TRANSED

International Conference on Mobility and Transport for Older Adults and People with Disabilities

REQUEST FOR LETTERS OF INTENT TO HOST TRANSED 2021
Submittal Deadline: 15 May 2017

Prepared by the TRB Committee on Accessible Transportation and Mobility (trbaccessmobility.org), 4 January 2017

INTRODUCTION

This is an invitation to any organization which is interested in hosting, managing and financing the 16th International Conference on Mobility and Transport for Older Adults and People with Disabilities (TRANSED) in the year 2021 to put forward an initial expression of interest in doing so.

TIMETABLE

Letters of Intent must be received by 15 May 2017. Shortlisted applicants will be notified in June 2017 and invited to put forward a full proposal by 30 November 2017. All shortlisted applicants will be expected to make a full presentation of their proposal to the TRANSED Planning Subcommittee during the January 2018 TRB meeting in Washington, DC. The successful applicant will be officially announced at the 15th TRANSED Conference taking place in Taipei in November 2018.

BACKGROUND

Founded in the 1970's by Professor Norman Ashford (University of Loughborough) and Professor William Bell (University of Florida), TRANSED (formerly known as the International Conference on Mobility and Transport for Elderly and Disabled People) has been held twelve times in nine countries.

From its roots as a small, specialized meeting of researchers, the Conference today attracts between 400 and 1,000 delegates from up to 40 nations on six continents (see Chronology of Conferences in Appendix A). Conference proceedings are a standard reference for researchers, planners and operators, and are referenced in the TRB Transport Research Information Database TRID (http://trid.trb.org/).

Professionals and end users throughout the world recognize the TRANSED series Conferences as a major forum for scientific and conceptual advances in the pursuit of mobility and access for people with disabilities and older adults as well as for the dissemination of practical information on policy formation and implementation of advances in this field around the world.

In recent times, the Conference has been held every three years, with the exception that the New Delhi Conference in 2012 was held only two years after the preceding Conference for local operational reasons. From the outset, the TRANSED series of Conferences have been held

primarily to serve the needs of transport professionals including researchers, policymakers, planners, administrators and operators.

Elected government officials, advocates, NGO representatives, and end users are also key participants at the Conferences. The main objective of the Conference remains to promote and encourage the development of transport services and systems that meet the needs of people with disabilities, older adults and others with specialized needs through the exchange and dissemination of knowledge and experience.

GOVERNANCE

Since 1986 the Conferences have been organized under the auspices of the Committee on Accessible Transportation and Mobility (ABE60) of the Transportation Research Board (TRB), a division of the National Research Council of the United States which serves as an independent adviser to the President of the United States of America, the Congress and federal agencies on scientific and technical questions of national importance. The role of the Committee is to provide support, advice and guidance on procedural and organizational aspects of the Conference.

The Conference will be sponsored by the host agency and "co-sponsored by the US Transportation Research Board." In addition, the TRB Committee on Accessible Transportation and Mobility, in consultation with the host agency, may wish to contact other major agencies in our field to further strengthen the Conference by acting as additional co-sponsors.

DEVELOPING A THEME FOR 2021

TRANSED attracts delegates from across the world and that countries are at widely different stages of development in meeting the needs of disabled and older people. The intention is that each TRANSED Conference should build on the topics and content of the previous Conference and so move the agenda forward rather than repeating discussions that have already taken place.

The theme will be determined by the Committee on Accessible Transportation and Mobility in collaboration with the selected conference organizer. Possible themes will be identified in the light of discussions at the 15th TRANSED in Taipei in 2018. See Appendix A for examples of past themes.

STRUCTURE OF LETTER OF INTENT

The Letter of Intent must contain sufficient information for TRB Committee ABE60 to make an informed decision about the suitability of the proposal. It does not, however, need to contain detailed budgets or organizational details (these will be required from shortlisted organizations at the full proposal stage).

