

**Item No. 4.1.1**  
**Transportation Standing Committee**  
**September 17, 2013**

**TO:** Chair and Members of Transportation Standing Committee

**SUBMITTED BY** Original Signed  
Barry Dalrymple, Chair, Crosswalk Safety Advisory Committee

**DATE:** August 28, 2013

**SUBJECT:** Letter of Support for TRANSED Conference 2018

**ORIGIN**

A motion of the Crosswalk Safety Advisory Committee at the August 22, 2013 meeting.

**LEGISLATIVE AUTHORITY**

Crosswalk Safety Advisory Committee has been developed to provide input and advice with respect to crosswalks.

**RECOMMENDATION**

The Crosswalk Safety Advisory Committee requests that the Transportation Standing Committee recommend to Halifax Regional Council that HRM provide a letter of support in principal for the TRANSED Conference 2018 bid.

**BACKGROUND**

At the meeting of the Crosswalk Advisory Committee of August 22, 2013 Dr. Ashan Habib brought forward a motion to request a letter of support of DalTRAC's bid to host TRANSED's 2018 Conference in HRM.

**DISCUSSION**

Dr. Habib noted that the deadline for letters of intent to host the TRANSED Conference 2018 was October 1, 2013. Committee Members agreed that a request go forward to Transportation Standing Committee.

The letter of intent is being prepared by Dalhousie, and will be forwarded to TRANSED for consideration. A preliminary committee has been formed and consists of members from the upcoming Nova Centre, Halifax Regional Municipality, Nova Scotia Department of Health and the Halifax Bridge Commission. Staffs of Planning and Infrastructure, Metro Transit and Transportation and Public Work have indicated support in principal for DalTRAC's bid to host the 2018 TRANSED Conference.

### **FINANCIAL IMPLICATIONS**

There are no financial implications at this time. Should the conference be awarded to HRM Dalhousie University and the organizing committee will be seeking financial and/or in-kind support from a variety of non-profit and government agencies at that time.

### **COMMUNITY ENGAGEMENT**

Not applicable at this time.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications identified.

### **ALTERNATIVES**

There were no alternatives provided.

### **ATTACHMENTS**

Attachment A: Extract of minutes of Crosswalk Safety Advisory Committee, August 22, 2013  
Attachment B: TRANSED International Conference on Sharing Mobility Solutions around the World

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A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Darcy Warren, Legislative Assistant, 490-6519

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**Extract of Draft Minutes of the Crosswalk Safety Advisory Committee  
August 22, 2013**

**7. REPORTS/DISCUSSION**

Dr. Habib informed Committee members that there will be an international TRANSED Conference in 2018. Plans are under way for site location; all letters of intent to host this conference have to be finalized by October 1, 2013. Dr. Habib asked the Committee to support and request support from the Transportation Standing Committee to make a request to Halifax Regional Council to support the bid to host TRANSED Conference 2018

The Chair suggested that a report to the Transportation Standing Committee, requesting the Transportation Standing Committees support and to present it at the next Halifax Regional Council meeting on September 24, 2013.

**MOVED by Dr. Habib, seconded by Mr. Boyd, that the Crosswalk Safety Advisory Committee request the Transportation Standing Committee to recommend to Halifax Regional Council that HRM provide a letter of support for the TRANSED Conference 2018. MOTION PUT AND PASSED.**

# TRANSED

## International Conferences on Sharing Mobility Solutions around the World

### Request for Letters of Intent to host TRANSED 2018

#### Introduction

This is an invitation to any organisation which is interested in hosting, managing and financing the **15<sup>th</sup> International Conference on Mobility Solutions around the World (TRANSED)** in the year **2018** to put forward an initial expression of interest in doing so. The Conference will focus on those who will benefit most from inclusive design, including people with disabilities and older people.

#### Timetable

Letters of Intent must be received by **1<sup>st</sup> October 2013**. Shortlisted applicants will be notified by the end of January 2014 and invited to put forward a full proposal by 30<sup>th</sup> June 2014. All shortlisted applicants will be expected to make a full presentation of their proposal to the Subcommittee on International Activities during the January TRB meeting in Washington DC. The successful applicant will be announced at the 14<sup>th</sup> TRANSED Conference taking place in Lisbon in July 2015.

#### Background

Founded in the 1970's by Professor Norman Ashford (University of Loughborough) and Professor William Bell (University of Florida), TRANSED (formerly known as the *International Conference on Mobility and Transport for Elderly and Disabled People*) has been held twelve times in nine countries.

From its roots as a small, specialised meeting of researchers, the Conference today attracts between 600 and 1,000 delegates from up to 40 nations on six continents (see Chronology of Conferences at Annex A). Conference proceedings are a standard reference for researchers, planners and operators, and are referenced in the TRB Transport Research Information Database TRID (<http://trid.trb.org/>). Professionals and end users throughout the world recognise the TRANSED series Conferences as a major forum for scientific and conceptual advances in the pursuit of mobility and access for people with disabilities and older people as well as for the dissemination of practical information on policy formation and implementation of advances in this field around the world.

