



**WORLD ROAD ASSOCIATION
PIARC**

CONGRESS HANDBOOK

XXVth World Road Congress

Seoul, South Korea, 2-6 November 2015



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

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FOREWORD

The PIARC World Road Congresses held every four years are milestones in the activities of the association especially for the Technical Committees. The congresses give the opportunity to present and submit for discussion the result of the work carried out over the past three years, while Strategic Direction Sessions contribute to identify the topics for study for the following work cycle.

Organizing the World Road Congress is a complex operation involving coordination of many contributors, i.e. strategic theme coordinators; Technical Committees chairs, secretaries and members; organizing committee of the host country and related bodies; PIARC General Secretariat and other international organizations invited to take part in several sessions. All this is placed under the supervision of the PIARC Executive Committee and PIARC Council.

This « Congress Handbook » aims at providing coordination and guidelines to prepare the sessions of the 25th PIARC World Road Congress to be held in Seoul City in 2015. 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 the coming months as decisions are made on the topics of the various sessions. 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

| | |
|--------------|---|
| Date | 2-6 November 2015 |
| Venue | Coex, World Trade Center, Samsung-dong, Gangnam-gu, Seoul 135-731, South Korea www.coex.co.kr |
| Theme | <i>Roads and mobility – Creating new value from transport</i> |

1.2. Overall Programme

| Days | Morning | Afternoon |
|------------------------------|-----------------|--------------------|
| Day 1 (Monday 2 November) | Opening Session | Ministers' Session |
| Day 2 (Tuesday 3 November) | Half-day (1) | Half-day (2) |
| Day 3 (Wednesday 4 November) | Half-day (3) | Half-day (4) |
| Day 4 (Thursday 5 November) | Half-day (5) | Half-day (6) |
| Day 5 (Friday 6 November) | Half-day (7) | Closing Session |

Technical Visits will be scheduled from Tuesday morning to Friday morning (included). Exhibition will be open from Monday afternoon till Friday noon.

1.3. Languages

The Congress languages will be **English, French, Spanish and Korean**. Simultaneous interpretation will be provided at all sessions.

Note: For the reports, please see Section 3 "Congress Reports"

1.4. Sessions

The Congress will offer three types of sessions:

- **Plenary Sessions**
 - Opening Session
 - Ministers' Session
 - Keynote Speeches
 - Closing Session
- **Main Sessions**
 - Strategic Direction Sessions
 - Technical Committee Sessions
 - Special Sessions
- **Other Sessions**
 - National Committees' Session
 - Poster Sessions
 - Workshops

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:

- **Circular No.1** (First announcement, February 2014),
- **International call for National Reports and Individual Papers,**
- **Circular No. 2** (Second announcement), together with the Registration Form,
- **Congress Guide** (containing the final programme of the Congress).

"Circular No.1", "Circular No.2" and the "Congress Guide" will be prepared by the Korean Organizing Committee in liaison with the PIARC General Secretariat.

The International call for National Reports and Individual Papers will be prepared by the PIARC General Secretariat.

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 PIARC General Secretariat:

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

1.5.3 Key dates for the publications

| | |
|----------------------|---|
| February 2014 | Publication of "Circular No.1" |
| April 2014 | International call for National Reports and Individual Papers |
| January 2015 | Publication of "Circular No.2" |
| August 2015 | Publication of the pre-proceedings including Congress Guide |
| March 2016 | Publication of the proceedings |

1.6. Websites

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

The address of the Congress website is:

<http://www.aipcrseoul2015.org>

or

<hppt://www.piarcseoul2015.org>

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

- General framework of the Congress, e.g. date, venue, languages, etc.
- Tentative programme,
- Information regarding the exhibition,
- Contact details of the Korean Organizing Committee,
- Circular No.1 and No.2 and Congress Guide (when available),
- Call for papers (when available),
- Registration Form (when available),
- General information about Korea and Seoul City.