The Letter of Intent must be presented in English and must provide preliminary information on the following topics in the order shown:

Organization sponsoring the Conference

1. Organization managing the Conference/Program
2. Proposed Conference languages
3. Financial management and sponsorship
4. Outline description of transport to and from Conference location

5.   Proposed venue or choice of venues

6.   Outline of options for transport at the Conference site

7.   Preliminary plans for exhibition

8.   Preliminary comments on Web site design and means of communication/correspondence with speakers and delegates

9.   Accessibility provisions for all of the above headings.

Interested applicants are invited to submit supporting materials such as proceedings of previously hosted conferences, printed programs and so on, as Appendices to the main proposal. Letters of Intent should not exceed 15 pages, excluding charts, graphics and appendix material.

Shortlisted applicants will be asked to submit a full proposal which will follow the same headings and will require more detail against each topic. Required content of the full proposals (due 30 November 2017) in each of the above areas is provided in Appendix B. A timetable of activities in the preparation of the Conference is given for information in Appendix C.

ASSESSMENT OF LETTERS OF INTENT AND PROPOSALS

Letters of Intent will be reviewed by the TRANSED Planning Subcommittee of TRB's Committee on Accessible Transportation and Mobility and accepted applicants will be invited to further develop their Letters of Intent into complete Proposals. Shortlisted applicants will be invited to submit full proposals by 30 November 2017 for final review by the TRANSED Planning Subcommittee and formal selection by the Committee (or Selection Board appointed by the Committee).

Full Proposals will be assessed on the basis of whether they meet each and all of the requirements set out in Appendix B. In addition to the specific requirements, the Committee on Accessible Transportation and Mobility will also take into account the overall quality of the proposal.

SUBMISSION INSTRUCTIONS

The Letter of Intent must be received before 15 May 2017, as an attachment to an e-mail sent to the co-chairs of the Committee on Accessible Transportation and Mobility, Joey Goldman (Jgoldman@nelsonnygaard.com) and Julie Babinard (jbabinard@worldbank.org). Any questions on other inquiries may also be directed to Joey Goldman and Julie Babinard.

Appendix A Chronology of TRANSED Conferences

1.   1978   Cambridge, UK Title "Mobility for the Elderly and Handicapped". Content concentrated on practical issues of service delivery, plus effects of mobility on lifestyles.

2.   1981   Cambridge, UK Title "Mobility for Elderly and Handicapped Persons". Content included methodology, concepts, technology and software, as well as operational experience in the field and evaluation.

3.   1984   Orlando, Florida Title "Mobility and Transport for Elderly and Handicapped Persons". Content covered policy, transportation systems modifications, legal rights of disabled people, international air travel and specialized transportation in developing countries.

4.   1986   Vancouver, Canada: Theme: "Mobility in the Global Village"

5.   1989   Stockholm, Sweden: Theme: "Towards Mobility as A Human Right"

6.   1992   Lyon, France Theme: "From Human Rights to A Better Quality of Life"

7.   1995   Reading, UK Theme: "Ideas into Actions"

8.   1998   Perth, Australia Theme: "Setting the Pace"

9.   2001   Warsaw, Poland Theme: "Towards Safety, Independence and Security"

10.   2004   Hamamatsu, Japan Theme: "Accessible Transportation and Road Design: Strategies for Success"

11.   2007   Montreal, Canada Theme: "Benchmarking, Evaluation and Vision for the Future" Website: http://www.tc.gc.ca/eng/policy/acc-accf-menu.htm

12.   2010   Hong Kong, China Theme: Sustainable transport and travel for all. Website: www.transed2010.hk

13.   2012   New Delhi, India Theme: "Seamless access for all: Universal Design in Transport system and built infrastructure, a key element in the creation of livable cities." Website: www.transed2012.in

14.   2015   Lisbon, Portugal - Papers are currently being posted to http://www.transedconferences.com/

15.   2018   Taipei, Taiwan – Planning is underway

Appendix B Proposal Requirements and Criteria

Shortlisted letters of intent will be asked to submit a proposal. Proposals must address the following requirements and criteria:

