



**WORLD ROAD ASSOCIATION  
PIARC**

**CONGRESS HANDBOOK**

**XIII<sup>rd</sup> International Winter Road Congress**

**Quebec, Canada  
8-11 February 2010**



***Draft***

***04/09/2008***

*This document will be updated regularly  
as new decisions are made*

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## FOREWORD

The PIARC International Winter Road Congresses is a forum that the PIARC organizes every four years in a PIARC member country. The congresses give the opportunity for transport ministers, winter maintenance experts, and road administration officials from around the world to report on the latest developments, to exchange ideas, and to identify future winter maintenance needs in the areas of roads and road transport.

This « Congress Handbook » aims at providing guidelines to prepare the sessions of the 13th PIARC International Winter Road Congress to be held in Quebec in 2010. These guidelines come in addition to the day-to-day operating rules included in the PIARC Blue Guide.

This Handbook is intended to be read and used by all those in charge of organizing a session or part of a Congress session.

The calendar for decisions and deadlines for delivering the various congress documents has been developed so as to allow maximum time to prepare them. Meeting the deadlines is essential to make sure that the congress announcements and documents are produced in time. ***Your cooperation is requested to meet these deadlines strictly.***

The contents of the Handbook will be updated in due course as decisions are made on the various aspects of the Congress. The guidelines on the format of documents will be presented in several appendices to this document.

**Jean-François CORTÉ**  
**Secretary General**

## 1 GENERAL FRAMEWORK

### 1.1 DATES, VENUE AND THEME

<b>Date</b>	8-11 February 2010
<b>Venue</b>	Centre des Congrès de Québec 900, boulevard René-Lévesque Est, Québec, G1R 2B5, Canada
<b>Theme</b>	<i>Sustainable Winter Service for Road Users</i>

### 1.2 OVERALL PROGRAMME

Days	Morning	Afternoon
Day 1 (Monday 8 February)		Opening ceremony
Day 2 (Tuesday 9 February)		
Day 3 (Wednesday 10 February)		
Day 4 (Thursday 11 February)		Closing session

Technical Visits will be scheduled from Tuesday morning to Wednesday morning (included). Exhibition will be open from Monday evening till Thursday noon.

### 1.3 LANGUAGES

The Congress languages will be **English and French**. Simultaneous interpretation will be provided at all sessions, except at the poster sessions.

### 1.4 SESSIONS

The Congress will offer the following sessions:

- **Opening Session**
- **Closing Session**
- **Technical sessions** (prepared by the PIARC Technical Committee B.5 on Winter Service)
- **Poster Sessions** (prepared by the PIARC Technical Committee B.5 on Winter Service)

### 1.5 PUBLICATIONS

#### 1.5.1 Documents for promotion and information

For the promotion of the Congress and for information, the following documents will be published:

- **Bulletin No.1** (First announcement) including call for individual papers,
- **Bulletin No. 2** (Second announcement), together with the Registration Form,
- **Congress Guide** (containing the final programme of the Congress).

These documents will be prepared by the Quebec Organizing Committee in liaison with the PIARC General Secretariat and the Technical Committee.

The call for individual papers will be prepared by the Technical Committee.

All these documents need to be published both in electronic and printed forms to facilitate dissemination.

The Congress Guide should be prepared in printed format to be included in the congress bag for delegates while an electronic form will be included in the pre-proceedings CD-Rom.

### 1.5.2 Proceedings

The proceedings will be produced in CD-Rom format by Quebec Organising Committee with the content provided by PIARC General Secretariat and the Technical Committee:

- **Pre-proceedings**, available prior to the congress,
- **Proceedings**, available within 6 months following the congress.

### 1.5.3 Key dates for the publications

- **Bulletin n°1 and call for papers will be published in September 2008**

The Technical Committee will be requested to forward a draft text of the call for individual papers to PIARC General Secretariat **before the end of June 2008**.

The Quebec Organising Committee will be requested to forward a draft text of the Bulletin n°1 to the Technical Committee and PIARC General Secretariat **before the end of June 2008**.

- **Bulletin n°2 will be published in June 2009**

The Technical Committee will be requested to forward to the PIARC General Secretariat draft programmes and if necessary, introductory texts of technical sessions **before end of March 2009**.

