

## Special Interest Session Guidelines

We would like to share with you as Organiser, (with a copy to your moderator), some key information regarding the management of your session. We would be grateful if you or the moderator would pass on appropriate information to your speakers as soon as possible.

### KEY DATES / DEADLINES:

-Moderator/Speaker Registration	<b>As soon as possible</b>
-Input updated session details for Final Programme	<b>Monday 20 May 2019 EOB</b>
-Upload short personal biography AND presentations	<b>Friday 24 May 2019 (midnight CET)</b>

### ROLE OF THE ORGANISER

You are responsible for the set-up of the session, the recruitment of the speakers and the regular update of your session through the online platform [Portal](#). The information you input through the online portal is automatically reflected in the interactive programme and timetable that delegates, speakers and moderators can access through the Congress website.

For the preparation of the session, please ensure that the speakers you list in the programme are aware and have agreed to speak in your session. Moderator and speakers should be fully briefed on their duties.

### ROLE OF THE MODERATOR

As the moderator you are managing the session and your role is to orchestrate the participants' performances in order to produce a lively, interesting and informative session. This involves not only coordinating and guiding the speakers in their preparation for the session but also being the Master of Ceremonies during the session. Your role is fundamental for the success and quality of the session. Therefore it is important that you communicate and prepare the session with your speakers during the weeks before the Congress and onsite. We rely on you to check the quality of the presentations of your speakers and coordinate their participation and we would very much welcome any feedback regarding your speaker and general attendance to the session.

Another key moderator duty is to direct a lively Q&A period where the session attendees can raise questions with the speakers. To ensure that this period starts well, we strongly recommend that each moderator should have a question of her or his own ready for each speaker (based on each speaker's presentation).

### SESSION PREPARATION & FORMAT

We ask Organisers and moderators working jointly to contact their speakers **well in advance** to the Congress in order to ask them for the relevant documents, check and give feedback on the presentations, confirm their allotted speaking time and order of presentation according to the logical flow of the session.

**Important note:** Ask your speakers for their key points and circulate your thoughts on a short introduction and more importantly the guidance you want to give them regarding coverage of different elements of the overall subject. After reviewing the material received determine your session plan, summing up points with overall conclusions and next steps on the topic. Please make

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sure your session concludes with key messages to the audience and link to the overall Congress theme *“Fulfilling ITS Promises”*.

We know from past Congresses that a **roundtable format** for a session is popular. It meets the general demand from delegates for sessions that are more than a series of slide presentations and which create a more lively environment involving dialogue between participants and interaction with the audience.

Please remind your speakers to deploy **short** presentations using the [Brainport Presentation Template](#) and collect them in advance of the session to assess quality, balance and avoid overlaps and possible timing problems.

### Short personal biography and PPT Presentations

It is up to the Organiser/moderator to ask the speakers for a short personal biography and upload it on the [Portal no later than Friday 24 May 2019](#). Can we stress the **‘short’** element - the audience in the session does not welcome the reading out of detailed biographies, these are mainly for background information.

It is also the ultimate responsibility of the Organiser to upload the presentations on [Portal no later than Friday 24 May 2019](#). Please note that speakers are also able to upload their presentation, but we recommend that the Organiser take responsibility for uploading all presentations to ensure everything is in order. The system for presentation upload has to close after that date so that all material can be transferred to the Congress centre. If circumstances should prevent uploading in advance please bring the presentations on a USB key and upload them on site through the technicians in the **Speaker Ready Room**.

Please use your login details to access the [Portal](#). Should you have any technical problem please contact our technical support at [support@create.eu](mailto:support@create.eu).

### Allocated Speaking Time and Q/A

All Special Interest Sessions last for **1h00**. How the time is distributed between speakers and the speaking order are entirely up to you and the moderator, ensuring a balance between the speakers and between presentations and questions from the floor. Questions can either be asked at the end of the session, so that all speakers have sufficient time to give their presentation, or immediately after each presentation, if time allows. Moderators should decide which model they prefer and are encouraged to prepare one question per speaker as audiences usually need prompting.

