AREMA

AMERICAN RAILWAY ENGINEERING AND
MAINTENANCE-OF-WAY ASSOCIATION

Annual Conference Presenter/Author Guidelines and Presenter's Agreement

General

Congratulations on being selected to present and/or prepare a paper for the AREMA Annual Conference. AREMA's Annual Conference technical presentations and the *Conference Proceedings* are an important reference for the railway engineering and maintenance-of-way community. Thank you for your contribution to our base of knowledge.

This guide will help you to prepare your paper and/or presentation in a format that ensures its lasting value for all AREMA members. It will also guide you towards a paper/presentation that will deliver your message effectively.

Your cooperation in adhering to the guidelines provided in this document will help produce an informative and trouble-free technical paper/presentation.

General Information

AREMA policy requires that the papers given at the Annual Conference, symposiums and workshops, or published in its publications be reviewed and recommended by an AREMA committee or by an ad hoc committee set up by the Board.

Papers to be presented at AREMA-sponsored conferences, symposiums and workshops must be submitted for review according to a timeline as outlined in this document. A paper that is for information only and is not to be presented may be submitted for review for publication at any time. Such papers, if favorably reviewed, will be published in the AREMA *Conference Proceedings* and distributed to attendees at the Conference. Names of the authors of papers are made known to reviewers, but the names of reviewers are not revealed to authors.

Timelines for Submissions

The following dates and procedures apply to the review and acceptance of papers and presentations for the AREMA Annual Conference.

December
  ➢ Board develops final plan for conference sessions and Hot Topics are identified

- Call for Papers Deadline – mid-December
- Abstracts reviewed by Program Chair and Functional Groups

February
- Abstract Final Selection
- Authors notified of final decision on submissions
- Authors confirm participation

May
- Final Papers due for review – deadline will be emailed in advance

June
- PowerPoint presentations due for review (including any video files) – deadline will be emailed in advance
- Program Finalized by the end of the month

July
- Final Papers and presentations due for publication on flash drives – deadline will be emailed in advance

August
- Any minor tweaks to presentations must be turned in. Absolutely **no changes** to presentations will be honored <u>on site</u> at the Conference. For security reasons, USB drive ports are disabled on presentation laptops. **If you have added data to your presentation since the July deadline, please contact Stacy Spaulding regarding replacement (**sspaulding@arema.org**) PRIOR to conference.**

<p style="text-align:center">***NO CHANGES ALLOWED TO PRESENTATIONS ON SITE***</p>

Submission of Publication Manuscripts

Electronic Submission of Manuscripts

Papers must be submitted online on the AREMA website via the online submission page at www.arema.org under Conference/Presenter Information.   Electronic submissions of manuscripts **MUST** be in **MS Word format. They must be submitted for review by the May deadline.**

Please Note: PowerPoint presentations and speeches are NOT acceptable as submitted papers. A full text-based paper will be required for Publication. PowerPoint slides enhance the presentation of your paper.

After notification of **final paper acceptance**, authors must submit an electronic copy of the final manuscript, **revised according to reviewer comments (if any) and prepared in accordance with AREMA manuscript specifications**.

➢ Manuscripts are to be formatted in Arial 10 point type, one column format.
➢ One Electronic copy submitted via the AREMA online submission page at www.arema.org. Format must be MS Word 2007 or later. **No other file formats will be accepted.**
➢ All authors and co-authors must be identified.
➢ No changes will be permitted in title or copy (other than suggested editing from the Review Committee) after the May submission deadline.

Manuscripts that do not conform to the stated specifications are subject to considerable delay in publication pending return of the manuscript for revision or completion by the authors. Papers published by AREMA are subject to editorial modification in the interest of clarity, conciseness, consistency, adherence to established AREMA editorial style and economy.

Review

Papers and discussions submitted are reviewed and recommended by the appropriate AREMA committee. The final publication decision is made by AREMA on the basis of committee recommendation, priorities within a given subject area and available resources. **Primary authors will receive notification from AREMA via email to the submitting author's email address regarding acceptance or decline of papers for publication.**

Your paper and presentation will be reviewed by the Conference Program Committee to ensure consistency within the sessions and that it will meet AREMA standards. Final approval of your paper and presentation will occur by **the end of June**. If your paper and/or presentation do not meet AREMA standards, the presentation will be withdrawn from the Conference and not included in the *Conference Proceedings*. The peer review process is an important factor in maintaining the quality and integrity of AREMA Conferences.