The Quebec Organising Committee will be requested to forward a draft text of the Bulletin n°2 to the Technical Committee and PIARC General Secretariat **before mid-April 2009**.

- **Congress Guide will be published in January 2010**

The Technical Committee will be requested to forward to the PIARC General Secretariat and to Quebec Organising Committee the programmes of technical sessions **before the end of October 2009**.

The Quebec Organising Committee will be requested to forward a draft text of the Congress Guide to the Technical Committee and PIARC General Secretariat **before the end of November 2009**.

- **Pre-proceedings will be published in December 2009 on the Congress website (with a private access) and in January 2010 on CD-Rom**

The Quebec Organising Committee will be requested to define and forward the contents and structure of the pre-proceedings to the Technical Committee and PIARC General Secretariat and identify materials expected from the Technical Committee, General Secretariat and others **before the end of October 2009**.

Those who are in charge will be requested to forward all materials for the pre-proceedings to the Quebec Organising Committee **before the end of November 2009**.

- **Proceedings will be published in June 2010**

The Quebec Organising Committee will be requested to define and forward the contents and structure of the proceedings to the Technical Committee and PIARC General Secretariat and

identify materials expected from the Technical Committee, General Secretariat and others **before the end of October 2009**.

Those who are in charge will be requested to forward all materials for the proceedings to the Quebec Organising Committee **before the end of April 2010**

## 1.6 WEBSITES

The Quebec Organizing Committee is responsible for establishing, maintaining and regularly updating the official website of the Quebec Congress.

The address of the Congress website is:

[www.aipcrquebec2010.org](http://www.aipcrquebec2010.org)

This website will contain at least the following information in French and English:

- General framework of the Congress, e.g. date, venue, languages, etc.
- Tentative programme,
- Information regarding the exhibition,
- Contact details of the Quebec Organizing Committee,
- Bulletin No.1 and No.2 and Congress Guide (when available),
- Text of Call for papers (when available),
- Link to the site for the submission of abstracts (when available)
- Registration Form (when available),
- General information about Quebec.

It will be linked with PIARC website:

[www.piarc.org](http://www.piarc.org)

PIARC website home-page will display a link with the congress website.

PIARC General Secretariat is responsible for the website for the submission of abstracts to call for individual papers.

This site will be accessible only from the congress website.

## 1.7 SPECIFICATIONS CONCERNING THE LOGISTICAL REQUIREMENTS

Timing	Topic	Responsible
August 2008	Estimate of the number of rooms required for technical sessions	TC
	Estimate of the equipments and setup required in the rooms for technical sessions	TC
August 2008	Estimate of the needs for additional meetings (executive committee, commissions, technical committee, etc.): date, number of attendants, equipment required, setup of the rooms	TC+GS
March 2009	Estimate of the number of poster sessions and of the number of posters shown at the same time	TC
November 2009	Deadline: final number of rooms required for technical sessions	TC
	Deadline: final needs in equipment and setup of the rooms for technical sessions	TC

November 2009	Deadline: final needs for additional meetings	TC+GS
November 2009	Deadline: final needs for poster sessions	TC
December 2009	Deadline: final requirements for the setup of the GS room and for the president of PIARC office	GS
December 2009	Final data concerning communications: name of the authors, country, and title of the presentation.	TC

## 2 SESSIONS

### 2.1 OPENING SESSION (Monday, 8 February 2010, afternoon)

The opening session consists of the following elements:

- Addresses from representatives from the host country,
- Address from President of PIARC,
- Address from Chair of PIARC Technical Committee B.5 on Winter Service
- Speech from guest speakers (TBD)
- Presentation of issues of the Congress (TBD)

### 2.2 CLOSING SESSION (Thursday, 11 February 2010, afternoon)

The closing session consists of the following addresses and ceremonies:

- Address from President of PIARC
- Address from the host country
- Address from Secretary General of PIARC
- Presentation of the General Report by TC B5 and conclusions of the Congress by Quebec Organising Committee
- Invitation to coming congresses by the organizing committees of:
  - PIARC 14th International Winter Road Congress (2014)
  - PIARC 24<sup>th</sup> World Road Congress (2011)

### 2.3 TECHNICAL SESSIONS

During following each slot, up to 6 sessions will be held concurrently and there will be 36 technical sessions in total. Each session will have a 1.5-hour period:

- Morning sessions            8:30 - 10:00 ; 10:30 - 12:00
- Afternoon sessions        13:30 - 15:00 ; 15:30 - 17:00

These sessions will be prepared by the Technical Committee.

