



International Co-operation on
Theories and Concepts in
Traffic Safety

**30th ICTCT Workshop in Olomouc, Czech Republic
October 26 & 27, 2017**

***Traffic safety and the City” –
How to enhance traffic safety and liveability in urban
areas***

We want to give you some more information about the ICTCT workshop in Olomouc, Czech Republic on 26/27 October 2017.

Oral presentations

It is a tradition of ICTCT workshops that we reserve time for questions and discussion after each oral presentation. Therefore please limit your presentation to 15 minutes so we have at least 5 minutes left for discussion. Please send your presentation before the workshop to clemens.kaufmann@factum.at and matus.sucha@upol.cz and bring it along on a USB stick to the workshop. Please get in contact with the chair person of your session in the break before the session and make sure that your PPP is ready and working.

Poster presentations

A poster session will be held on the first day of the workshop. Poster sessions will start with an inauguration session in which the presenters of the posters will have the possibility to introduce their posters shortly (3 minutes, one slide). Please send your one slide presentation before the workshop to clemens.kaufmann@factum and matus.sucha@upol.cz and bring it along on a USB stick to the workshop. Please get in contact with the chair person of your session in the break before the poster session and make sure that your PPP is ready and working. Bring a supply of business cards to exchange with interested attendees and a sketchpad and pen to elaborate on details.

Please note that your poster has to be written in English. The format of the poster should not be bigger than DIN A0: 841 x 1189 mm (33.1 x 46.8 inch).

The paper title and author name(s) must be placed at the top of the board. This lettering should be at least 25.4 mm (1 in) high; all other lettering should be at least 1 cm (ca. 3/8 inch) high. The poster should include an introduction, key points, and a conclusion. The poster should be self-explanatory. Do not present too many details on a poster display; instead, be prepared to discuss points with participants. Keep illustrations simple with lettering (charts, tables, photographs, etc.) legible from a distance of approximately 1 m (3 ft).

When creating your presentation, use lightweight poster board or paper only; Foamcore and other heavy display materials are difficult to secure. All display materials must be made in advance and brought with you. There are no provisions for receiving, storing, or returning poster presentations; this is the responsibility of each presenter.

Conference proceedings

We kindly ask you to send your full paper version (for the proceedings) to the ICTCT secretariat (clemens.kaufmann@factum.at) as soon as possible, but 31st December 2017 at the latest. The full paper version will be published on the website: www.ictct.org. The length of your paper should not exceed 10 pages. On the next page you find some layout guidelines.

Layout-guidelines for ICTCT proceedings

This document can be used as a guide.

Typeface, size and style

Preferred font is Tahoma or like similar sans serif font (e.g. Helvetica,). Text should be single spaced and fully justified.

The papers title and author details should be in upper case, in bold type, and centred; main headings should be in upper case and lower case, in bold type and aligned left; subheadings should be in upper and lower case, in bold type, and aligned left, and sub-headings in Italic and aligned left.

Type sizes should be 16 point for paper titles, 14 point for main headings, 12 point for subheadings and 11 point for body text.

Emphasis and numbering

Please do not underline headings or subheadings

Paragraph numbering

Individual paragraphs should not be numbered, although major sections may be numbered if you wish.

PAGE LAYOUT

Margins

Page margins should be: Top – 2,5 cm, Bottom - 2 cm, Inside – 2 cm, Outside-2 cm, select 1 cm mirror margins to allow a wide inside margin for binding. Please ensure your page layout is set to A4 (210mm x 297mm).

Page numbers

Page numbers should be at the bottom of the page and centred, and should be in the same font and size as the body copy. Only numbers should be used to denote page number i.e., use, 3 instead of page 3.

Headings and footers

Please do not include headers or footers, document references or lines at the top or bottom of the page.

Cover page

Please do not include a separate cover or title page with your paper, but make sure your paper title and author details (including contact address) are at the top of the first page.

Illustrations

Include figures, charts, tables or photographs in your paper at their appropriate position in the paper, and provide a brief title.

References

The references should be arranged alphabetically. Author name (s), Year of Publication, Title of paper, Journal/Conference, Vol. No. Month and year, Page No.