Preparing the Paper

The paper should be written with the following general principles in mind:

- ➢ The text should be written in simple, concise and effective language.
- ➢ Coverage of the subject should be complete, well organized and supported by understandable and usable tables, figures and references and include descriptions of the work methods.
- ➢ Data presented must be valid and any research methods described should be appropriate for the studies reported.
- ➢ Conclusions should be valid, appropriate and properly supported.
- ➢ The content of the paper should be new and original, deal with issues that are timely and have lasting value.
- ➢ **Papers in which special interests are advocated, are of a commercial nature, or deal with subject matter outside the general area of interest of AREMA will not be considered. A paper may also be rejected if the thesis is descriptive of the properties of a product whose composition or manufacture is not disclosed.** Generic names of products and equipment should be used unless the author considers the trade or manufacturers' names to be essential to the purpose of the paper.
- ➢ The content must not have been published elsewhere. However, in some cases, AREMA may accept papers that have been submitted to or published by other organizations, provided that the publication has had limited distribution and that the author has secured the necessary clearances and permissions. Such cases are handled individually.
- ➢ If the paper addresses governmental policies, the author should offer conclusions and recommendations in a way that recognizes sensitivities and alternative approaches.
- ➢ The paper must be useful to practitioners or researchers; research results should be related to their practical implications for railway infrastructure.

Papers submitted for review should not exceed a maximum of 7,500 words, including figures and tables (appendices should not be used).

A principal or corresponding author must be designated for papers with multiple authors. AREMA will correspond only with the designated author, who has the responsibility for keeping the co-authors informed of AREMA requirements.

Research Sponsorship

Authors of papers that report results of research sponsored directly or indirectly by federal programs should indicate this sponsorship in an Acknowledgment section.

Clearances and Copyrighted Material

In accordance with stated copyright provisions, authors must assume full responsibility for securing any necessary clearances and written permissions for publication from any contracting or supervisory

agencies involved in the research or from holders of copyrights on material used in the paper. It is essential that authors have concurrence from co-authors or co-workers before submitting papers for publication by AREMA and that all contributions to the work be properly acknowledged.

Upon notification of acceptance for publication of a paper that contains previously copyrighted material, authors must obtain written permission from the copyright holder to publish the material in AREMA's *Conference Proceedings*. This permission must be attached to the manuscript when the paper is submitted for publication.

All AREMA publications are copyrighted by AREMA; and it is assumed that the material will not be published elsewhere without prior notice to AREMA and that AREMA will retain unrestricted rights to the material.

Photocopying or reproduction of papers by any means, electronic or otherwise, except for limited internal use of brief excerpts under the "Fair Use" provision, is strictly prohibited. Copyright violations are serious and will be enforced. For rulings on any contemplated reproduction under "Fair Use", please contact AREMA Headquarters with a written description of the proposed use.

Style

To achieve uniformity and consistency in publications, the AREMA editorial staff uses certain standard reference works for guidance. In matters of spelling, definition, and compounding of words, *Webster's Third International Dictionary* (unabridged) is generally followed. Published standards of scholarly organizations are accepted in questions of usage of technical terms. Other matters of style and usage are based on published documents that are widely accepted as authoritative (e.g., *Chicago Manual of Style, Words Into Type*). Authors should avoid jargon, acronyms, use of personal pronouns, and sexist language in their manuscripts. Technical terms that are beyond the reasonable scope of AREMA's readers should be explained.

Manuscript Specifications

General

1) Submit **single-spaced** electronic copy of manuscript (see instructions below for submittal). The typeface should be Arial 10 point type, one column format.

2) The manuscript submitted should be structured in the following order:
   a) Title (But **not** a separate Title Page)
   b) Authors' names, affiliations and contact information (address, phone, email)
   c) Number of words

d) Abstract

e) Body of paper, including an introduction and conclusion (tables, graphics and figures may be included in the body of the text)

f) Acknowledgements

g) References, if applicable

h) Separate listing of all table titles and figure captions

3) Subheads should by typed or marked as follows:

a) **FIRST-LEVEL HEAD** (all capitals, boldface, on separate line)

b) **Second-Level Head** (initial capitals, boldface, on separate line)

c) *Third-Level Head* (initial capitals, italic, on separate line)

d) **Fourth-Level Head** (initial capitals, boldface, flush left, run into text and followed by two spaces and subsequent text)

NOTE: The first paragraphs under the first three levels of subheads should not be indented.

