



**International Conference on Mobility and Transport for
Elderly and Disabled Persons
(TRANSED)**

Organizer's Handbook

Powered by:
Svayam, India
(Host: 13th TRANSED 2012)



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1. Objective of the Handbook

This Organizer's Handbook/Manual prepared by Svayam, India is intended to encapsulate and share the guidelines, procedures and best practices against the set timelines for planning and hosting the future TRANSED conferences across the world.

The handbook will serve as a one stop shop for all relevant information required for scheduling the TRANSED conference. It provides a flexible and coherent framework that assures inclusion of all the critical elements of conference planning and administration, ensuring smooth execution.

2. Rationale

The handbook seeks to meet the modern needs and requirements of the TRANSED conference organizers and will provide an essential support to help improve the quality of the event. The handbook has been prepared to provide future conference Secretariat with a resourceful, clear checklist to event planning.

The content of the handbook will form a complimentary, broad-based approach to the issues and areas to be addressed. The specifics may vary depending on the specifics of the host country and various external factors.



3. Organizing TRANSED Conference

a. Setting up TRANSED Secretariat

Establishing a conference Secretariat is one of the very first and foremost steps in planning a TRANSED conference. The Chair of the Organizing Committee should set up a Secretariat as per the requirements of the host organization.

The Secretariat is the nerve centre of the conference and is responsible for the management and coordination of each activity related to the event. The conference Secretariat reaches out to the stakeholders, delegates, exhibitors, sponsors, partners and others who intend to participate in the conference. The Secretariat also facilitates the work of the other TRANSED committees such as International Steering Committee, Scientific Committee, Organizing Committee and its various Sub-Committees.

The Secretariat usually hires a Professional Conference Organizer (PCO) to ensure that all the activities of the conference and associated events are well coordinated and delivered.

b. TRANSED Conference Logo

Each of the TRANSED conferences hosted thus far has developed distinct logos that reflect distinctly the ethos of the conference in relation to the host nation. Ideally, the Chair of the Organizing Committee would unveil the conference logo at the time of receiving the handover from the previous TRANSED organizer. The logo forms an integral part of all the conference material.

c. Conference Title, Theme and Sub-Themes Selection

The second important step in organizing the conference is to finalize the Main Theme and sub themes. The title of the conference should include the exact edition of the conference, the word “international” and be more inclusive. E.g. “13th International Conference on Mobility and Transport for Elderly and the Disabled Persons”, and so forth.



• Sharing Mobility Solutions around the World •

The conference theme is the focal point of the technical program and integrates the various issues into a relevant perspective. Similarly, the conference theme should be broad-based, suggest the purpose of the conference and reflect the TRANSED conferences' ideology. The conference Secretariat should also review evaluations from the past conferences taking note of the areas of concern, best practices, suggestions and formulate the sub themes accordingly.

The conference theme is chosen by the Organizing Committee in consultation with the Scientific Committee and should be finalized within three months of receiving the handover from the previous host country.

Once the theme is determined, the major sub-themes in which papers/presentations are to be invited must be listed. These can again be developed through brainstorming on the topics of relevance to the main theme. Few sub-themes may be same from year to year but interest areas can change to reflect emerging issues globally, as well as issues that are specific to the host country.

d. Selecting the Conference Dates

The Secretariat should decide on the conference dates well in advance and should preferably announce it at the handover ceremony. This also gets the message across to the target and interested audience. A firm date established in advance enables the researchers and academia to plan their work and block their calendar. Also, announcing the conference dates in a brochure with details of the conference would allow the next host to interact and network with the target audience.

In order to generate a greater public interest and avoid overlapping, conference organizers should closely monitor national and international events to assure that the venue foreseen for the conference is not occupied.

It is also desirable to undertake road-shows at relevant platforms in and around the neighboring nations as well as within the host country to boost participation and disseminate the message broadly.

e. Selecting the Conference Venue

The TRANSED secretariat should finalize arrangements for the conference venue well in advance. While evaluating the proposals for venue selection, certain crucial factors such as availability, capacity, exhibition space, costs, service quality etc. should be taken into consideration. Accessibility would remain a non-negotiable crucial factor in selection of any conference venue.

The information about the conference venue should be appropriately updated on the conference website and other conference announcements.

f. Launch of official TRANSED conference website

The conference website is the most critical communication dissemination tool and visible source of updated information about the entire event. TRANSED must have an official website set up in compliance with WCAG 2.0 AA level. Making a bilingual or multilingual website would purely depend on the need specific to the host nation.

The conference website should be continuously monitored and updated by the conference Secretariat and should have correct and relevant information. It is recommended that the organizers of the conference make the TRANSED website available as early as possible to interact with potential speakers, sponsors and delegates. A system to monitor web activity in order to gauge the effectiveness of the communications issued is also advisable.

