



ACT 2018 International Conference Call for Speakers

Summary of Abstract Submission Instructions

Please read carefully through the submission instructions listed below before preparing your abstract:

- Step 1** Read the Speaker Submission and Approval Procedure
- Step 2** Prepare your abstract following the Abstract Format and Layout Guidelines
- Step 3** Gather complete contact, bio and presentation data for each presenter to be submitted
- Step 4** Submit complete Call for Speakers Application online at www.actconf.org

NOTE: *You may begin your abstract submittal and save your information for future editing prior to submitting.*

Speaker Submission and Approval Procedure

Submission of Abstracts: The abstracts must be in English, fewer than 400 words in length and must be received by the Event Organizers before 5 p.m. (Pacific Standard Time) on December 22, 2017. Since the selection of the final speakers will be based on the abstracts only, abstracts must be specific and reflect the intended content of the presentation. There is no limit on the amount of abstracts submitted by an individual and/or organization. However, splitting the subject matter of the presentation into multiple abstracts is not permitted. Incomplete submittals will be rejected. **Note: This year we are highly encouraging full session proposals (providing a slate of speakers).**

All presenting speakers will be required to register for the Conference in order to ensure their abstracts are included in the final program.

Abstracts should be submitted via the conference website, Call for Abstracts Application

For any questions, please contact: cmurphy@actweb.org

Selection of Abstracts: The ACT National Conference Program Committee is solely responsible for the selection of the abstracts. Members of the Committee represent numerous companies and organizations with extensive TDM experience. Program Committee reserves the right to combine submittals, and assign specific date and time for the presentation(s), at its sole discretion. Program Committee's collective decision is final.

Please include all session speakers in each application. Notifications of acceptance will be sent via e-mail to the submitting author by February 16, 2018.



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Accepted abstracts will be published in the Conference proceedings.

Abstract Formatting and Layout Guidelines

- Abstracts cannot exceed 400-word limit. The word limit relates only to the text of the abstract and DOES NOT include title, author(s) and institution(s)
- Abstracts must be free of typographical and grammatical errors
- Standard abbreviations may be used for common terms only
- Each presenter will be asked to provide a short biography (up to 100 words) when you create your submission
- Indicate if it's a full session or an individual submission
- Indicate the length (in minutes) of your presentation
- Indicate type of the presentation, i.e. Professional Development, Panels, Deep Dives and specific subject matter within each topic, i.e. New Innovations, Transportation Challenges, etc.

Call for Speakers Application Format

*We recommend gathering the speaker information and abstract details as indicated below before entering the data via the abstract submittal form. However, you will be able to save edits and return at a later time to complete your submittal. **Note: When completing your submittal, if you are submitting a full session proposal with multiple speakers, you will be able to add an additional speaker on to your application on the last page under "Review Information" and then in the blue bar titled: Submission Information - Click the add an additional speaker option on the far right.***

Please keep a copy of your application information for your records.

Submitter Information

1. Submitter contact information (name, title, company, address, email and telephone)
2. Session type (panel, group discussion, deep dives, and professional development)
3. Subject group/track for break-out sessions (New Trends and Innovations, Transportation System Challenges, Suburban & Rural TDM, Employer/Private Sector, Marketing & Communications, and Other)
4. The presentation's one to three learning objectives
5. Presentation length (20min (this presentation will be placed in a larger panel session if ACT is able to find a similar fit); 60 min; 75 min; 90 min or 180 min – Professional Development ONLY)

Speaker Information (for each speaker proposed)

- Speaker contact information (name, title, company, address, email, and telephone)
- Speaker's brief bio (100 words)
- A description of each speakers portion of the presentation (100 words)

Optional Closing Information

- Provide additional information about application, 2018 conference, or your organization
- Request additional information from ACT about membership, sponsorship or exhibit opportunities
- If not selected to speak, would you be interested in moderating a session at the conference?