4) Italicize or underline any words that should be in italics.

5) Single-space all text material, including references, table titles, and figure captions. Leave at least 1-in. (2.5-cm) margins on all sides of all pages.

6) DO NOT include headers, footers, page numbers, etc.

7) Provide adequate spacing above and below all figures/tables and their titles. Do not wrap text around figures or tables.

Length of Papers

The length of each manuscript paper, including the abstract, may not exceed a **maximum of 7,500 words**; that is, a manuscript that is only the text should contain no more than 7,250 words (250 words will be included in the Abstract). *NOTE: Authors are encouraged to keep papers to the minimum length possible consistent with providing only essential information of interest to the reader.* ***Many papers can convey the message in 2,000 to 3,000 words and are more likely to be read at this length.***

When line art, photographs, or tables are submitted to accompany the text, reduce the maximum number of manuscript words by 250 words for each item (e.g., if two figures and three tables are submitted, the amount of text can be no more than 6,250 words). Large figures or tables, i.e., those that take up more than a single manuscript page, require a reduction of 250 words for each page.

The number of words should be noted on the first page of the manuscript. (Most word processing programs have a feature that enables the user to automatically determine the word count for a document.) *Overlong manuscripts will be returned to the author to be shortened, most likely delaying publication of the paper. Petitions submitted in advance to exceed the above limits will be entertained*.

Length and Content of Abstracts

Each paper must have an abstract. The abstract must be no longer than 250 words, self-contained and not require reference to the paper to be understood. Sometimes, only the abstract of a paper is read, whereas in other cases, an abstract prompts further reading of the entire paper. The primary objective and scope of the study or the reasons the paper was written should be stated; the techniques or approaches should be described only to the extent necessary for comprehension; and the findings and conclusions should be presented concisely and informatively. The abstract should not contain unfamiliar terms that are not defined, reference citations, or display equations or lists.

Author's Name and Affiliation

The names, current affiliations, complete mailing addresses, telephone numbers, and email addresses of all authors should be listed. If the research presented was performed while the author had another affiliation, and the author wishes that affiliation listed in addition to the current one, it should be noted that both affiliations are to be used.

References

1)	The reference list should contain only those references cited in the text, numbered in the order in which they are first cited. Bibliographic lists will not be published.

2)	Denote a reference at the appropriate place in the text by an underlined or italic Arabic numeral in parentheses, e.g., (*2*).

3)	Do not give as a reference unpublished material, personal communications, telephone conversations or similar material that would not be available to readers in printed form in a library or from the originating agency. Instead, if unpublished work is cited in text, state in the text within parentheses the author's name along with the term *unpublished date*.

4)	The manuscript for the reference list should be single-spaced.

5)	Do not repeat a reference in the list and do not use *ibid., idem., op. Cit.,* or *loc., cit.* If a reference is cited more than one time in the text, repeat the number first assigned to the reference.

6) Be sure that references are complete. Include the names of corporate or personal authors or editors, title of article, chapter, book or report; publisher or issuing agency; location of publisher and year of publication; volume and issue or report number; page numbers; and NTIS data. References to program manuals, tapes or other documentation for models should refer to the specific edition being cited and should list the specific department within an agency that has responsibility for the model's continuing use and development. If a reference has no date, use "undated."

Metrication

Measurements in papers must be provided either in U.S. customary units only or in both SI and U.S. customary units. AREMA follows *Standard Practice for Use of the International System of Units (SI),* published by ASTM as E380-93.

1) Pay particular attention to determining whether weight is to be expressed in mass (kilograms) or in force (Newtons) and express pound force per square inch (ibf/in.^{2}) of pressure or stress in Pascals (Pa).

2) Use prefixes instead of powers for SI units.

When using both SI and U.S. customary units:

1) In text, provide units of measure in both SI and U.S. customary units, placing the customary units first and the SI units immediately following in parentheses. Example: in. (mm)

2) In figures and tables, provide only customary units and show base unit conversions in a footnote, for example, 0.6 mi. = 1 km. Alternatively, in figures, customary units may be shown on the top and right axes of data plots, in which case, no footnote is necessary.