It will be linked with PIARC website:

<http://www.piarc.org>

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

2. Sessions

2.1. Plenary sessions

There will be three half-day plenary sessions, i.e.:

- **Opening Session**
- **Ministers' Session**
- **Closing Session.**

and 3 one-hour **Keynote Speeches.**

2.1.1 Opening Session (Monday, 2 November 2015, morning)

The opening session consists of the following addresses:

- Welcome speech by President of the Organizing Committee,
- Congress purpose and goals by President of the World Road Association,
- Address by (to be determined)
- Opening speech by Korea (to be determined)
- Presentation of the technical program by Secretary General of the World Road Association
- Awards of PIARC Prizes

2.1.2 Ministers' Session (Monday, 2 November 2015, afternoon)

The ministers' session provides opportunities for political decision makers and policy makers to exchange and share their views and experiences in a session chaired by the Minister of Land, Infrastructure and Transport of Korea.

The session will deal with the topic: *"The evolution of road policy for the next generation"*

The Government of Korea and the Korean Organizing Committee are in charge of preparing the Ministers' Session, with the assistance of the PIARC General Secretariat.

Participation of PIARC in this session is to be considered.

Official invitation letters to the relevant Ministers of PIARC member countries will be prepared and mailed by the Korean Government **before the end of 2014.**

2.1.3 Keynote Speeches

From Tuesday to Thursday, every-day a one-hour keynote speech will take place on topical issues selected by PIARC in liaison with the host country.

2.1.4 Closing Session (Friday 6 November 2015, afternoon)

The closing session consists of the following addresses and ceremonies: (to be determined)

- Congress highlights
- Introduction of next Strategic Plan (2016-2019)
- Invitation to coming congresses (PIARC International Winter Road Congress Gdansk 2018, IRF World Meeting, REAAA Conference)
- Handover to the 26th World Road Congress
- Address by President of the World Road Association
- Closing remarks from the host country.

2.2. MAIN SESSIONS

One half-day period will be granted for each of the following main sessions:

- 4 **Strategic Direction Sessions** (ST1 to ST4)
- 17 **Technical Committee Sessions** (TC1.1 to TC4.4)
- 14 **Special Sessions.**

During each half-day period, up to 6 sessions will be held concurrently. Each half-day session will have a 3.5-hour period including a 30 min break:

- Morning sessions 9:00-10:30 - 11:00-12:30
- Afternoon sessions 15:00-16:30 - 17:00-18:30

2.2.1 Strategic Direction Sessions

The Strategic Direction Sessions, prepared and chaired by Strategic Theme Coordinators, are devoted to the four Themes of the PIARC Strategic Plan 2012-2015.

Aims

The Strategic Direction Sessions are to be:

- **cross-linking**; each Strategic Direction Session covers the areas of all Technical Committees belonging to the same Strategic Theme,
- **future-oriented**; topical road issues will be discussed; the purpose of these sessions is also to facilitate the identification of future activities of the Technical Committees after the Seoul City Congress,
- **open**; these sessions may include external contributions not only from Technical Committees belonging to other Strategic Themes, but also from keynote speakers outside PIARC.

The Strategic Direction Sessions should focus on the future prospects from a more political and strategic point of view and should NOT repeat the work of Technical Committees.

Conclusions of these sessions are aimed at defining the direction of the Technical Committee activities under the framework of the future Strategic Plan. After the Seoul City Congress and before the end of 2015, these sessions will be followed by a meeting of the Strategic Planning Commission so as to finalise the orientations of the works of Technical Committees for the following four-year period 2016-2019 and to start the Technical Committee activities as early as the beginning of 2016.

For the Strategic Direction Sessions, each Strategic Theme Coordinator may call for National Reports and individual papers in order to facilitate discussion from various points of views. Section 3.3 and Section 3.4 describe the National Reports and individual papers in detail respectively.

Format

The format of the Strategic Direction Sessions may include:

- a very brief summary of the Introductory Report emphasising the main trends and emerging topics of significant interest with regard to the Strategic Theme and the Strategic Direction Session topic in particular,
- presentations,
- panel and/or discussion with the audience,
- at the end of the session, a short summary by the Strategic Theme Coordinator.

During the Strategic Direction Sessions, substantial time should be devoted to discussion. Outside keynote speakers can be invited to participate. Special facilities can be provided such as payment by PIARC of costs related to the participation of keynote speakers, a professional facilitator, etc. as decided by the PIARC Council upon recommendation of the PIARC Executive Committee.