The chairs of sessions are to be examined by the Technical Committee, Quebec Organising Committee and General Secretariat.

It is strongly encouraged that the sessions have enough time for discussions.

As an additional input to the preparation of sessions, the Technical Committee will make a call for individual papers. Section 3.2 describes individual papers in detail.

#### ***Main deadlines***

*For the publication in Bulletin n°1 and on the congress website, the Technical Committee will be requested to forward a draft text of the call for individual papers to PIARC General Secretariat **before the end of June 2008**.*

*For publication in Bulletin n°2, the Technical Committee will be requested to forward to the PIARC General Secretariat draft programmes and if necessary, introductory texts of technical sessions **before (the end of March 2009)**.*



*For publication in the Congress Guide, the Technical Committee will be requested to forward to the PIARC General Secretariat the programmes of technical sessions **before the end of October 2009**.*

*For the publication in the pre-proceedings, those who are in charge will be requested to forward all materials for the pre-proceedings to the Quebec Organising Committee **before the end of November 2009**.*

*For the publication in the proceedings, those who are in charge will be requested to forward all materials for the proceedings to the Quebec Organising Committee **before the end of April 2010**.*

### **Provisional topics of the technical sessions**

#### **1. Winter Service Planning, Management and Implementation**

- Level of service: How to include road users needs and rules?
- Strategic planning and organization (what rules, standard, evaluation)
- Relationships between all parties (managers, operators, road users...)
- Contracting types versus in-house implementation
- Cost-benefit: achieving the optimum balance?
- Staff Training
- Instructing/Informing the road users
- Risk and contingency planning
- Quality and performance management

#### **2. Safety and mobility in winter: social, environmental and economic aspects**

- Road users' needs and responsibilities
  - responsibility and education of road users
  - risk and mobility for pedestrians, cyclists, & people with reduced mobility
  - nature of the information for road users and dissemination methods
- Network safety and mobility
  - safety and capacity compliant road infrastructure in winter
  - weather-based measures for a proactive traffic management
  - safer winter road operations
- Innovative technologies (along the infrastructure and in vehicle) mitigating safety and mobility problems in winter: ITS solutions, cooperative systems, Human-Machine Interface (HMI).

#### **3. Winter Service Information System**

- Information tools to the manager/operator; tools for the interface between meteorology and road management
  - surface condition detection: friction, road surface temperature, short term forecasts
  - traffic management and emergency management
  - on line/real time information of road users
- Data management/data processing
  - new developments, new application for an improved winter road management, e.g. Maintenance Decision Support Systems

#### **4. Snow and Ice Control Techniques and Technologies**

- Standardization Efforts (all areas of Winter Service)
- Machinery and equipment
  - plow blades and spreaders
  - winter service vehicle markings and lighting
  - optimized spreader controls
  - maintenance of winter service machinery

- Infrastructure
  - fixed auto-spray systems
  - surface treatments – implementation of different techniques according to different types of pavements – innovative pavement materials
  - self maintaining structures (bridges and sidewalks)
- Specific applications, strategies and tactics
  - winter service for urban and rural areas
  - winter service operations for pedestrians, cyclists and aging population
- Innovative application techniques
- Implementation of artificial and natural snow fences

#### 5. Winter Service and Sustainable Transportation

- What is sustainability?
  - holistic impacts studies
  - life cycle Impacts
  - social, economy, safety: the right balance
  - concrete examples
- Sustainable Strategies
  - adapted policies
  - adapted equipments and materials
  - road salt : storage, spreading
  - environment friendly materials and techniques
  - strategies between environmental aspect and safety
- Economic aspects: mobility

#### 6. Winter Service and Climate Change Impacts

- Situation Analysis for Winter Service: which method, which data?
- Generating relevant scenarios dedicated to winter maintenance
  - short term
  - long term
- New strategies
  - on the transportation system
  - on winter maintenance approaches
- Focus on specific items
  - reduction in permafrost/ground frost
  - new challenges in using ice roads
  - greater avalanche risk
  - how to manage Winter Service during rapid and significant weather fluctuations

## 2.4 POSTER SESSIONS

The Technical Committee is requested to consider how to organise poster sessions.