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Common conversion factors are presented below:

Metric Conversion Factors

When You Know	Multiply By	To Find
Length		
inches (in.)	25.4	millimeters (mm)
inches (in.)	2.54	centimeters (cm)
feet (ft)	0.305	meters (m)
Yards	0.914	meters (m)
miles (mi)	1.61	kilometers (km)
Area		
Square inches (in.^{2})	645.1	millimeters squared (mm^2)
Square feet (ft^2)	0.093	meters squared (m^2)
Square yard (yd^2)	0.836	meters squared (m^2)
Acres	0.405	hectares (ha)
Square miles (mi^2)	2.59	kilometers squared (km^2)
Volume		
fluid ounces (fl oz)	29.57	milliliters (ml)
Gallons (gal)	3.785	liters (1.0000)
cubic feet (ft^3)	0.028	meters cubed (m^3)
cubic yards (yd^3)	0.765	meters cubed (m^3)
Mass		
Ounces (oz)	28.35	grams (g)
Pounds (lb)	0.454	kilograms (kg)
short tons (2,000 lb)(T)	0.907	megagrams (Mg)
Temperature (exact)		
Fahrenheit (°F)	$(_f\text{-}32)/1.8$	Celsius (°C)
Illumination		
footcandles (fc)	10.76	lux (lx)
footlamberts (fl)	3.426	Candela/m^2(cd/m^2)
Force and Pressure or Stress		
poundforce (lbf)	4.45	Newtons (N)
poundforce per square inch (psi)	6.89	

AREMA Annual Conference Presenter/Author Guide

Equations

1)   Present equations as stacked fractions, in accordance with preferred mathematical practice.

2)   Carefully distinguish the following:

   a)   All capital and lowercase letters
   b)   Capital O, lowercase o, and 0 (zero)
   c)   Lowercase l (el) and number 1 (one)
   d)   *Letter X, Greek χ, and multiplication sign* ✗
   e)   *Prime ', apostrophe ', and superscript [1]*
   f)   *English and Greek letters such as*
       B and β, k and κ
       n and η, u and μ
       p and ρ, and w and ω

If Greek letters are handwritten, identify by spelling out letter in margin of manuscript.

3)   Number all displayed equations with Arabic numerals in parentheses placed flush right.

Footnotes

Do not use footnotes to the text. Incorporate such notes within the text.

Preparation of Tables

1)   Tables should supplement, not duplicate, the text.

2)   Prepare each table, along with its title, single-spaced within the body of the text.

3)   Number tables consecutively in the order first cited in text, using Arabic numerals.

4)   Tables should duplicate the following style as closely as possible.

   a)   All tabular material should be single-spaced.
   b)   Above table, place titles flush left to align with the left margin of the table and highlight by using boldface letters. *NOTE: "TABLE" in all capital letters and use initial capital letters for the remaining words in the title.*

   c)   Give each column in the table a head except the first (sub) column. Place abbreviated measurement terms in parentheses under the column head. All heads should be aligned in "flush left" format.

d) Leave a half line of space after the column heads and insert a rule that extends across the full width of the table.

e) Insert another half line of space and full-width rule at the end of the table (and above the footnotes, if any).

f) Use lower-case italic superscript letters for footnotes.

g) When a dash (--) is used in a table, indicate its meaning in a footnote (missing data, incomplete research, data not applicable or unavailable, or problem investigated but no results).

5) Check the accuracy of all totals included in tables before submitting paper.

6) For use of measurements, see section on metrication.

7) Note that the size of type in a table affects the legibility when it is reproduced.

Figures

Line art must be original computer graphic. ***Photocopies, pencil drawings, blueprints or ozalid prints, and negatives are not acceptable***.

Use the following guidelines in preparing figures for publication.

1) Give each figure a caption. If a figure contains several parts (a, b, c, etc.), cite each part in the caption and label each corresponding part on the figure using the same size type as that in the rest of the figure.

2) Number figures consecutively in the order first cited in text, using Arabic numerals. Please make reference to each figure by number at the appropriate place in the text.