Main deadlines

The topics for the Strategic Direction Sessions and of the related call for National Reports will be validated by the Executive Committee in February 2014. The Strategic Theme Coordinators will be requested to provide a description (max 400 words in one language) of the call for their session to the PIARC General Secretariat.

The call for National Reports will be disseminated to the PIARC member countries by the General Secretariat in April 2014.

For publication in Circular n°2, the Chairs of Strategic Direction Sessions will be requested to forward to the PIARC General Secretariat a presentation (no more than 300 words in one language) of the content of their session **before 31 October 2014**.

For publication in the Congress Guide, the Chairs of Strategic Direction Sessions will be requested to forward to the PIARC General Secretariat the programme of their session **before 31 May 2015**.

Strategic Direction Sessions

| Strategic Theme | Title of the Strategic Direction Session | Chair (Strategic Theme Coordinator) |
|--|---|--|
| ST1 Management and Performance | The role of road administrations in a multimodal society | Friedrich ZOTTER (Austria) |
| ST2 Access and Mobility | Mobility and increased urbanization | Hirofumi OHNISHI (Japan) |
| ST3 Safety | The journey road administrations are making towards safer roads | Roy BRANNEN (UK) |
| ST4 Infrastructure | Commitments on service levels for the road system | Vicente VILANOVA (Spain) |

2.2.2 Technical Committee Sessions

Technical Committees will hold one half-day session.

A Technical Committee Session will be chaired by the Chairperson of the Committee.

The Technical Committee Sessions will include:

- a brief summary of activities carried out during the period of 2012-2015, highlighting the main productions. The session does not aim to make an exhaustive presentation of all activities carried out by the Technical Committee over the last four-year period, but rather to emphasize the essential outcome (PIARC technical reports in particular), and the progress achieved in the various areas studied by the Technical Committee;
- a discussion, introduced by the introductory report, on a topic linked to the state-of-the-art in the specific field of the Technical Committee. This discussion is intended to be prospective;
- a discussion on the future directions of Technical Committees based on the discussion at the Strategic Direction Sessions, the suggestions made by the outgoing Technical Committee and the outcome of the above mentioned discussion.

As an additional input to the preparation of sessions, Chairpersons of Technical Committees can make an international call for individual papers. Section 3.4 describes individual papers in detail.

Main deadlines

For publication in the call for individual papers, the Chairs of the Technical Committees will be requested to provide a description of the call for individual papers (max 200 words in one language) to the PIARC General Secretariat **before 27 February 2014**

For publication in Circular n°2, the Chairs of the Technical Committees will be requested to forward to the PIARC General Secretariat a presentation (no more than 300 words in one language) of the content of their session **before 31 October 2014**

For publication in the Congress Guide, the Chairs of the Technical Committees will be requested to forward to the PIARC General Secretariat the programme of their session **before 31 May 2015**. (Appendix 7)

Technical Committee Sessions, in accordance with the four Strategic Themes

| Technical Committee Sessions | | Strategic Theme | |
|------------------------------|--|-----------------|----------------------------|
| TC 1.1 | Performance of Transport Administrations | ST1 | Management and Performance |
| TC 1.2 | Financing | | |
| TC 1.3 | Climate Change and Sustainability | | |
| TC 1.4 | Road Transport System Economics and Social Development | | |
| TC 1.5 | Risk Management | | |
| TC 2.1 | Road Network Operations | ST2 | Access and Mobility |
| TC 2.2 | Improved Mobility in Urban Areas | | |
| TC 2.3 | Freight Transport | | |
| TC 2.4 | Winter Service | | |
| TC 2.5 | Rural Road Systems and Accessibility to Rural Areas | | |
| TC 3.1 | National Road Safety Policies and Programs | ST3 | Safety |
| TC 3.2 | Design and Operations of Safer Road Infrastructure | | |
| TC 3.3 | Road Tunnels Operations | | |
| TC 4.1 | Management of Road Assets | ST4 | Infrastructure |
| TC 4.2 | Road Pavements | | |
| TC 4.3 | Road Bridges | | |
| TC 4.4 | Earthworks and Unpaved Roads | | |

Strategic Theme Coordinators and Committee Chairs and Secretaries are listed in **Appendix 1**. Their contact details are available on the PIARC Website.