1. ORGANIZATIONAL SPONSORSHIP

a. A lead sponsor organization must be designated. Although multiple sponsorships are acceptable and encouraged, a single lead organization should be designated as the principal point of contact and accountable agent for the Conference. The individuals within the lead sponsoring organization must also be designated.

b. A Letter of Commitment from the lead sponsor must accompany the full proposal. At this preliminary stage an indication of commitment to support from national, regional or local governments would be helpful.

c. The lead sponsor should be a bona-fide organization with demonstrable expertise in hosting and organizing scientific events. Examples include government departments and agencies; quasi- or non-governmental organizations; not-for-profit research organizations; and universities. The lead sponsor cannot be a political party, a political party-affiliated organization or an organization that operates primarily as an advocacy group.

2. CONFERENCE/PROGRAM MANAGEMENT

a. Proposals should include a Preliminary Conference Management Plan and a Preliminary Program Management Plan.

b. The Preliminary Conference Management Plan should include the formation of a Conference Steering Committee, which would provide overall management of the Conference. The Chair of this committee should be identified (if possible at the preliminary stage), with a description of his or her qualifications, experience and availability to act in that capacity. The membership of the committee should be representative of the organizations involved in planning and hosting the Conference and should include representatives from TRB Committee on Accessible Transportation and Mobility (ABE60). The Preliminary Conference Management Plan should designate the organization, or the type of organization, that will be appointed to manage the Conference. Appropriate types of organization for this role would be commercial firms that specialize in Conference administration and management or Conference organizing departments of government agencies.

c. The designated Conference management organization, or type of organization, must have demonstrable experience in organizing and managing scientific meetings and conferences. Demonstrable experience with international events is preferred.

d. The Preliminary Program Management Plan should show an effective approach to formulating the scientific content and structure of the program. The Plan should include the formation of a Scientific Committee, indicate the responsibilities of that

Committee (such as the development of guidelines for requests for papers, the processes of reviewing and selecting papers, poster session contributions, etc.) and propose members for that Committee.

e.   The plan should include the arrangements for dissemination of announcements, preparation and publication of the papers and of the Conference proceedings.

f.   Willingness to work with Committee on Accessible Transportation and Mobility (ABE60) of the Transportation Research Board on matters of scientific content and structure should be made evident in the Plan.

3.   CONFERENCE LANGUAGES

a.   The official Conference languages should be English plus one or more other languages appropriate to the host nation.

4.   FINANCIAL MANAGEMENT AND SPONSORSHIP

a.   Proposals should include a Preliminary Financial Plan and Budget indicating both sources and uses of funds.

b.   Expectations regarding delegate fees, and delegate scholarships should be stipulated in the Preliminary Plan. One of the express intentions of the Conference is to extend knowledge of new ideas, policies and implementation of improvements in the mobility of older and disabled people, including those in developing countries. Delegates from these countries sometimes find it difficult to pay for travel to and attendance at international Conferences: any arrangements that can be made to assist speakers from these countries will be welcomed, including scholarships and help with travel costs.

c.   The costs of organizing and running a successful Conference can be substantial. The actual costs will clearly vary from one country to another and will also depend on the extent of any associated social program. While enjoyable for delegates, social programs are not an essential requirement. The 8th and 10th Conferences were organized with an associated trade exhibition held immediately before the start of the Conference. This arrangement has advantages as it provides Conference delegates with the opportunity to see the latest products related to mobility for older and disabled people and income from the exhibition can be used to offset some of the Conference costs. This approach is commended to prospective Conference organizers. However, it is unlikely that revenue from the exhibition will be sufficient to cross-subsidize the Conference. Although a minimum budget is not specified, the Preliminary Financial Plan should provide enough detail for an informed judgement to be made on whether sufficient funds and resources are available. If a social program is included, additional costs should be separated from the costs of the main program, as should any expected financial contribution from an associated equipment/trade exhibition.

d.   It is preferable that a Letter (or Letters) of Intent from a financially capable organization be submitted with the Financial Plan indicating a commitment to underwrite the necessary funds for the Conference.

e.   The Preliminary Financial Budget should indicate an allowance for Steering Group meetings. (Most of the work of the Scientific Committee can usually be undertaken by e-mail, but the organizers may wish to allow for one meeting of that Committee). Please note that the Transportation Research Board does not make any financial contribution to TRANSEDs.