Minimum requirements for launching a new website for TRANSED conferences include the following elements:

- Full name of the conference
- Acronym + year
- Conference dates & venue
- Important dates (abstracts submission, notification and registration deadlines)
- Information and background of TRANSED conference
- Scope of the conference, theme and sub themes



- Committee information (names, affiliation, countries)
- Call for abstracts, workshops and papers details
- Information about online abstract and paper submission guidelines

- Registration details
- Exhibition details
- Sponsorship packages
- Accommodation details

The following information needs to be posted on the conference website as soon as it becomes available:

- Sponsors' and supporting organizations logo with a hyperlink to their respective websites.
- Conference schedule/technical program
- Detail about social program
- Speaker information (bio, photo, title and abstract of presentation)
- Announcements of accepted workshop proposals
- Announcement of Best Paper and Best Poster Awards
- Selected conference venue with map and instructions
- Practical information about recommended accommodation, visa information and local highlights
- Registration details and deadlines

The conference organizer should also take the handover of the live data of participants from the immediate past host nation for follow up and marketing.

g. Conference Committees and Functions

The Conference Committee and its members are responsible for coordination of all activities necessary to successfully organize TRANSED conference in collaboration with the conference Secretariat.

Each conference has an International Steering Committee, Scientific Committee and Local Organizing Committee.



All the committees should be formed within six months of the award to host the conference.

✓ **International Steering Committee**

The International Steering Committee provides leadership and guidance on the strategic direction and overall conference program. The Committee should meet two to three times to provide advice on conference planning, site visits, suitability of the conference venue from accessibility perspective and other relevant issues.

✓ **International Scientific Committee**

Chair of the Scientific Committee in consultation with The International Scientific Committee assesses the technical conference program and oversees the development of the technical content of the conference. The scientific committee helps in developing guidelines related to call for papers & posters. It is also invited to conduct review and selection process for abstracts of papers and posters. The scientific committee is a great source for roping in information to create a network of interest for the conference participants. The travel scholarships and award recipients are also selected by the scientific committee.

✓ **Organizing Committee**

The goal of the Organizing Committee is to ensure that TRANSED conference gets organized in a seamless, accessible and efficient manner. The committee oversees all the local arrangements and logistics for the technical and social events, including soliciting and arranging sponsors for the event. The Organizing Committee markets, publicizes and reaches out to the prospective participants on the local and global levels. It is advisable that the local organizing committee incorporates sign language as one of the tools of communication keeping in mind The Organizing Committee meets frequently to take a stock of the conference preparations.

h. Announcement of Call for Abstracts



The Call for Abstracts is a public solicitation of abstracts for the conference and is the first major publication or preliminary conference announcement. The abstract should not exceed 500 words in length. Among the components of the call for abstracts are:

- Conference title
- Authors names, affiliations and contact details
- Purpose of the Study
- Approach and/or Methodology
- Results or Expected Results
- Conclusion
- Topic Code

Additional information might include:

- Detailed instructions about preparing the abstract along with a sample of desired format.
- Information about notification of receipt of abstracts and acceptance of them for presentation.

The call for abstracts should commence at least 20 months prior to the conference date. The date of receiving abstracts can be extended depending on number of abstracts received and local situations. It is advisable to have an online abstract submission mechanism ensuring transparency and access.

i. Circulate abstracts to the Scientific Committee

Once the authors start submitting the abstracts online, the Secretariat should circulate the first batch to the scientific committee with tables for assessments via a blind review. The abstracts should be reviewed by minimum of three reviewers.

The Secretariat should keep circulating further tranches of abstracts to the scientific committee as they are being submitted online.

j. Registrations

The conference Secretariat should provide details about registration in various categories along with the benefits offered at least two months before the first list of accepted abstracts is announced. The call for registration may have early bird offers and staggered rates of registrations to encourage participation.

The registration fees must be high enough to cover the major costs of the conference, yet low enough to be affordable by most members of the target audience. Setting fee too low detracts from the perceived quality of the conference and makes it difficult to break even on costs, however, setting fees too high decreases conference attendance.

The secretariat should make a provision of mapping the disability specific needs so as to plan for the better accommodation and other related facilities required by the participants at the conference.

The conference website should be constantly updated with the early bird offers, registration deadlines and conference technical and social program. The registrants should be provided a conference kit on-site which should include a conference program guide, a CD/USB drive containing the abstracts and papers along with the entire technical and social program.

k. Scholarship Announcement

Past TRANSEDS have awarded scholarships, mainly to delegates with disabilities (with or without attendants) from the hosting nation and from developing and transitional economies. The number of scholarships and the level of support vary, depending on funding and in-kind services available.