2.2.3 Special Sessions

The Special Sessions are designed to consolidate PIARC's relationships with other international and regional organizations active in the field of road and road transport.

These sessions should address topical issues which are different from those dealt with by Technical Committees and Strategic Direction Sessions,

These sessions are prepared by PIARC General Secretariat.

Main deadlines

A call for proposals by the Secretary General among the members of the Executive Committee, Strategic Planning Commission and the chairs of the Technical Committees and National Committees in **February 2014** (after Executive Committee meeting in Andorra)

Review of the proposals by the Strategic Planning Commission in Andorra and comments from PIARC Executive Committee in **July 2014**.

Final selection after electronic consultation of the Executive Committee of the topics of the Special Sessions in **August 2014**.

For publication in Circular n°2, the PIARC General Secretariat will prepare a presentation (no more than 300 words in one language) of the content of these sessions **before 31 October 2014**.

For publication in the Congress Guide, the PIARC General Secretariat in liaison with the Chairs of the Special Sessions will be requested to produce the programme of these sessions **before 31 May 2015**.

Topics of the special sessions

(To be determined)

2.3. Other sessions

2.3.1 Poster Sessions

Posters of Technical Committees

The posters of Technical Committees summarize activities and introduce the products of the Technical Committees to delegates. These posters will be displayed throughout the congress. The Poster will be produced in 3 languages: English, French and Spanish. Technical Committees are responsible for translations. The General Secretariat will provide the format of the posters and will take care of their production. **Appendix 9** shows guidelines for these posters.

The content of the posters prepared by the Technical Committees should be sent to the PIARC General Secretariat **before 28 February 2015**.

Posters of accepted individual papers

All the authors of accepted papers will have the opportunity to present a poster during the congress at least for half a day.

The PIARC General Secretariat will be responsible for planning the poster sessions.

In the letter of acceptance, the PIARC General Secretariat will notify the authors of this opportunity and authors will be requested to advise PIARC General Secretariat if they will present a poster **before 31 July 2015**.

Appendix 10 contains the guidelines related to the posters of individual papers.

2.3.2 Presentation by PIARC National Committees

National Committees will host a session for presenting their activities. This session will be divided into 3 sub-sessions in each official language, English, French and Spanish, and each session will be held consecutively.

This session will be open to the public and scheduled on Thursday 5 November Afternoon.

2.3.3 Presentation on PIARC Pavilion of the Committee on Terminology (to be determined)

2.4. Meetings

2.4.1 Meeting of all TC chairs, secretaries and ST Coordinators with General Secretariat and Congress organizers

At that meeting, practical information on how to organize sessions, such as interpretation, audiovisual aids and preparation of the conclusions, will be presented by the PIARC General Secretariat and the Congress organizers.

This session is scheduled on Sunday 1 November, 15:00 – 17:00 (place to be decided).

2.4.2 Preparatory Meeting for the sessions

The preparatory meeting for each session is scheduled in advance to the session (Please see the table in 2.5)

2.4.3 Meeting of incoming and outgoing Technical Committees Chairs and Secretaries, Strategic Theme Coordinators and General Secretariat

The PIARC General Secretariat will host a meeting of incoming and outgoing Technical Committees Chairs and Secretaries and Strategic Theme Coordinators in relation to the 2016-2019 work cycle.

This session is scheduled on Friday 6 November, after the closing session, from 16:00 to 17:30 (place to be decided).

2.5. Programme of the congress

- Three plenary sessions, i.e. "Opening Session", "Ministers' Session" and "Closing Session", are scheduled on Monday morning, Monday afternoon and Friday afternoon, respectively,
- Four Strategic Direction Sessions are to be scheduled on the basis of "one session per half-day",
- Technical Committee Sessions are scheduled after the related Strategic Direction Session as far as possible,
- Presentation of activities of National Committees on Thursday afternoon 5 November
- Technical visits are scheduled everyday from Tuesday morning to Friday morning,
- The Congress Dinner is scheduled on Thursday evening.