3) **Size and proportion:** For legibility, AREMA requires that after figures have been reduced for publication, the type be no smaller than 6-points (1.6 mm or 1/16 in.; Harvard Graphics character size 1.5). In addition, lettering, symbols, and line weights must be **uniform and the same size throughout the figure**; that is, if lettering used on the ordinate and abscissa is in 10-point type (Harvard Graphics 2), symbols used to identify data points should also be in 10-point. The following diagram shows how the legibility of the original is affected by reduction for publication.

100%

Type	Symbols
10-point type	10-point symbols:
FIGURE 1(a) Monitoring of traffic…	$\nu\ \square\ \bullet\ \mu$
Figure (a) **Monitoring of traffic…**	% # ✖ ° + =
8-point type:	8-point symbols:
FIGURE 1(a) Monitoring of traffic…	$\nu\ \square\ \bullet\ \mu$
Figure (a) **Monitoring of traffic…**	% # ✖ ° + =
6-point type:	6-point symbols:
FIGURE 1(a) Monitoring of traffic…	$\nu\ \square\ \bullet\ \mu$
Figure (a) **Monitoring of traffic…**	% # ✖ ° + =

Appendices

Do not use appendices. Include pertinent material in the paper itself or, where necessary, include a note that background material, such as derivation of formulas, specifications or survey forms is available from the author or in another report (cite that report in the reference list).

Presentation Submittal Procedures

In order to streamline the flow of presentations and uniformity of the technical and general sessions, as well as reduce the possibility of technical difficulties, PowerPoint presentations will be preloaded and tested within a **Master Slide Show on an AREMA laptop** prior to the Conference.

Presenters must use the AREMA-approved PowerPoint template and submit the presentation file along with any supporting audio/video files in Windows Media Video (.wmv), .mov or .mp4 format to AREMA no later than **the June deadline**. Full PowerPoint file may not exceed 50 MB in size, including all videos.

AREMA will provide the laptop, data projector, audio line, and laser pointer. Technicians from the AREMA-contracted audio-visual service team will be available on-site to assist. **You may not bring your own presentation on a thumb drive nor a laptop to the session. You must use the AREMA laptop with the Master Slide Show that is already loaded with your presentation**.

For presentations containing videos, please create and upload a .zip file with your presentation and video files included. Please upload video files separately even if your videos are already embedded within the presentation. Please name your files according to the example below.

Please name all files beginning with your last name and a small portion of the title of the content, including slide number for video files.

EXAMPLE:

Smith J Construction Site Clean Up.pptx
Smith J Slide 3 video.wmv
Smith J Slide 16 video.wmv

Presentations must be submitted online on the AREMA website via the online submission page at www.arema.org, under Conference/Presenter Information/Presenter Resources. Follow the instructions to upload your .ppt, .pttx or .zip file.

Preparing Your Presentation

Good visuals can amplify and clarify a message, stimulate interest and often help the speaker keep on track. However, visual aids should be for the benefit of the audience, not the speaker. It is annoying not to be able to read or comprehend a speaker's visual aids. To ensure that the entire

audience will be able to read and comprehend the visual message, AREMA has issued the following guidelines for preparation of visual aids.

Presenters must use the approved AREMA PowerPoint template. The template is available for download at www.arema.org under Call for Papers, Presenter Resources.

The **minimum** character size for PowerPoint slides is 24-point for labeling done entirely in capital letters and 36-point for labeling done in capital and lowercase letters.

Do not use too many slides for the allotted time; there should be no more than one or two per minute (unless they are photo slides). Do not show more information on one slide than can be assimilated in 30 seconds. Captions and details need not be shown; eliminate extraneous information.

Presenters may NOT place company logos on every page of their PowerPoint presentation unless necessary to help in understanding a slide. Company logos may appear on the opening and closing slides only. **This is NOT an opportunity to promote a company or items that are proprietary in nature.**

Audio/Video Elements in Computer-Based Presentations

Any audio or video files that will be incorporated into the presentation **must be included when submitting** the PowerPoint presentation file. **Please also email Stacy at sspaulding@arema.org with the slide numbers that contain videos or animations, so that we may confirm that they work.**

***Most of the time, embedded video files must be reloaded into the file when being accessed on a different computer than they were created. PLEASE include .mov video files in a .zip file when uploading your presentation.

Be sure to set all embedded video files to play automatically in your presentation.

Please begin all file names with your last name and first initial. Please include the first few words of the title or slide number if it is a video file.

