GUIDANCE FOR AUTHORS AND PRESENTERS OF PAPERS

IRSE Paper Committee for the Event

SUMMARY

This document outlines the guidelines for authors and presenters of Papers. It includes descriptions of the subject matter "The Age of Intelligent Railway-A Digital Era' to be covered by the conference, details of the papers submission process and guidance on the production of papers and presentations.

The document has been written using the papers template and can, therefore, be used as an additional guide to the formatting expected in submitted papers.

1   INTRODUCTION

The programme of technical papers to be presented during the International Conference forms a key part of the IRSE's activities. Through this medium the Institution aims to keep its members and the wider railway engineering community up to date with developments in its field.

These guidelines are offered to those involved in producing papers for the conference. They are intended as an aid to maintaining the highest professional standard for the conference.

After the conference the papers and presentation slides will also be available to view for future reading from the IRSE web site. For approximately three months after the conference, access will be limited to IRSE members and others attending the conference, but after some time has elapsed, they will become publicly available.

These guidelines are concerned primarily with the text as published, but they also include advice on presenting papers during the conference.

2   SUBJECT MATTER

In general, the IRSE welcomes papers on all aspects of the theory and practice of railway signalling and telecommunications on related technologies. Papers describing the latest developments are especially welcome. In an era of ever-increasing globalisation, contributions are welcomed from all around the world.

The conference will consider the contribution made by all aspects of design, implementation, operation and maintenance activity.

2.1   Target Audience

The target audience for covers:

- Directors and other senior staff working in marketing, general management or technical activities on behalf of organisations involved in all aspects of railway signalling and telecommunications;
- Professionals involved in railway engineering;
- Representatives of governments and regulatory bodies;
- Representatives of academia and training institutions.

2.2   Technical Content

The following guidance should be noted by authors when preparing their full paper text:

- The Conference provides a forum for the free exchange of views, and so papers which stimulate discussion are often received better than simple descriptions of systems or installations.
- The factors behind a decision to adopt a particular approach or solution will always be of interest.

2.3   Advertising

Members addressing the IRSE do so in their own right.   Nevertheless, the Institution recognises that the majority of Members are in employment, and that they work in a commercial environment.   Given that the Institution exists to provide a forum for technical matters, the question arises therefore of the extent to which it is appropriate to refer to commercial topics.

Authors are requested to observe the following guidelines:

- The names of all authors should be given, with affiliations or status within the Industry;
- They may add a brief acknowledgement (for example, of permission to publish or of assistance received) to the published text;
- Company names and logotypes should be avoided in diagrams, as should intrusively use of house styles such as special colour schemes and text fonts. PROCEDURE FOR SUBMISSION AND REVIEW OF PAPERS.

2.4   Submission

The text of papers should be formatted in accordance with the Papers Template, and submitted in electronic form (Microsoft Word® file format) by email - IndianSeminar2022@irse.org . Illustrations should be embedded in the text so that the paper appears in the layout intended for publication. The IRSE will convert the paper into PDF format for publication on the web site.

2.5   Review Process

To allow ample time for review and amendments the deadline for submission of a final draft paper to the IRSE is **15 June 2022.**

The IRSE Seminar 2022 Paper committee will review the paper, and provide feedback if it is considered desirable to make changes. In most cases, feedback will be limited to editorial changes and with the aim of ensuring the paper is easy to read and understand, but the IRSE reserves the right to reject any material judged to be inappropriate for publication.

If an author fails to submit the paper and the presentation within the deadline, or the paper submitted is of inadequate quality or deviates too far from the accepted Abstract, it may be dropped from the Conference and replaced by one of the Reserve Papers.

Any papers received after that date may be too late to incorporate to be distributed at the conference.

2.6   Licence to Distribute

The intellectual property rights in the paper and/or any associated presentation materials remain with the author and/or employer, but the IRSE requires a licence to publish, copy, distribute and deal with the paper and any associated presentation materials in any manner consistent with the aims and objectives of the IRSE.

This is achieved by the author, or a representative of his employing organisation, signing a "Licence to Distribute" form that is provided with this Guidance. The person signing the form must confirm that they have:

- The authority to grant this licence to the IRSE;
- Obtained all approvals or clearance that may be required for submission of this paper, including permissions for use of material such as photographs that may be subject to third party copyright;
- Complied with any conditions, such as acknowledgement, imposed as conditions for such approval, clearance or use of copyright material.

3　TEXT

The text of the paper, as submitted to the Conference Committee, should contain the following.

3.1　Title

Titles should be brief, and to the point.

3.2　Name(s) of Author(s)

Names of all authors should be given, with affiliations or status within the Industry.

3.3　Body of the paper

This should consist of a main text followed by any supporting material (references, bibliography, calculations, test results etc.) as required.　The text should not exceed **5000 words** of A4 text.　It should generally be divided into sections, each with its own heading.

3.4　Pictures and diagrams

Use of pictures and diagrams is encouraged, subject to a maximum of ten in the paper.　They should be numbered *Figure 1*, *Figure 2* etc.　in sequence throughout the document.　Pictures and diagrams should be submitted as embedded computer files within the submitted paper, preferably as a JPEG file.

The author's responsibility for obtaining permission applies especially to photographs for publication.　Photographs of assets such as rolling stock and infrastructure may need to be approved by the owners.　A statement that access rules were not infringed when the picture was taken might also be required.

3.5　Acknowledgement

A brief acknowledgement, if provided, will be printed at the end of the main text.