**Tentative Programme of the Congress
To be determined**

| | Sun. 1 st | Mon. 2 nd | Tue. 3 rd | Wed. 4 th | Thu. 5 th | Fri. 6 th |
|----|--|----------------------|---|---|---|----------------------|
| AM | | Opening Ceremony | 5 parallel Sessions | 5 parallel Sessions | 5 parallel Sessions | 5 parallel Sessions |
| | | Exhibition Opening | Plenary Keynote Speech 1 (12:40-13:30) | Plenary Keynote Speech 2 (12:40-13:30) | Plenary Keynote Speech 3 (12:40-13:30) | |
| PM | Meeting for Technical Committee Chairs and Secretaries | Ministers Session | 5 parallel Sessions | 5 parallel Sessions | 5 parallel Sessions | Closing Ceremony |

3. Technical documents of the congress

3.1 Introductory Reports

3.1.1 General

Introductory Reports provide introduction to the discussion at the sessions. The Chairs of main sessions (Strategic Direction and Technical Committee sessions) are responsible for the preparation of the Introductory Report for each session.

3.1.2 Contents

Introductory Reports should point out to topics about which no clear-cut conclusions exist, or topics for which the conclusions made are questionable.

The title of Introductory Reports is that of the session. The reports should include the following parts, in this order:

- executive summary (what is at stake? what is proposed?) in **500 words maximum in one language**,
- contents,
- list of the members who have contributed to drafting the report (name and country only),
- text of the report,
- bibliographical references,
- draft conclusions (possibly with options) to be approved by the Congress.

In addition, the Introductory Reports for the Strategic Direction Sessions should include the main points of the National Reports if they are used for the Strategic Direction Session.

3.1.3 Format

Introductory Reports are published in English, French and Spanish. Technical Committees are responsible for translations.

As for general drafting rules, please refer to **Appendix 4**.

Strategic Direction sessions

The **maximum number of pages in one language is 40** for a half-day session. A page can contain up to 500 words. Taking account of the pages for the title, summary, table of contents, references, conclusions and illustrations, the text of the Introductory Report for a Strategic Direction Session is limited to approximately 12,000 words in one language.

Technical Committee sessions and other sessions

The **maximum number of pages in one language is 20** for a half-day session. A page can contain up to 500 words. Taking account of the pages for the title, summary, table of contents, references, conclusions and illustrations, the text of the Introductory Report for these sessions is limited to approximately 6,000 words in one language.

The final draft of the Introductory Reports should reach the PIARC General Secretariat at the dates below:

- Introductory Reports for **Technical Committees, and Special Sessions; before 31 January 2015**,
- Introductory Reports for **Strategic Direction Sessions; before 31 March 2015**.

The Introductory Reports will be distributed to the Congress delegates as a part of pre-proceedings.

3.2 PIARC Activity Report 2012-2015

3.2.1 General

This report is to present an overview of PIARC activities for 2012-2015.

3.2.2 Contents

The PIARC Activity Report 2012-2015 will consist of:

- The core part prepared by the PIARC General secretariat with the contributions from the different Commissions, presenting the different main features of the activities of the Association for 2012-2015;
- A set of activity reports from all Technical Committees for 2012-2015.

The Technical Committee activity reports should contain:

- the list of Committee members having contributed to the activities,
- the work programme and organization,
- the productions (publications, seminars and participation to other events),
- bibliographical references.

A foreword by the Strategic Theme Coordinator will be inserted as an introduction to the report on activities of the Technical Committees, grouped according to the Strategic Plan.

3.2.3 Format

The PIARC Activity Report 2012-2015 is to be published in English, French and Spanish. Technical Committees are responsible for translations. As for general drafting rules, please refer to the **Appendix 5**.

The **maximum number of pages for a Committee Activity report is 20** in one language. One page can contain up to 500 words. Taking account of the pages for the title, references and illustrations, the text of the report for each Committee is limited to approximately 6,000 words in one language.

All Technical Committees activity reports should reach the PIARC General Secretariat **before 31 March 2015**.

The PIARC Activity Report 2012-2015 will be distributed to the Congress delegates as a part of the pre-proceedings.