EXAMPLE:

Smith J Construction Site Clean Up.ppt
Smith J Slide 3 video.wmv
Smith J Slide 16 video.wmv

Equipment

A laptop computer, audio line, laser pointer and LCD projector with screen will be provided. Your presentation will be preloaded onto the AREMA laptop computer by AREMA staff. **There will be NO changes permitted on-site.** Other special equipment may be provided on **advance request**. Specialized presentation equipment requiring extra charges to AREMA will only be provided if the presenter agrees to pay for that specialized equipment and makes arrangements through AREMA in advance. Internet access is NOT available during your presentation, therefore internet links will not work in your slides.

Presentation Tips

The primary contributors to an effective technical presentation are (a) technical content, (b) visual aids, (c) facilities and (d) skills of the speaker. The tips given below should be helpful to speakers in improving their presentations.

Remember that the presentations can differ from the published paper and that the presentation gives the author an opportunity to discuss and emphasize highlights of the work, which may not be possible to do in the printed version.

On Site Check In

Please check in with your session moderator before the beginning of the session segment during which you will present. For Monday presenters, please check in before the start of the General Session or during the Coffee Break. For Tuesday presenters, please check in before 7:45AM for a morning presentation, over the coffee break or right after Lunch for later presentations. For Wednesday, please check in with the Senior Vice President, who is the moderator, by 7:30AM.

Timing

Each speaker is allotted thirty minutes for the presentation, but occasionally speakers either forget or ignore the time. Put yourself in the place of the audience or another speaker on the program and imagine how it would be if someone monopolized the time. It is suggested that you practice your talk beforehand, keeping track of elapsed time on the provided timer and recognizing that actual presentations usually take longer than rehearsals. If it is too long, cut the presentation (not necessarily the paper) to fit the time allotted.

It is *strongly* suggested that ONE or at most, two speakers present each paper (unless it is a Panel Discussion). ALL speakers must register for the Conference BEFORE the Presenter Registration Deadline in August in order to be published in the Program.

The session chair will introduce you to come up to stage to start, but most likely will be reluctant to tell you when to stop. Help the presiding officer, yourself and your audience by not exceeding your allotted speaking time.

Visual Aids

Visual aids should be used to complement the spoken word. They should be very concise, hitting key points. Bullet points are preferable to complete sentences.

A maximum of one or two visuals should be used per minute of presentation. Do not use all-text visuals that are nothing more than cues or notes and convey no additional information to the audience.

Giving Your Speech

Prepare your speech for delivery by having the manuscript printed in a large type, easy-to-read script format.

Practice your delivery, not just your speech. Stand straight at the lectern and look at the audience before you speak. Concentrate on your delivery. Speak clearly and at a pace somewhat slower than normal conversation. Avoid a monotone. Can you be heard throughout the room? Are you facing your audience and the microphone, instead of looking at the visual aids?

Time your delivery, particularly if you have been assigned a specific time limit. Most people speak in public at about 150 words per minute. In addition, you should allow at least 30 seconds per slide.

Good eye contact with your audience will do more to help your delivery than anything else. Use your natural body language, including gestures, to deliver your message. When you've spoken the last word of your speech, hold your position and look directly at the audience for a few more seconds. Allow your ending to sink in.

Nervousness is natural and you should make it work for you by directing this extra energy into eye contact, strong body language and vocal enthusiasm.

Dress Code for Presenters

Presenters should dress appropriately for their presentations. At a minimum, presenters should adhere to business casual attire. Professional dress is strongly encouraged. Treat your voice and body well on the day prior to your speech.

Online Video Suggestions with Tips for Giving a Technical Presentation

https://www.youtube.com/watch?v=HKw8tZHw0vc
https://www.youtube.com/watch?v=y4h0YxgBszE
https://www.youtube.com/watch?v=YAIVpg7Cl0k
https://www.youtube.com/watch?v=MnIPpUiTcRc
https://www.youtube.com/watch?v=WbCViU5uQ9Q

Registering for the Conference

As a presenter, you are entitled to a generous discount on your full Conference Registration.

All Presenters MUST register for the AREMA Conference by the August deadline in order to be published in the Program. Any presentation for which there is no presenter registered for the Conference by the deadline will be REMOVED from the Program and an alternate presentation will be selected.