### PRE-SESSION MEETING

To ensure logistical coordination of the session, Organisers, moderators and speakers are asked to meet in the session meeting room [20 minutes prior to the session start time](#). This time allows checking that the latest version of the presentations is correctly uploaded and functioning.

### SPEAKER CHANGE

If at the last minute before – or even during – the Congress something happens to prevent a speaker from giving her/his presentation, please arrange for a substitute presenter and advise Delphine Soubies [d.soubies@mail.ertico.com](mailto:d.soubies@mail.ertico.com) as soon as possible of the new speaker’s name and

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contact details. We will prepare one introductory slide in advance that will list the session's Organiser, moderator and speakers, so please relay the name of the replacement moderator or speaker **as soon as possible quoting the session number** (last-minute update of introductory slide will be done as much as possible).

### **SPEAKER READY ROOM**

It is essential that presentations are made available on the **intranet** before the start of the session. If for any reason your speakers have not uploaded on the portal within the deadline, please ensure that they bring material to the **Speaker Ready Room** and not in the session room as the file might be lost well before they are due to speak. All speakers are asked to go as early as possible to the **Speaker Ready Room**; this confirms their arrival onsite, delivers the latest version of a presentation (only if absolutely necessary) and gives an opportunity to review the content. Presentation review is an important part of the process because you may experience compatibility issues when moving your presentation onto our machines. Please note that you might have to queue a little bit at rush hours.

**Please ensure presentations are uploaded no later than 24 hours before the session**

The **Speaker Ready room** is located on the ground floor of the Congress center. It will be at your disposal to review and update your presentation throughout the Congress.

### **Opening hours:**

Sunday 2 June, 16:00 - 18:00

Monday 3 June, 08:30 - 19:00

Tuesday 4 June, 08:00 - 18:30

Wednesday 5 June, 08:00 - 17:30

Thursday 6 June, 08:00 - 11:00

### **PRESENTATION GUIDELINES & TEMPLATE**

Please ensure your speakers use the 13<sup>th</sup> ITS European Congress **Brainport Presentation Template (mandatory format of 16:9)** that can be downloaded on the [portal](#). Please ensure that only one (ideally the first) slide illustrates your or/and their company or organisation in order to avoid commercial presentations. Similarly, please ensure that your speakers avoid large company logos on slides that consume space needed for the key messages.

Each session room is equipped with a laptop. Speakers are requested to use the laptop provided in the session room, to save time and ensure that all AV systems work well. Please note that the presentations uploaded at last minute in the session rooms might not be included in the Congress proceedings.

### **REGISTRATION**

All participants including moderators and speakers have to register *via* the **Congress website** [as soon as possible](#) at standard fees if they have not done so – their registration is also a confirmation of their commitment to your session.

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To register

- Choose the 'speaker or moderator' category for preferential rates
- When registering for the Congress, please mention the Special Interest Session code/number (e.g. SIS05)

### TERMS & CONDITIONS FOR PERMISSION TO PUBLISH

Please note that the presentations made during the sessions of the 13<sup>th</sup> ITS European Congress will be made available during the Congress to the participants online and in a designated area of the Congress center. Please notify Delphine Soubies [d.soubies@mail.ertico.com](mailto:d.soubies@mail.ertico.com) **before** the Congress in case you do NOT agree that your presentation is made available during the Congress.

### PROMOTION OF YOUR SESSION

We have tried to make it very easy for you to promote your Session by creating an official [ITS Congress email banner](#) that you can add to your email signature, company website or Twitter.

Need ideas on promoting your participation in the ITS Congress on social media? No problem! We have created a [Communication Toolkit](#) to provide you with examples of social media posts you can use to promote your participation at event!

### CONTACT DETAILS

Please feel free to contact us should you have any questions regarding this note or other aspects of session organisation. For general information on the Congress and updates on the overall programme, you may also visit our website <https://2019.itsineurope.com/>

Thank you for your support to the 13<sup>th</sup> ITS European Congress in the Brainport region. We look forward to meeting you in June!

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