Scholarships may be awarded to needy participants with or without disabilities, and the coverage should include one or more of the following major items:

- Conference registration
- Travel support



- Accommodation
- Meals and incidentals
- Expenses for the assistant/attendant

The scholarships awarded may be full or partial, and may include expenses for attendants when justified.

l. Call for Exhibitors to participate (optional)

Call for exhibitors may be announced at the time of call for abstracts and also updated on the conference website if the host nation has decided to hold an exhibition on the sidelines of the conference technical program. The exhibition should be aligned with the technical scope of the conference. The expo should provide awareness about barrier-free access facilities, assistive technologies to empower people with disabilities and solutions providing independence to all.

The Secretariat should consider designing an exhibition brochure incorporating all the necessary information and send it to all potential exhibitors.

The exhibition opening should be scheduled in such a fashion so that it generates attention of all the participants resulting in maximum attendance.

m. Call for Sponsors

The TRANSED conferences often receive support and financial sponsorship from government bodies, technical societies, academic institutions and research centers. The Secretariat should reach out to the prospective sponsors on the local as well as global levels to generate additional funds for making the conference viable and sustainable.

The information about different categories of sponsorship available along with the benefits offered should be clearly listed on the conference website.



n. Call for Pre-conference Workshop Proposals

Pre-conference workshops can be provided to the participants at no additional charge as a supplement to strengthen the technical program.

The Secretariat should provide guidelines on the conference website about which information must be included in the workshop proposal and how the proposal document has to be structured.

Individuals (or organizations) who submit proposals that have been accepted should receive an acknowledgement notice of approval and contacted by the Secretariat in writing before a year to the main conference.

o. TRANSED Marketing

It is advisable to formulate a detailed marketing and promotional plan by the conference Secretariat to ensure timely dissemination of information by reaching out to prospective participants, partners, exhibitors, sponsors and the general public.

Depending upon the marketing budget, the Secretariat may choose from an array of options such as social media, outdoor publicity, radio spots, print media, online outreach, networking and website etc. The quantitative objective should be to cultivate the potential delegates and increase the attendance at the conference.

p. Receive assessments from Scientific Committee and publish list of accepted abstracts

The TRANSED Secretariat receives the assessments from the scientific committee and announces the first list of accepted abstracts on the conference website. As and when further assessments are received, they are constantly updated on the website with emails to the respective authors notifying acceptance of the abstracts as papers or posters.

Ideally, the first list of accepted abstracts should be announced 15 months prior to the conference date so as to give enough time to the authors for preparing their final papers/posters.

q. Submission of final papers

Authors whose abstracts have been accepted for either a paper or a poster are contacted by the Secretariat to submit their abstracts online. The paper submission deadline is set by the Chair, Organizing Committee in consultation with the Scientific Committee and is optimally set five months prior to the conference date. However, the paper submission deadline can be extended on case to case basis.

The paper submission deadline is also a breaking point for assessing that the conference has potential to attract enough authors to provide a compact and interesting program.

r. Technical Conference Program

The Scientific Committee in consultation with the Secretariat prepares an outline of the technical conference program indicating various sessions based on different sub themes three months prior to the main conference. The technical conference program is also reviewed by the members of International Steering Committee for their inputs.

The conference program should be available online and efforts should be made to constantly update the conference website for any modifications. Any changes or updates in the conference schedule should also be highlighted on the website under “What’s New” section.

Secretariat should also circulate the conference program to all the delegates notifying them when their papers/posters will be presented.



Interpretation of the conference proceedings in sign language should be made a non-negotiable strategy for the benefit of participants with hearing impairments.

s. Finalization of Social Program

Organizing a social program on the sidelines of the main conference provides countless opportunities for the conference delegates to learn, exchange ideas and network with people from across the world in informal settings.

The TRANSED secretariat should finalize the social programme consisting of the welcome reception and/or gala dinner, award ceremony and post conference optional tours. It would be important to provide updates on the conference website accordingly. The social program including pre and/or post conference tours should be finalized early enough to allow the delegates registering for the conference plan their travel itinerary.

t. Visit of International Steering Committee to the host nation

The members of the International Steering Committee visit the Secretariat of the host nation at least six months prior to the main conference to review the conference technical and social program, administrative arrangements, conference venue, accommodation facilities and other related areas.

u. Transportation & Logistics

The TRANSED Secretariat should ensure that the conference venue is accessible for people with reduced mobility. The Secretariat should make suitable arrangements to welcome and orient the delegates. Accessible vehicles should be exclusively arranged on the basis of information provided by the delegates with reduced mobility beforehand for their smooth transfer to the hotel.



Setting up of a welcome desk at the conference venue's concierge to assist the delegates could also be considered. It acts as a permanent point of contact on hand to anticipate the needs of delegates and respond quickly to any request for assistance, ensuring best service.

v. Preparing Final Report of the Conference

After execution of the conference program, the host nation has to prepare a detailed final report covering all the relevant aspects of the conference. The final report is presented before the members of TRB ABE 60 committee in the immediately succeeding annual TRB meet at Washington DC.