Speaker Permissions and Warranty

1. The Speaker grants to AREMA the unencumbered rights to copy handouts and summaries, record and/or video, and to take photographs of Speaker's presentation, and to distribute Speaker's handouts and summaries, photos and videos of the presentation(s) at its discretion. Speaker also grants AREMA the right to use this information in the compilation of meeting minutes and summaries of the Speaker's presentation reported to attendees or the public.
2. The Speaker also authorizes AREMA to use his/her name, likeness, photograph, and biographical data in connection with the use and promotion of any aspect of the presentation including rebroadcast on a "virtual" basis.
3. Speaker agrees and understands that the burden of determining copyright information of all of the above identified materials and the intellectual property contained therein, receiving unconditional right and full authority to use aforementioned materials, and providing proper attribution in the Speaker's presentation rests with the Speaker.

4. The Speaker warrants and represents that the presentation, handouts, and related materials are factually accurate and does not contain libelous or otherwise unlawful material. The Speaker further warrants that the presentation, handouts, and related materials are either Speaker's own original work, or contain material that is in the public domain, or contain material that is subject to the fair use exemption to the copyright laws or are presented with the permission of the originator/owner of the material.

5. Speaker agrees to defend, indemnify, and hold harmless AREMA, its officers, directors and employees, agents and representatives, from and against any and all actions, causes of action, claims, judgments, damages or injuries to persons, property or business arising out of or related to the above-referenced presentation or the contents thereof, including, but not limited to claims or actions for libel, slander, defamation, or breach of infringement of copyright or any other intellectual property rights.

Presenter's Agreement

Presenters agree to authorize AREMA to make an audio and/or video recording of their presentation and/or to reproduce the presentation material (such as slides, audio, visual materials, slides) to create a full record of the presentation.

Presenters represent and warrant that their presentation is their (and/or their co-presenters') original creation, they own or have obtained all necessary permissions to use the text and images, and it does not invade any right of privacy, including but not limited to disclosing names and identities, contain any libelous material, or otherwise violate any right, including copyright, of another person or entity. If they have included photos or other images, presenter warrants that they have obtained an appropriate written release for use of these images. Presenters agree that if these statements are not true, they will indemnify AREMA and hold it harmless against any claims of a third party and related loss, damages or expense arising out of such statements.

Presenters authorize AREMA the right to reproduce, display, broadcast, market, publish and distribute the presentation on a world-wide, non-time limited basis in audio, video or web cast formats. Presenters understand that the author(s) will be credited appropriately.

Presenters authorize AREMA to modify or edit the presentation, if necessary for formatting for broadcast, publishing or Internet transmission, without altering the presentation content. They further authorize AREMA to use their name, likeness, and biographical facts in connection with their presentation, for its use and promotion.

Presenters authorize AREMA to include their presentation in AREMA compilations, collections or other works to which AREMA will hold title and copyright if applicable.

Presenters authorize AREMA to sublicense others to reprint or reproduce or otherwise use the rights they have granted it.

By registering for the AREMA Annual Conference all presenters agree to the Presenter's Agreement above and will adhere to policies in this document.

Biographical Sketch Example

Harold V. Axel

Harold Axel is the Manager, Bridges and Structures for the East Westchester and Northern Railway, a position he has held for the past 8 years. Harold joined the EW&N after 15 years with Metro South, where he served as structural draftsman, B&B Foreman and B&B Master. He holds a certified engineering technologist qualification from Hudson College and now makes his home in upstate New York. Harold is currently chair of the subcommittee on Bridge Loading of AREMA Committee 15.

Some key features of a Biographical Sketch:

⇒ *Should not exceed 8 lines.*
⇒ *Include your current position.*
⇒ *Include where you previously worked and key positions held.*
⇒ *Include your affiliation with any AREMA technical committees.*
⇒ *Educational background is optional.*
⇒ *Should make reference to your current location if not obvious.*

Important Presenter/Author Dates & Deadlines

December 13, 2019	Abstracts, bios and Call for Papers due
Mid February, 2020	Authors notified
Mid February, 2020	Authors confirm their participation
May 8, 2020	Paper due for review
June 3, 2020	PowerPoint presentation due for review
July 6, 2020	Final documents due to publication
August 7, 2020	Presenter Registration Deadline
September 13-16, 2020	AREMA 2020 Annual Conference