In recent times, the Conference has been held every three years, with the exception that the New Delhi Conference in 2012 was held only two years after the preceding Conference for local operational reasons. From the outset, the TRANSED series of Conferences have been held primarily to serve the needs of transport professionals; including researchers, policy makers, planners, administrators and operators. Elected government officials and end users are also key participants at the Conferences. The main objective of the Conference remains to promote and encourage the development of transport services and systems that meet the needs of people with disabilities and older people through the exchange and dissemination of knowledge and experience.

## Governance

Since 1986 the Conferences have been organised under the auspices of the Sub-Committee on International Activities (ABE60-1) of the Committee on Accessible Transportation and Mobility (ABE60) of the USA's Transportation Research Board (US TRB). The role of the Committee is to provide support, advice and guidance on procedural and organisational aspects of the Conference.

The Conference will be sponsored by the host agency and "co-sponsored by the US Transportation Research Board." In addition, the TRB Committee on Accessible Transportation and Mobility, in consultation with the host agency, may wish to contact other major agencies in our field to further strengthen the Conference by acting as additional co-sponsors.

## Suggested Themes for 2018

The intention is that each TRANSED Conference should build on the topics and content of the previous Conference and so move the agenda forward rather than repeating discussions that have already taken place. Possible themes will be identified in the light of discussions at the 15<sup>th</sup> TRANSED in Lisbon in 2015.

In addition, organisers are welcome to suggest other themes that may be more appropriate or relevant, bearing in mind that TRANSED attracts delegates from across the world and that countries are at widely different stages of development in meeting the needs of disabled and older people.

## Structure of Letter of Intent

The Letter of Intent must contain sufficient information for the sub-committee to take an informed decision about the suitability of the proposal. **It does not, however, need to contain detailed budgets or organisational details (these will be required from shortlisted organisations at the full proposal stage).**

The Letter of Intent must be presented in English and must provide *preliminary* information on the following topics in the order shown:

1. Organisation sponsoring the Conference
2. Organisation managing the Conference/Programme
3. Proposed Conference languages
4. Financial management and sponsorship
5. Outline description of transport to and from Conference location
6. Proposed venue or choice of venues
7. Outline of options for transport at the Conference site
8. Preliminary plans for exhibition
9. Preliminary comments on Web site design and means of communication/correspondence with speakers and delegates

## 10. Accessibility provisions for all of the above headings.

Interested applicants are invited to submit supporting materials such as proceedings of previously hosted conferences, printed programmes and so on, as Appendices to the main proposal. Letters of Intent should not exceed 15 pages, excluding charts, graphics and appendix material.

The full proposal which shortlisted applicants will be asked to submit will follow the same headings and will require more detail against each topic. Required content of the full proposals (due June 30<sup>th</sup>, 2014) in each of the above areas is provided in Annex B. A timetable of activities in the preparation of the Conference is given for information in Annex C.

### Assessment of Letters of Intent and Proposals

Letters of Intent will be reviewed by the Subcommittee on International Activities of TRB's Committee on Accessible Transportation and Mobility at the Annual Meeting of the TRB in January 2014 and accepted applicants will be invited to further develop their Letters of Intent into complete Proposals. Shortlisted applicants will be invited to submit full proposals by June 30<sup>th</sup>, 2014, for final review by the Subcommittee and formal selection by the Committee (or Selection Board appointed by the Committee)..

Full Proposals will be assessed on the basis of whether they meet each and all of the requirements set out in Annex B. In addition to the specific requirements, the Subcommittee on International Activities and Committee on Accessible Transportation and Mobility will also take into account the overall quality of the proposal.

### Submission Instructions

The Letter of Intent must be received before **October 1, 2013**, as an attachment to an e-mail sent to **Ann Frye** the co-chair of ABE60-1, the International Subcommittee of TRB's Committee on Accessible Transportation and Mobility.

Please send submissions to: E-mail: [ann@annfrye.co.uk](mailto:ann@annfrye.co.uk) . Any queries about the submission should also be addressed to Ann Frye .

