

GUIDELINES FOR SPEAKERS

This document outlines the guidelines to prepare for your presentation at the 13th ITS European Congress in Brainport-Eindhoven. Please read these instructions carefully in order to ensure smoothness and success of your presentation.

Please note that the official language is English. All presentation materials must therefore be in English. Likewise, speakers must give their presentation in English. There will be no interpretation so all speakers need to be comfortable giving their presentation in English.

Online portal with session details: <https://programme.eindhoven2019.itsineurope.com/>
Technical Assistance for the portal support@create.eu.

REGISTRATION

All speakers must register **as soon as possible** via the [Congress website](#) and settle payment of registration fees. Please register without delay if you have not already done so – unregistered speakers will not be able to attend Congress sessions or speak in them, and their presentation will be **removed** from the programme.

ROLE OF MODERATOR

Your session will be directed by a moderator whose role is to orchestrate the participants' performances in order to produce a lively, interesting and informative session, ensuring that presentations run to time. Your session moderator will contact you before the Congress to introduce herself/himself and check your presentation beforehand to make sure it is interesting and not too long. She or he has control of all matters regarding timing of the speakers and between presentations and questions from the audience. The moderator will tell you the order of speakers, how much time has been allowed for initial introductions of speakers, how much time for each speaker (*approx. 8 minutes presentation by speaker*), whether to have a few minutes for questions after each presentation or after all papers have been presented. **The sessions last for 1h00.**

The moderator will tell you whether she/he intends to introduce all speakers at once with a very short summary or whether there will be a single introduction before each speech. To help this process please ensure that you add in the [portal](#):

- a short biography (~ 100 words) that the moderator can use to introduce you
- your contact telephone number so the moderator can contact you
- (optional) a photo of you, so the moderator can recognize you

One further point: Regular attendees at Congresses will know that we ask delegates for feedback and a common complaint is speakers who read out, line by line, what is on the screen in their presentation. We

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do realise that some of speakers will be working outside their native language and we do understand the need to use guidance notes. However we would like to stress that these should complement, not duplicate, what is in a slide set as most delegates can read written English quite quickly. **Therefore, please ensure that your presentation complements your paper and that your presentation speech is more dynamic and interesting than simply reading off the points from the slides on the screen. The audience is invited to rate the session through the Congress app.**

PRE-SESSION MEETING

To ensure logistical coordination of the session, moderators and speakers are asked to meet in the session meeting room **20 minutes prior to your session start time**. It is essential to be there on time as during this meeting you will meet the moderator and other speakers, discuss logistics of the presentation and prepare the session.

This allows confirmation that PowerPoint materials are downloaded to the session venue PC, that all support equipment is operating to moderator and speaker satisfaction and that the order of presentations can be confirmed. If needed, you can request the assistance of a technician.

PRESENTATION UPLOAD

Please upload your presentation on the [Portal](#) using your login details (that were provided by email).

The deadline for presentation upload is Friday 24 May 2019 (midnight CET).

PRESENTATION GUIDELINES & TEMPLATE

Please use the 13th ITS European Congress **PowerPoint Template (mandatory format of 16:9)** that can also be downloaded in the [Portal](#) left menu. Please ensure that only one (ideally the first) slide illustrates your company or organisation in order to avoid commercial presentations. Similarly, please avoid large company logos on slides that consume space needed for the key messages.

SPEAKER READY ROOM

The Speaker Ready Room is located on the ground floor of the Congress center and it will be at your disposal to try out 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

It is essential that presentations are made available on the [intranet](#) before the start of the session. If for any reason you have not uploaded before the official deadline **Friday 24 May**, please ensure that you upload it as early as possible to the [Speaker Ready Room](#) and not in the session room as the file might be lost. Uploading the presentation will confirm your arrival onsite, deliver the latest version of a presentation

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(only if absolutely necessary) and will give 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.

Hostesses will direct you to the technicians in charge of copying your file on the **intranet**, which will route it to the computer of the relevant room. Please note that you might have to queue a little bit at rush hours.

TERMS & CONDITIONS FOR PERMISSION TO PUBLISH

Please note that the presentations made during the sessions of the 13th 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 **before** the Congress in case you do NOT agree that your presentation is made available during the Congress.

SPEAKER CHANGE

If at the last minute before – or even during – the Congress something urgent happens to prevent you from presenting, please tell the moderator and Delphine Soubies as soon as possible, try to arrange for a replacement speaker, and advise as soon as possible of the new speaker's name and contact details quoting the session number, as we will prepare one introductory slide in advance that will list the session's moderator and speakers, (last-minute update of introductory slide will be done as much as possible).

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 [Congress website](#).

Thank you for your support to the 13th ITS European Congress in Brainport-Eindhoven. We look forward to meeting you in June!

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