EUROPEAN TRANSPORT CONFERENCE

18 – 20 September 2024

University of Antwerp, Belgium

**NOTES FOR SPEAKERS ON PREPARING FOR THE CONFERENCE**

This document is designed to give guidance to speakers at the European Transport Conference in the preparation of presenting at the conference.

**Key Dates to Note:**

Deadline for [booking your place for the conference](https://aetransport.org/etc/booking) 6 September

Deadline for uploading papers/presentations to abstract page 9 September

Deadline for revision of abstract (if required) 13 September

If you are unsure about any aspects of these guidance notes, or if you find that you may have a problem adhering to the above schedule, please contact the conference team immediately via aetransport.events@aetransport.org.

**Abstracts, papers, presentations and making changes**

You have uploaded your abstract after the Call for Papers, after which it has been accepted for presentation at the conference by one of our Programme Committees. The conference delegates can view your abstract page from our conference-app from the beginning of September. Conference delegates can read the title, authors, short and long abstract. They can also open documents that you as abstract owner uploaded to your abstract, for example your paper and/or ETC presentation. You can make small changes (spelling or clarification) to your abstract yourself and add your paper and/or presentation. Those changes will be updated on the database on our website automatically.

While our website updates automatically, some of the content on our conference app is updated manually by our team. Should you make any changes to the abstract title or author names after **13 September**, please let us know via aetransport.events@aetransport.org so we can copy the change to our conference app.

We strongly encourage our speakers to upload a paper to their abstract page before the conference. Should you receive feedback during the conference that you would like to include in your paper, you are able to upload a revised version after the conference.

While we would love to have as many papers available to our delegates as possible, we do understand not everyone will be able to provide one. Should you not be able to upload a paper to your abstract page by 9 September, please consider uploading your presentation instead. Having one of these documents available on your abstract page will allow our conference delegates to inform themselves on which sessions they would like to attend. After the conference the uploaded papers and presentations become a valuable open source of knowledge via the ETC repository.

To revise your abstract **or upload documents**, access your AET accoun**t** <https://aetransport.org/login> **and navigate to the “**[**your abstracts**](https://aetransport.org/etc/Your-Abstracts)**” section under the welcome message at the top of our website.**

# Delegate access to uploaded papers or presentations

Before and during the conference, only registered delegates will be able to access any uploaded conference papers on the AET website (alphabetically via the Conference Repository on our website, or chronologically via the programme on our conference-app).

Three months after the conference, papers will be made publicly available on our website [www.aetransport.org.](http://www.aetransport.org.) Those papers which have been selected and peer reviewed will be submitted to specialist journals and published online [at a later date](https://aetransport.org/etc/publication-opportunities).

**Paper writing instructions**

Speakers are responsible for uploading their own papers to the website via their abstract page. For more information on our Style Sheet, see the ETC 2024 paper style sheet document.

A few pointers:

* **File Size**

There is a limit to the file size of each paper at **20mb.**

* **Word length**

There is no maximum word length, but authors are advised that the equivalent of 10 printed pages is a reasonable length for a paper. Remember that delegates will want to read the paper and may be deterred if they are too long.

* **Content**

Papers should include a reasonably detailed introduction explaining the background to the work as well as the administrative and technical framework. Participation in the Conference is international, and amulti-national audience will not necessarily be familiar with the government or local authority structure and procedures in your country. For similar reasons, abbreviations should be explained or avoided. Authors are also asked to put their paper into a policy context and to highlight outcomes.

* **Spelling and Grammar**

The author is responsible for checking the spelling and grammar of the paper.

* **Copyright**

The author must assume full responsibility for securing any necessary clearance for publication and permission from holders of copyrights on materials involved in the paper, before its submission.

Please use the footer as stipulated in the ETC 2024 paper style sheet document:

***© AET 2043 and contributors***

* **ISSN**

The conference proceedings will carry the number: **ISSN 2313-1853**

**Format**

* The final version of the paper can be in MS Word or PDF

**Session organisation – Chairs, Stewards and bringing your presentation**

The session you are scheduled to present in at our conference will be chaired by one of our volunteer chairs. Speakers will receive the contact details for their session chairs and other presenters in the same session. Please make sure to reach out to your chair and let them know if you are on track with your preparations for the conference or if you need their help. Chairs would like a few biography lines to introduce you to the audience and might contact you for an opening question on your work to kick off the Q&A after your presentation. The chairs will arrange the order of speakers and inform you of the time you will have for your presentation.

Please be aware that some chairs will have volunteered to chair multiple sessions. It helps their preparation if you can send them your paper or (provisional) presentation as soon as you have something available for them.

Every session room will have a laptop available that will be connected to internet access. Presenters are required to make sure they have their own presentation ready before the session. Please calculate some time before the session starts to make your way to the room and bring your presentation on USB-stick or available for online download onto the laptop. Every session will have a steward present to help with any technical issues you might encounter.

If you have any questions about presenting at your session, please contact your session chair.

**Publication opportunities**

AET has published peer reviewed papers that have been presented at our conference since 2013. Selected papers will be reviewed and published in specialist journals and/or will be included in the ETC selected proceedings. If you are interested in these publication opportunities, please make sure you have ticked the appropriate box on your abstract page. After the conference, the Publication Team will be in touch with the authors of uploaded papers about the selection process. There will be time to revise the paper you uploaded before the conference and to re-upload a revised version. The Publication Team will inform the authors of the process and timeline.

August 2024