3.6　Language

The language of the IRSE is British English.

3.7　Units of measure

In general, SI units should be used (as defined in ISO 1000-1992).

Where source information is in other units (such as Imperial or US units) it should be quoted as given.　In order to aid the understanding of those unfamiliar with such units, a metric equivalent should be given in brackets.　This should be given to the same accuracy as the original (for example, the equivalent of 100 miles per hour is 160 km/h, not 160.90 km/h).　Slavish repetition of such equivalents throughout the paper should however be avoided.

4　PRESENTATION

4.1　Attendance at the Conference

All authors who present their Paper at the conference must pre-register and pay the fees for registration to enable them to attend the seminar. Authors may be requested to confirm their registration prior to the event.

4.2　Presentation Style

It is a good guideline for written style that text should be capable of being read out loud.

Nevertheless, the printed text should not normally be read at the conference as it stands, for a number of reasons:

- most speakers will wish to adopt a more intimate style of presentation at the conference than is appropriate in a written paper;

- it will almost certainly be too long.

Instead, a presentation based upon the written paper should be given at the conference session. It should follow the outline of the written paper, presenting the same points in the same order, but summarised as appropriate.

The conference sessions will contain several papers, and presentations lasting **no longer than 15+5 minutes** will be required. This will leave time for adequate discussion within the time frame of the session. Speakers should note that in order to ensure that all participants have adequate time to present their papers a cut off will be applied once the allotted time has expired, even if the presentation has not yet been finished.

For a successful presentation, the material should be thoroughly prepared and rehearsed beforehand, no matter how familiar the subject matter. Whilst some authors will be widely experienced in oral presentations, others may be less familiar with presentations. The following points may be of assistance:

- Reading from your written Paper or a prepared text could reduce the effectiveness of your presentation and should be avoided. Make yourself sufficiently familiar with the details of the presentation to be able to speak from brief outline notes only. Alternatively, use your visual presentation material as a prompt to assist your oral presentation, rather than read from prepared notes.

- Slides must be kept simple and presented in a bold manner. "Bullet Points", Large Scale Block Diagrams and Simple Graphics have the best impact on your audience.

- Detailed circuit diagrams, complex mathematical formulae, and normal letter size fonts, which cannot be read from a distance, should be avoided in order to maintain attention to the presentation.

- Inclusion of actual photographs provides added impact to the presentation.

- Make sure that you can be heard at all times. Address the audience, not the whiteboard, screen or an individual in the front row, even if he or she has asked you a question.

- Remember the audience will represent many facets of technology and that delegates will not all be experts in your particular subject.

- Avoid extended mathematical discussion – this is best left to written contribution.

4.3   Presentation Slides

Presentations will be made via a data projector from a computer system provided by the conference venue. It will not be possible to use a personal laptop and so the presentation material shall be provided in advance in a format that can run on a Microsoft Windows® compatible PC. Microsoft PowerPoint® or Adobe Acrobat® are preferred formats – any other requirements must be advised in advance to allow a check for compatibility. All presentation slides will be recorded.

Authors are advised to use the IRSE formats (a template is available on request), but may use the company formats along with IRSE logo. Company Logos used within presentation slides should be small and unobtrusive. No overt company promotion is acceptable.

Slides to illustrate presentations must be as simple and clear as possible, with all inessential detail omitted. The printed figures accompanying papers are generally useless as slides. They tend to contain so much information that they cannot be seen clearly, and cannot be taken in properly during the brief time they are on view.

The height of lettering should be not less than 3.5% of the height of the slide. For text-only slides this should be doubled. Lower-case lettering is generally easier to read than capitals. The legibility of a slide as seen by someone sitting at the back of the conference hall can be estimated by viewing a copy from a distance equal to ten times its height.

Slides should be displayed for long enough for the audience to take them in. It has been found from past experience that an average slide has to be shown for about one (1) minute for the audience to absorb its meaning and that in general each one should be shown for two to three (2-3) minutes for optimal impact. This limits the total number of slides to be adjusted accordingly.

A copy of the presentation must be received by the IRSE no later than **10 June 2022**. Please advise in advance if your volume of your presentation is likely to exceed typical email attachment limits, so that we can make an alternative arrangement to receive the presentation.

4.4 Facilities Available at the Conference Venue

For the information of presenters, the following facilities are available:

- Lectern at which the presenter will stand while speaking;
- Data projection facilities for Microsoft PowerPoint presentations;
- Standing microphones
- AC electrical power supplies

4.5 The Conference Session

Each conference session will comprise 4 to 7 paper presentation, followed by a discussion. During the refreshment break before each session, the Presenters will meet with the Session Chairman/ In-charge and Audio-visual Technician to check that the presentation material is correctly loaded and the order of the presentations is understood by everyone. Each presenting author is requested to provide a brief description of his/her role and background by email in advance and a paper copy to the event (one paragraph only) to assist with the introductions.

At the start of the session the Presenters and the Session Chairman will sit at a table at the front of the auditorium. The Session Chairman/ In-Charge will introduce each Presenter when it is time to start, and the Presenter will then walk to the lectern and make the presentation. **The Chairman/In-charge of the session will strictly enforce the 15+5 minute limit for each presentation.**

Discussions at the end of the session will be conducted on the basis of one of the authors giving a reply after each contribution from the floor. Before reply, the presenter should make sure that the audience has heard the question. If in doubt, repeat the question before answering.