



## Presenter/Author Guidelines

Congratulations on being selected to present at the AREMA Railway Roadbed & Ballast Symposium. Thank you for your contribution to our base of knowledge.

These guidelines will help you to prepare your presentation in a format that ensures its lasting value for all AREMA members. It will also guide you towards a 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 presentation.

### General Information

AREMA policy requires that the presentations presented at AREMA Events be reviewed and recommended by an AREMA committee or by an ad hoc committee set up by the Board/Leadership. A Review Committee has been established for this event.

Date Due	Description
September 22	Abstract, Presenters Agreement Form and Bios due
October 17	Abstract Selection Completed and Presenters notified
December 1	PowerPoints due for review including any video files
December 9	PowerPoint reviewed by Review Committee
December 13	PowerPoint changes/edits returned to presenters to incorporate in their slides
January 5	Final PowerPoints due
January 12	Any minor changes to presentations must be turned in. Changes on site will only be allowed during rehearsal times. For security reasons, USB drive ports are disabled on presentation laptops. If you have added data to your presentation since the January 5 deadline, please contact Skip Gmeiner regarding replacement ( <a href="mailto:sgmeiner@arema.org">sgmeiner@arema.org</a> ) prior to Symposium.
January 17	Presenters confirm rehearsal time
February 6-8	AREMA Railway Roadbed & Ballast Symposium, Kansas City, MO

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## AREMA RAILWAY ROADBED & BALLAST SYMPOSIUM

PowerPoint presentations will be published in the AREMA *Symposium Proceedings and* distributed to attendees at the Symposium. Names of the authors of papers are made known to reviewers.

### Timeline for Paper and Slides

The following dates and procedures apply to the review and acceptance of presentations for the AREMA Railway Roadbed & Ballast Symposium.

**\*\*Please note that NO changes to the presentations can be made on site. \*\***

### 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 Symposium.

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) format to AREMA no later than **the January 5 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](http://www.arema.org), under Symposium/Presenter Information/Presenter Resources.** Follow the instructions to upload your .ppt, .pptx or .zip file.

## Review

Presentations submitted are reviewed and recommended by the appropriate AREMA Review committee. The final publication decision is made by AREMA on the basis of committee recommendation, priorities within a given subject area and available resources.

Your presentation will be reviewed by the Review Committee to ensure consistency and so that it will meet AREMA standards. Final approval of your presentation will occur - refer to timeline on pages 1-2. If your presentation does not meet AREMA standards, it will be withdrawn from the Program and will not be included in the Symposium.

## Research Sponsorship

Authors of presentations 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

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material in AREMA's Symposium. 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 (can only use acronyms if defined/full name written out upon the first use), 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.

### 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.

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- 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 presentations 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.<sup>2</sup>) 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)

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- 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.
- 3) **Common conversion factors are presented below:**

### Metric Conversion Factors

When You Know	Multiply By	To Find
<b><u>Length</u></b>		
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)
<b><u>Area</u></b>		
Square inches (in. <sup>2</sup> )	645.1	millimeters squared (mm <sup>2</sup> )
Square feet (ft <sup>2</sup> )	0.093	meters squared (m <sup>2</sup> )
Square yard (yd <sup>2</sup> )	0.836	meters squared (m <sup>2</sup> )
Acres	0.405	hectares (ha)
Square miles (mi <sup>2</sup> )	2.59	kilometers squared (km <sup>2</sup> )
<b><u>Volume</u></b>		
fluid ounces (fl oz)	29.57	milliliters (ml)
Gallons (gal)	3.785	liters (1.0000)
cubic feet (ft <sup>3</sup> )	0.028	meters cubed (m <sup>3</sup> )
cubic yards (yd <sup>3</sup> )	0.765	meters cubed (m <sup>3</sup> )
<b><u>Mass</u></b>		
Ounces (oz)	28.35	grams (g)
Pounds (lb)	0.454	kilograms (kg)
short tons (2,000 lb)(T)	0.907	megagrams (Mg)
<b><u>Temperature (exact)</u></b>		
Fahrenheit (°F)	$(F-32)/1.8$	Celsius (°C)
<b><u>Illumination</u></b>		
footcandles (fc)	10.76	lux (lx)
footlamberts (fl)	3.426	Candela/m <sup>2</sup> (cd/m <sup>2</sup> )

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### Force and Pressure or Stress

poundforce (lbf)	4.45	Newtons (N)
poundforce per square inch (psi)	6.89	

### 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  $\chi$ , and multiplication sign  $\times$
  - e) Prime ', apostrophe', and superscript <sup>1</sup>
  - f) English and Greek letters such as  
B and  $\beta$ , k and  $\kappa$   
n and  $\eta$ , u and  $\mu$   
p and  $\rho$ , and w and  $\omega$

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.

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- 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.



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- 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...	v □ ● μ
<b>Figure (a)</b> <b>Monitoring of traffic...</b>	% # × ° +=
8-point type:	8-point symbols:
FIGURE 1(a) Monitoring of traffic...	v □ ● μ
<b>Figure (a)</b> <b>Monitoring of traffic...</b>	% # × ° +=
6-point type:	6-point symbols:
FIGURE 1(a) Monitoring of traffic...	v □ ● μ
<b>Figure (a)</b> <b>Monitoring of traffic...</b>	% # × ° +=

### Appendices

**Please 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).

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### 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.*

### Preparing Your PowerPoint 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](http://www.arema.org) under Symposium, 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.

Please 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

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assimilated in 30 seconds. Captions and details need not be shown; eliminate extraneous information.

Please do not place company logos on every page of the PowerPoint presentation unless necessary to help in understanding a slide. Company logos may appear on the opening and closing slides only.

### 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 Skip Gmeiner at [sgmeiner@arema.org](mailto:sgmeiner@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.*

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### 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.

### Rehearsal/Changes

We will be providing rehearsal times the afternoon of Sunday, February 5. Changes to presentations can be made at that time. Changes will not be allowed at any other times.

### Timing

Each speaker is allotted 30 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 only one or at most, two speakers present each presentation (unless it is a Panel Discussion).**

The session moderator 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.

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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=YAlVpg7Cl0k>

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<https://www.youtube.com/watch?v=MnIPpUiTcRc>

<https://www.youtube.com/watch?v=WbCViU5uQ9Q>

### 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.