3.3 National Reports (Only for the Strategic Direction Sessions)

For the Strategic Direction Sessions, the Strategic Theme Coordinators may call for National Reports.

National Reports are a tradition, which has contributed to PIARC's reputation. The reports offer the opportunity to all member countries to express themselves, bearing in mind that not all member countries are represented on Technical Committees.

National Reports should be concise and describe successful or unsuccessful experiences. The content of the "National" Report may refer to the federal, state or even regional level.

The text of all the call for National Reports will be circulated to the First Delegates and the National Committees of member countries by the PIARC General Secretariat in April 2014. Member countries have about six months (April to October 2014) to answer if they wish to do so.

For this purpose, the texts of the call for National Reports prepared by the Strategic Theme Coordinators should reach the PIARC General Secretariat **before 31 January 2014** (see 2.2.1).

There is no specific format for the National Reports. For each PIARC Strategic Theme, a country can choose to address all or only part of the issues raised in the call for National Reports.

The content should:

- be original and unpublished before the Congress,
- refer to the federal, state or regional level,
- deal with topics that present new information that would be of interest to the world road community,
- not include any advertising nor any paragraph of a commercial or political nature (the PIARC General Secretariat reserves the right to delete such paragraphs).

Authors can prepare reports representative of the federal, national, regional or local level. When reports are drafted by a regional or local entity, this should be mentioned at the beginning of the report.

Contributions to different Strategic Themes should be presented in separate reports (one National Report per Strategic Theme).

The recommended maximum length for each National Report is 15 pages (approximately 8,000 words). Please pay attention to the size of any digitized illustrations in order to limit, whenever possible, the total size of the electronic file to 1Mo.

The National Reports shall be submitted to the PIARC General Secretariat in **both English and French** (a Spanish version may also be submitted in addition to those in English or French) **before 31 October 2014** to allow the Strategic Theme Coordinators to prepare their Strategic Direction Sessions and draft their own Introductory Reports.

For drafting National Reports, general rules will be attached to the text of the call for National Reports circulated to member countries (see **Appendix 2**). In addition, specific guidelines for drafting may be added by the Coordinator.

The National Reports will be distributed to Congress delegates as a part of pre-proceedings.

3.4 Individual Papers

As an additional input to the preparation of sessions, Chairpersons of Technical Committees and Strategic Theme Coordinators can make an international call for individual papers.

Individual papers accepted in a World Road Congress must be of high quality and original.

The Chairs of Technical Committees and Strategic Theme Coordinators 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,
- make no call for papers.

The international call for individual papers will proceed as follows:

- Chairs of Technical Committees and Strategic Theme Coordinators wishing to make a call for papers will forward the text of their call for individual papers to the PIARC General Secretariat **before 28th February 2014**; the text should include the list of topics open for individual papers and contain **no more than 200 words in one language** for each session;
- The international call for individual papers will be available on-line in **April 2014**;
- Authors will be requested to send in their abstracts in preferably **both English and French** to the PIARC General Secretariat **before 30th September 2014**;
- The Technical Committees and the Strategic Theme Coordinators will review and select abstracts. Decisions will be notified to the authors before **15th November 2014** together with guidelines for drafting the full text of individual papers.

Appendix 3 presents the general format of the full text of individual papers.

- Authors should send in the full text of their papers to the PIARC General Secretariat **before 27th February 2015** in **either English or French** (they may send a Spanish version as well if desired). ***This deadline also applies to the papers of invited speakers.***
- The PIARC General Secretariat shall forward to each session Chair **for review** a copy of the individual papers as soon as they reach the Central Office.
- Decision regarding acceptance and presentation (oral presentation or poster) of the papers will be notified to the authors **before 15th May 2015** 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, for those which reached the PIARC General Secretariat **before 31st May 2015**. Otherwise they will be included in the final proceedings.

3.5 General Report

The General Report is a comprehensive summary which reflects the results of the work of the World Road Association since the Mexico Congress in 2011 and the conclusions of the discussions held at the Seoul Congress sessions. It reflects the views of the Association.

The draft of the General Report is prepared by the host country. The host country will nominate a General Reporter.

Preparation of the draft General Report should start sufficiently before the Congress (e.g. from around the beginning of 2015). The draft General Report will be submitted, before the Congress, to the Strategic Planning Commission for consideration.