5.   TRANSPORT TO AND FROM CONFERENCE LOCATION

a.   The Conference city must have a reasonable level of access for people with disabilities both to public transport and the pedestrian environment.

b.   International airports and railway stations should be within reasonable proximity of the Conference site. The proposal should show how delegates, particularly those with disabilities, will be able to travel from these points of arrival to the Conference location.

6.   VENUE

a.   Proposals should include a preliminary Site and Accommodation Plan.

b.   A self-contained site for the Conference program is a mandatory requirement. "Self-contained site" means that papers, presentations, posters, workshops, mid-day meals and breaks must be held at a single site well suited to these functions. This requirement does not apply to social events provided that there is adequate accessible transport to move delegates to and from such events.

c.   There are advantages in having living accommodation on the same site as that of the Conference itself. However, it is recognized that this is not always possible and that, in any case, some delegates may prefer to stay at other places. The plan should indicate the location and cost of any recommended accommodation that is not on the Conference site itself and the approximate travel time from there to the Conference site.

d.   Fully accessible sites for both program and living arrangements are an absolute requirement. "Fully accessible" means reasonable and equal accommodation for the entire range of disabilities (physical, motor, sensory and cognitive). The Site and Accommodation Plan should specify the accessibility provision for the Conference site and type, cost and standards of accommodation that will be available, as well as their location. It is important that the accommodation available should include low-cost rooms. Catering arrangements at the Conference should take account of the dietary requirements of delegates.

e.   Modern and reliable audio-visual and simultaneous translation equipment (if required) at the Conference site is mandatory, including translation headsets and provision for Power Point presentations and flip-chart equipment. Sign language, speech to text facilities and induction loops for delegates with hearing impairment should be available for those who ask for them.

7.   TRANSPORT AT THE CONFERENCE SITE

a.   Proposals should include a Preliminary Site Transport Plan.

b.   Fully accessible transport must be provided for all delegates preferably at no additional fee between the Conference venue and any official off-site hotel or residential accommodation.

8.   PLANS FOR EXHIBITORS (IF RELEVANT)

a.   Exhibitors should be provided with all essential and necessary equipment to facilitate their participation in the Conference. This would include readily available kiosks and power outlets as well as all necessary audio-visual equipment, including provisions for PowerPoint presentations.

9.   WEBSITE DESIGN AND MEANS OF COMMUNICATION/ CORRESPONDENCE

a.   A TRANSED conference website must be designed that provides information about the Conference. The website should contain a welcoming message, an online registration form, and a page that provides information and instructions on the submission of abstracts for papers. It should list and provide links to the sponsors, as well as list members of the International Committees and Organizers of the Conference.

b.   Access to e-mailing and telephone services should be readily available for the use of Conference attendees. Wi-Fi should also be available at the Conference venue.

c.   The website must meet international standards for accessibility, see 10d below.

10.   ACCESSIBILITY PROVISIONS

a.   Transport for delegates and attendees of the Conference, travelling from abroad or to and from the Conference site, should be fully accessible. Terminal accessibility should also be taken into consideration. Access to transport terminals should provide a straightforward and hazard free route of travel. Accessible transport must be provided for all those attending the Conference.

b.   Provisions ensuring venue and accommodation accessibility must be in place. The Conference venue and living arrangements should be made fully accessible to people with mobility impairments. An accessibility audit to recognized international standards and criteria by professionals and people with disabilities is recommended and the audit report should be included in the full proposal.

c.   Provisions to ensure that communication is made fully accessible must be made available. Providing living accommodation that facilitates communication for delegates and attendees with cognitive or sensory disabilities (e.g., through the use of alerting or signaling devices) is mandatory.

