EUROPEAN TRANSPORT CONFERENCE

6 – 8 September 2023

Politecnico di Milano, Bovisa Campus

**SPEAKER NOTES ON THE WRITING OF PAPERS AND**

**PREPARATION FOR THE CONFERENCE PRESENTATION**

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

**Key Dates to Note:**

* Deadline for [booking your place for the conference](https://aetransport.org/etc/booking) 2 August
* Deadline for payment of attendance fee 16 August
* Deadline for revision of abstract (if required) 16 August
* Deadline for submission of full paper or PowerPoint slides

to session chair (for session preparation) 28 August

* Deadline for uploading full paper (or at least presentation)

to abstract page in website profile 4 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](mailto:aetransport.events@aetransport.org).

**Abstract**

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. Please note that all abstracts will be available to delegates on the AET website from the beginning of September. Should your paper have significantly changed from the abstract submitted after the Call for Papers, you may submit a revised abstract. Please inform the conference team via [aetransport.events@aetransport.org](mailto:aetransport.events@aetransport.org) that you have made a change.

# To revise your abstract, access your AET account and follow the instructions to update your abstract: [www.aetransport.org](http://www.aetransport.org)

# Preparation of Papers

Registered delegates will be able to access any uploaded conference papers from the AET website before the conference.

After the conference, papers will be publicly available on the website: [www.aetransport.org.](http://www.aetransport.org) Those papers which have been peer reviewed will be submitted to specialist journals and published online at a later date.

**Paper Instructions**

Speakers are responsible for uploading their own papers to the website. Details of how to do this are set out later in this text.

* **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 add a footer to your paper which reads:

***© AET 2023 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

**Uploading your Completed Paper and Amending your Abstract**

The paper must be uploaded to the AET website. Your abstract can be revised using the same procedure.

* Go to:[www.aetransport.org](http://www.aetransport.org)
* Sign into your account. If you have forgotten your user name or password, follow the instructions.
* Click on “your abstracts”. A list of all your accepted abstracts will appear. There is a “view” button. Click on this and you can then edit your abstract
* Then, to upload your paper, click on the “add documents” button and upload from your computer

**Authors wishing to have their paper submitted to the peer-review panel**

From 2013, peer review of the papers presented at the conference has been introduced. A number of selected papers will be published in specialist journals and/or will be included in the ETC selected proceedings. More information

The review process takes some time and authors will be informed of progress.

19 May 2023