For every session of the congress, the Korean Organizing Committee will appoint a young professional as technical secretary of the session. This responsibility will be to produce a brief report of the main aspects of the discussions of the session.

During the Congress, the General Reporter will be in charge of collecting conclusions of all the sessions. Should contradictory conclusions arise from different sessions the General Reporter shall contact the Chairpersons of the sessions concerned.

Immediately after the Congress, the revised version of the General Report will be sent for validation to the chairpersons of the congress (for what is of concern to them) and to the Secretary General before it is forwarded to the Strategic Planning Commission for review and amendments if necessary. The final draft must be ready, in English and French, **before 30th November 2015**.

The General Report will be published in the January 2016 issue of the Association's magazine Routes/Roads (in English and French) and as a part of the final proceedings (in English, French and Spanish) in March 2016.

3.6 Detailed conclusions of the Sessions

Shortly after each session, ***on the site of the Congress***, all Chairs of sessions will hand in to the General Reporter and the PIARC General Secretariat the final text of their approved conclusions in **both English and French** (they may send a Spanish version as well if they wish so). Conclusions should be drafted carefully, short and clear cut, which explains why they should be prepared in advance. They should be **future-oriented**.

It is recommended that conclusions include three parts maximum:

- the first part for decision makers (Minister, Head of Road Directorate, etc.),
- the second part devoted to technical aspects,
- the third part to the attention of international road organizations and the World Road Association itself.

The text of conclusions from a Technical Committee Session or a Strategic Direction Session should **not exceed 1,000 words in one language** (approximately two pages).

3.7 Key timings for preparing the congress

| | Timing | Topic | Responsible |
|------|----------|---|------------------|
| 2013 | August | Review of Congress registration fees | Com Finances |
| | November | Discussion of topics for the strategic direction sessions | SP Com |
| | | Approving the general outline of the Congress | Ex Com + Council |
| | | Approving congress registration fees | |

| | Timing | Topic | Responsible |
|------|----------------------------|--|---|
| 2014 | February | Publication of "Circular No.1" | Korean Organizing Committee |
| | | Approval of text of call for National Reports | SP Com + Ex Com |
| | | Selecting the topic for the Ministers' session | |
| | 28 th February | Deadline : text of call for individual papers should reach the General Secretariat | Technical Committees |
| | April | International call for individual papers and National Reports | GS |
| | July | Review of topics for Special sessions | SP Com |
| | August | Consultation of Ex Com and selection of topics for Special Sessions | Ex Com |
| | 30 th September | Deadline: abstract of individual papers should reach Gen. Secretariat | Authors |
| | 31 st October | Deadline : National Reports should reach General Secretariat | Member countries |
| | | Deadline : short text presenting sessions for " Circular No.2 " should reach General Secretariat | ST Coordinators, Technical Committees, Chairs of other sessions |
| | November | Appointing the Congress General Reporter | Ex Com on nomination of host country |
| | | Setting up the international jury of PIARC Prizes competition | Ex Com, on proposal of Communication Com |
| | | Setting budget for Strategic Direction Sessions and Special Fund to facilitate participation in Congress | Ex Com + Council |
| | 15 th November | Deadline: acceptance notification of abstracts of individual papers sent to authors | Technical Committees and ST Coordinators |

| | Timing | Topic | Responsible |
|----------------------------|--|---|---|
| 2 0 1 5 | January | Publication of "Circular No.2" | Korean Organizing Committee |
| | 31 January | Deadline: full text of "Introductory Reports" to Technical Committee Sessions should reach the General Secretariat | Technical Committees and other session chairs |
| | February | Programme of opening and closing sessions | SP Com + Ex Com |
| | | Programme for newcomers session | Comm Com + Ex Com |
| | 28 February | Deadline: the full text of individual papers should reach Gen. Secretariat | Authors |
| | | Deadline: content of the posters prepared by the Technical Committees should reach Gen. Secretariat | Technical Committees |
| | 31 March | Deadline: full text of "Activity Reports" should reach Gen. Secretariat | President, ST Coordinators, Technical Committees, GS |
| | | Deadline: full text of "Introductory Reports" to Strategic Direction Sessions should reach Gen. Secretariat | ST Coordinators |
| | 15 May | Deadline: acceptance notification of individual papers | Technical Committees |
| | 31 May | Deadline: programme of the sessions for the Congress Guide should reach Gen. Secretariat | ST Coordinators, Technical Committees, Chairs of other sessions |
| | 15 July | Announcement of results of PIARC Prize Competition | International Jury |
| | 31 July | Deadline: information on presentation of posters of accepted individual papers should reach Gen. Secretariat | Authors |
| | August | Publication of pre-proceedings | GS + Korean Organizing Committee |
| 30 th September | Draft of general report | SP Com | |
| 2-6 November | XXVth World Road Congress (Seoul City) | | |
| 30 November | Final draft of general report | SP Com | |

