

# CALL FOR PRESENTATIONS

## 2015 Annual Meeting Intelligent Transportation Society of Tennessee “Connected to the Future”

The Intelligent Transportation Society of Tennessee is hosting its annual meeting in Memphis, TN on April 8 -10, 2015. Share your expertise and knowledge by presenting at this important event!

We are now accepting speaker applications for technical program presentations. Your application should include your name, title, organization, contact information, working title of the presentation, brief speaker biography, and a presentation abstract (no more than 250 words). The presentation's scope and originality should be of interest to a wide range of conference attendees.

**To be considered, email your speaker application to the Program Coordinator by February 9<sup>th</sup>, 2015.**

### Program Coordinator:

Michael Varner, Atkins

Phone: 615.399.0298

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### Guidelines for Presenting at the ITS Tennessee Annual Meeting:

1. All speaker applications must include a short biography with your presentation abstract.
2. All presentations must either tell a story, project, lesson learned, or state a specific benefit. Commercial “sales” are not allowed.
3. A written paper will not be required.
4. All presenters must register and pay the regular conference registration fee at [www.itstn.org](http://www.itstn.org). Acceptance as a presenter does not register you for the conference. *Registration through the website will be available soon.*
5. Once accepted, presentation files are due COB March 13, 2015. Presentation files smaller than 5MB can be emailed to the Program Coordinator. If larger than 5MB, please use a FTP service.
6. Each presenter is *typically* allotted 15-17 minutes, plus up to 5 minutes for questions. There will generally be four presentations per session, plus opening and closing comments and introductions by the moderator, to form a cohesive session of 90 minutes in length. *Presentations longer than 20 minutes will need planning committee approval.* Moderators may ask to hold questions for presenters until the end of the session. Please contact the Program Coordinator if you are interested in moderating a session.
7. All presentations will be loaded in advance on conference computers with Microsoft PowerPoint. In order to keep each session on schedule, we will not be able to use any other computers. Please notify the Program Coordinator in advance of the meeting if you plan to include audio or video files as part of your presentation, or have a special request that may require different accommodations.
8. Presentations will be posted in PDF format via the ITS Tennessee web site after the meeting.

### Important Dates:

- Deadline for Application: February 9, 2015
- Notification of Acceptance/Rejection: February 20, 2015
- Deadline for final presentation submission: March 13, 2015