## 2.5 TENTATIVE PROGRAMME OF THE CONGRESS

- # plenary sessions, i.e. "Opening Session" and "Closing Session", are scheduled on Monday afternoon, and Thursday afternoon, respectively,
- Technical visits are scheduled Tuesday afternoon and Wednesday morning,
- The Congress Banquet is scheduled on Wednesday evening.

### Tentative Programme of the Congress

Mon. 8 February	AM				
	PM	Opening Session (Plenary) Opening of the exhibition			
Tue. 9 February	AM	Administrators' and deputy-ministers' session (plenary) Session of mayors of winter cities (plenary)			exhibition
	PM	Technical sessions	Poster session	Technical visits	exhibition
Wed. 10 February	AM	Technical sessions	Poster session	Technical visits	exhibition
	PM	Equipment demonstrations and snowplow championship			
	night	Gala party			
Thu. 11 February	AM	Technical sessions	Poster session		exhibition
	PM	Closing Session (Plenary)			

### 3 TECHNICAL DOCUMENTS OF THE CONGRESS

#### 3.1 INTRODUCTORY TEXTS

##### 3.1.1 General

Introductory texts provide introduction to the discussion at the sessions. The Technical Committee is responsible for the preparation of introductory text for each session. The introductory texts will be distributed to the Congress delegates as a part of Congress Guide and pre-proceedings (TBD).

##### 3.1.2 Format

Introductory texts are published in English and French. The Technical Committee provides both versions.

The *maximum number of words in one language is (TBD)*.

The final draft of the introductory texts should reach the Quebec Organising Committee **before the end of November 2009.**

#### 3.2 INDIVIDUAL PAPERS

As an additional input to the preparation of sessions, the Technical Committee will make an international call for individual papers.

Individual papers accepted in an International Winter Road Congress must be of high quality and original.

The Technical Committee may choose from the following alternatives:

- select papers from abstracts received after the call for papers,
- invite speakers directly without call for papers,
- combine the above options,

The international call for individual papers will proceed as follows:

- The Technical Committee proposes topics **one month before the Ex Com meeting prior to call for individual papers;**
- The call for individual papers will be launched in **September 2008;**
- Authors will be requested to send in their abstracts online **both English and French before 31 January 2009;**
- The Technical Committee will review and select abstracts. Decisions will be notified to the authors before **1 April 2009** together with guidelines for drafting the full text of individual papers.
- Authors should send in the full text of their papers to the PIARC General Secretariat **before 31 July 2009** in **both English and French. This deadline also applies to the papers of invited speakers.**

- The PIARC General Secretariat shall forward to the Technical Committee **for review** a copy of the individual papers as soon as they reach the Central Office.
- Decision regarding acceptance and presentation of the papers will be notified to the authors **before 31 October 2009** together with the guidelines for preparation of the posters and of the oral presentations.

The individual papers will be distributed to Congress delegates as a part of pre-proceedings, on the Congress website (with an access code) in December and on a CD-Rom included in the attendant kit (on site). Otherwise they will be included in the final proceedings.

### **3.3 GENERAL REPORT**

The General Report is a comprehensive summary which reflects the conclusions of the discussions in the Congress sessions.

The Technical Committee is responsible for preparing the General Report

Preparation of the draft General Report should start sufficiently before the Congress (e.g. in the third quarter of 2009).

The **draft General Report will be presented at the Closing Session** of the Congress by the TC. The final version of the General Report will be published as a part of the final proceedings and in the Association's magazine Routes/Roads in 2010.

The Technical Committee will be requested to submit to PIARC General Secretariat the final version of the General Report **before 30 April 2010**.