| | Timing | Topic | Responsible |
|------------------|---------|---|-------------|
| 2 0 1 6 | January | Release of "Routes/Roads" issue entirely devoted to the Seoul Congress | GS |
| | March | Publication of the final Congress proceedings | GS |

4 PROCEEDINGS

The proceedings are prepared by the PIARC General Secretariat.

4.1 Pre-Proceedings

The pre-congress publication aims to provide a summary of PIARC activities, reports/papers to the sessions as well as practical information of the Congress. CD-Rom will contain:

- Technical documents:
 - Introductory Reports to the sessions
 - PIARC Activity Report
 - National Reports
 - individual papers

- The Congress Guide and other related information.

This material will be available to delegates prior to the congress on the internet and then delivered to Congress participants on site.

4.2 Proceedings

“Proceedings” will include the following contents in addition to the contents of “Pre-Proceedings”:

- Visuals of the oral presentations
- Report from the Plenary sessions
- General Report
- Report on Exhibition
- Daily bulletins
- List of participants.
- Photos and videos from the Congress sessions and events

Appendix 6 summarizes the contents of the pre-processing and the proceedings.

In addition, the January 2016 issue of the magazine "Routes/Roads" will be entirely devoted to the sessions of the Seoul City Congress, just like the issue No. 352/353, January 2012, for the Mexico City Congress in 2011.

5 PIARC PRIZES 2015

PIARC is organizing a new edition of the PIARC Prizes competition for the XXVth World Road Congress in 2015.

PIARC Prizes will be awarded among individual contributions as result of the call for papers for the congress. Process of selection is to be determined by the Communications Commission.

Prior to the Seoul Congress, the result of the competition will be announced before **15 July, 2015** to the winners and the first delegates of their country. The winners will be invited to participate in the Congress and will receive their awards during the Congress.

Award of the PIARC Prizes will be held during the opening session.

Presentation of papers of the winners will take place during sessions of the Congress according to the topics.

Awards will be given in accordance with the following themes: (to be determined)

6 PREPARATION AND RUNNING OF THE SESSIONS

6.1 Session programmes

For publication in the Congress Guide, the Chairs of the sessions will be requested to forward to the PIARC General Secretariat the programme of their session **before 31st May 2015**.

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,
- Time line.

Example for the session programmes is available in **Appendix 7**.

6.2 Interpretation

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

PIARC is responsible for the selection and hiring of the teams of interpreters for English, French and Spanish languages. Korea is responsible for the selection and hiring for Korean language. English will be the pivotal language.

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 from PIARC the main documents several weeks before the Congress. The PIARC General Secretariat will ensure the liaison between Session Chairs and interpreters.

6.3 Visual Aids

The clarity of sessions depends greatly on the quality of visual aids. **Appendix 8** contains the guidelines regarding visual aids, which will be provided to speakers.

All the speakers at the Congress will have to bring their visual presentation to the preview room at least the day before their presentation.

6.4 Invited Speakers

For the Strategic Direction Sessions or Special Sessions, PIARC could envisage inviting outside speakers (e.g. representatives of road users, environmentalists associations, etc.). The corresponding rules will be defined in due time.

A specific budget will be allocated on PIARC's funds to contribute to travel and accommodation costs for guest speakers. This decision will be made by PIARC Council on recommendation of PIARC Executive Committee.

7 KEY CONTACTS

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