d.   The use of media must not exclude those with cognitive or sensory disabilities. The Conference website should be designed according to W3C Web Accessibility Initiatives (http://www.w3.org/WAI)). Substitutes for conventional printed material, such as Braille or audio alternatives must be on hand. The use of audio/visual equipment during Conference proceedings should enhance the experience of

delegates with cognitive or sensory impairments. Captioning and other audio/visual aids (such as speech to text) should be made available.

e.   Provisions must be made to accommodate service/assistance animals such as guide dogs, during travel and at the venue. The policy of the hosting nation towards service/assistance animals must be specified.

f.   As part of the larger issue of accessibility by all participants, the proposal should address any security issues which may be unique to the Conference venue.

Appendix C Suggested Timeline for Organizing the TRANSED Conference

The following timeline is recommended to allow time for:

- authors to obtain approval and write their papers
- the Scientific Committee to assess the proposed papers
- the Steering Committee and some of the Scientific Committee to decide the program and commission additional papers
- the technical program manager to compile the proceedings
- papers and/or abstracts to be translated, if more than one language is used

In the ideal timetable that follows, the date (month) of Conference is M.

Months Prior to Conference	Activity
M - 28	Conference Executive Committee/Working Group should be hard at work by this date.
M - 26	Finalize membership of Steering and Scientific Committees
M - 24	Publish and distribute Conference announcement and call for papers Deadline for paper abstracts, M -18 (authors have 6 months to seek approval to attend and draft abstracts).
M - 20	Design table for assessing abstracts. Abstracts and papers are to be provided in digital format. However, allowance should be made for papers submitted in hard copy by NGOs in less-wealthy countries.
M - 18	Circulate first tranche of abstracts to Scientific Committee with table for assessments
M - 17, 16	Circulate further tranches of abstracts
M - 16	Receive assessments from Scientific Committee
M - 14	Combine assessments and recommend papers to accept. Design program to accommodate papers. Identify additional papers needed.
M – 12	Steering Committee reviews arrangements for Conference, decides program and which papers to accept.
M – 11	Notify authors that papers have been accepted/accepted as poster/ rejected.
	Deadline for completed papers M - 6 (authors have 5 months to write paper and obtain employer's clearance). Provide detailed guidelines for preparation of manuscripts.

	Prepare papers for proceedings as they become available. Send papers and/or abstracts for translation, if proceedings in two languages. It is acceptable to translate only the abstracts.
M - 6	Chase authors whose papers have not arrived. Distribute copies of papers to session chairs.
M - 3	Finalize list of papers for proceedings. Complete contents list. Number pages. Paste in artwork.
M - 2	Submit all final papers and author index to printer/graphic designer for production of proceedings on flash drive or equivalent
M - 1	Production of flash drives or equivalent completed and delivered to Conference organizers.
M	Conference

This timetable leaves very little slack for late delivery of papers. Whoever is compiling the proceedings will have to work very hard for the six months from about M - 8 (when the first papers should arrive) to M - 2. If complete proceedings are produced in two languages, a second person will be needed to compile the proceedings in the second language, though this is not necessary if the proceedings in the second language only include abstracts. Some authors need 5 months to write their papers and get their papers approved (for many government employees, approval can easily take 6 - 8 weeks). If papers need translation, the deadline probably should be a month earlier (M - 7).

The only slack might be between M - 24 and M - 18. Remember that the call for papers has to get to potential authors; they have to obtain permission to submit a paper and attend if the paper is accepted, and also write the abstract. Anything less than 5 months means that authors will not learn about the Conference until it is too late to submit an abstract. In practice, abstracts may be received until about 9 months before the Conference, and calls requesting permission to present a paper up to about three months before the Conference. One way to help these late requests to submit a paper is to offer the opportunity to provide a poster. This can be done almost up to the date of the Conference. Presenting a paper or poster may be a necessary condition for an author to obtain funding to attend the Conference