### 3.4 KEY TIMINGS FOR PREPARING THE CONGRESS

2008	Timing	Topic	Responsible
	February	Draft proposal for topics	former TC
		Endorsement for draft proposal for topics	Ex Com
	May	Final proposal for theme and topics	New TC
	June	Endorsement for themes and topics	Ex Com
	30 June	Text of call for individual papers to GS	TC
		Draft Bulletin No.1 to GS and TC	QOC
	July	Review and test of the online system to receive abstracts to call for individual papers	GS + TC
	August	Completion of the online system to receive abstracts to call for individual papers	GS
	August	Estimate of the number of rooms, equipment and setup required for technical sessions	TC
	August	Estimate of the needs for additional meetings (executive committee, commissions, technical committee, etc.) : date, number of attendants, equipment required, setup of the rooms	TC+GS
	September	<b>Publication of "Bulletin No.1"</b> <b>Call for individual papers</b>	<b>QOC +GS</b>
October	Approval for the general format of the Congress	EC + Council	

2009	Timing	Topic	Responsible
	31 January	Deadline: submission of <b>abstract to call for individual papers</b>	Authors
	March	Deadline: Draft programmes of technical sessions for Bulletin No.2 to GS	TC
	1 April	Acceptance notification of abstracts of <b>individual papers</b> to authors	TC
	April	Draft Bulletin No.2 to GS	QOC
	June	<b>Publication of "Bulletin No.2"</b>	QOC
	31 July	Deadline: the <b>full text of individual papers</b> to GS	Authors
	October	Deadline: <b>programme of the technical sessions for the Congress Guide</b> to GS	TC
	31 October	Acceptance notification of abstracts of <b>individual papers</b> to authors	TC

October	Contents and structure of the pre-proceedings and the proceedings	QOC
November	Deadline : final number of rooms, equipment and setup required for technical sessions	TC
November	Deadline : final logistical requirements for additional meetings	TC+GS
November	Deadline : final logistical requirements for poster sessions	TC
13 November	End of reduced fee registration	
30 November	Deadline : all materials for the Congress guide and the pre-proceedings	TC+GS
December	<b>Publication of pre-proceedings Including Congress Guide on the website (for registered delegates)</b>	QOC
December	Deadline : final requirements for the setup of the GS room and for the president of PIARC office	GS
December	Final data concerning communications: name of the authors, country, and title of the presentation.	TC

2010	Timing	Topic	Responsible
	January	Publication of pre-proceedings Including Congress Guide on a CD-Rom	QOC
	January	First draft of the General Report (for closing ceremony)	GS+TC
	8-11 February	<b>13th International Winter Road Congress</b>	<b>QOC+TC+GS</b>
	TBD	Deadline: Contents and structure of proceedings	QOC
	30 April	Deadline: <b>General Report</b> to GS	TC
	30 April	Deadline: all materials for the proceedings	TC + GS
	June	<b>Publication of the proceedings</b>	QOC

## **4 PROCEEDINGS**

The proceedings are prepared by the Quebec Organising Committee.

### **4.1 PRE-PROCEEDINGS**

The pre-congress publication aims to provide reports/papers to the sessions as well as practical information of the Congress. The pre-proceedings will contain:

- Individual papers
- The Congress Guide and other related information.

To be refined by the Quebec Organising Committee

This pre-congress publication will be published and be available to delegates prior to the congress.

### **4.2 PROCEEDINGS**

The proceedings will include the following contents in addition to the contents of pre-proceedings:

- Report from the Plenary sessions
- General Report
- Report on Exhibition
- Daily bulletins
- List of participants.

To be refined by the Quebec Organising Committee

In addition, the General Report of the Quebec Congress will be included in the magazine "Routes/Roads" in 2010.



## **5 PREPARATION AND RUNNING OF THE SESSIONS**

### **5.1 SESSION PROGRAMMES**

*For publication in the Congress Guide or pre-proceedings, the Technical Committee will be requested to forward to the PIARC General Secretariat the programme of their session **before the end of October 2009.***

The session programme should include the following information:

- Title of the session,
- Date and time,
- Name, affiliation and titles of Chair and co-chairs (if exist) and presenters,
- Theme of sub-sessions, panel discussions and roundtables,
- Titles of presentations,

### **5.2 INTERPRETATION**

Professional interpreters will provide simultaneous interpretation into English and French at the sessions.

The quality of the interpretation largely depends on the degree of preparation of the teams. This is why it is important for the interpreters to receive the main documents a few weeks before the Congress if possible. The Technical Committee and Quebec Organising Committee will ensure the liaison with interpreters.

### **5.3 VISUAL AIDS**

The clarity of sessions depends greatly on the quality of visual aids.

## 6 CONTACT POINTS

### Quebec Organising Committee

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