _____, the corresponding author of the above presentation, along with any co-authors, grant the Transportation Research Board license to display my presentation/audio/video files and/or PDF paper on the 17th TRB Transportation Planning Applications Conference website and the TRB website.

Author (Please Sign or type name)

Date

Email address:

Electronic submission via email is acceptable as completed Word or PDF document