## Annex A

### **Chronology of TRANSED Conferences**

- 1) 1978 Cambridge, UK Title "Mobility for the Elderly and Handicapped". Content concentrated on practical issues of service delivery, plus effects of mobility on lifestyles.
- 2) 1981 Cambridge, UK Title "Mobility for Elderly and Handicapped Persons". Content included methodology, concepts, technology and software, as well as operational experience in the field and evaluation.
- 3) 1984 Orlando, Florida Title "Mobility and Transport for Elderly and Handicapped Persons". Content covered policy, transportation systems modifications, legal rights of disabled people, international air travel and specialised transportation in developing countries.
- 4) 1986 Vancouver, Canada : Theme: "Mobility in the Global Village"
- 5) 1989 Stockholm, Sweden Theme: "Towards Mobility as A Human Right"
- 6) 1992 Lyon, France Theme: "From Human Rights to A Better Quality of Life"
- 7) 1995 Reading, UK Theme: "Ideas into Actions"
- 8) 1998 Perth, Australia Theme: "Setting the Pace"
- 9) 2001 Warsaw, Poland Theme: "Towards Safety, Independence and Security"
- 10) 2004 Hamamatsu, Japan Theme: "Accessible Transportation and Road Design: Strategies for Success"
- 11) 2007 Montreal, Canada Theme: "Benchmarking, Evaluation and Vision for the Future" Website: <http://www.tc.gc.ca/eng/policy/acc-accf-menu.htm>
- 12) 2010 Hong Kong, China Theme: Sustainable transport and travel for all. Website: [www.transed2010.hk](http://www.transed2010.hk)
- 13) 2012 New Delhi, India Theme: "Seamless access for all: Universal Design in Transport system and built infrastructure, a key element in the creation of livable cities." Website: [www.transed2012.in](http://www.transed2012.in)
- 14) 2015 Lisbon, Portugal, overall theme "Access for All". No further details at this stage,

## Annex B

### Proposal Requirements and Criteria

Proposals must address the following requirements and criteria:

#### 1. Organisational Sponsorship

- a. A lead sponsor organisation must be designated. Although multiple sponsorships are acceptable and encouraged, a single lead organisation should be designated as the principal point of contact and accountable agent for the Conference. The individuals within the lead sponsoring organisation must also be designated.
- b. A Letter of Commitment from the lead sponsor must accompany the full proposal. At this preliminary stage an indication of commitment to support from national, regional or local governments would be helpful.
- c. The lead sponsor should be a bona-fide organisation with demonstrable expertise in hosting and organising scientific events. Examples include government departments and agencies; quasi- or non-governmental organisations; not-for-profit research organisations; and universities. The lead sponsor cannot be a political party, a political party-affiliated organisation or an organisation that operates primarily as an advocacy group.

#### 2. Conference/ Programme Management

- a. Proposals should include a *Preliminary Conference Management Plan* and a *Preliminary Programme Management Plan*.
- b. The *Preliminary Conference Management Plan* should include the formation of a Conference Steering Committee, which would provide overall management of the Conference. The Chairman of this committee should be identified (if possible at the preliminary stage), with a description of his or her qualifications, experience and availability to act in that capacity. The membership of the committee should be representative of the organisations involved in planning and hosting the Conference and should include representatives from the TRB Sub Committee on International Activities (AEB60-1).
- c. The *Preliminary Conference Management Plan* should designate the organisation, or the type of organisation, that will be appointed to manage the Conference. Appropriate types of organisation for this role would be commercial firms that specialise in Conference administration and management or Conference organising departments of government agencies.
- d. The designated Conference management organisation, or type of organisation, must have demonstrable experience in organising and managing scientific meetings and conferences. Demonstrable experience with international events is preferred.
- e. The *Preliminary Programme Management Plan* should show an effective approach to formulating the scientific content and structure of the programme. The Plan should include the formation of a Scientific Committee, indicate the responsibilities of that Committee (such as the development of guidelines for requests for papers, the processes of reviewing and selecting papers, poster session



contributions, etc) and propose members for that Committee.

f. The plan should include the arrangements for dissemination of announcements, preparation and publication of the papers and of the Conference proceedings.

g. Willingness to work with the Sub-Committee on International Activities (ABE60-1), and the full Committee on Accessible Transportation and Mobility (ABE60) of the Transportation Research Board (US TRB) on matters of scientific content and structure should be made evident in the Plan.

### 3. Conference Languages

The official Conference languages should be English plus one or more other languages appropriate to the host nation (see also Section 10c below).

### 4. Financial Management and Sponsorship

a. Proposals should include a *Preliminary Financial Plan and Budget* indicating both *sources* and *uses* of funds.

b. Expectations regarding delegate fees, and delegate scholarships should be stipulated in the Preliminary Plan. One of the express intentions of the Conference is to extend knowledge of new ideas, policies and implementation of improvements in the mobility of older and disabled people, including those in developing countries. Delegates from these countries sometimes find it difficult to pay for travel to and attendance at international Conferences: any arrangements that can be made to assist speakers from these countries will be welcomed, including scholarships and help with travel costs.

c. The costs of organising and running a successful Conference can be substantial. The actual costs will clearly vary from one country to another and will also depend on the extent of any associated social programme. While enjoyable for delegates, social programmes are not an essential requirement. The 8<sup>th</sup> and 10<sup>th</sup> Conferences were organised with an associated trade exhibition held immediately before the start of the Conference. This arrangement has advantages as it provides Conference delegates with the opportunity to see the latest products related to mobility for older and disabled people and income from the exhibition can be used to offset some of the Conference costs. This approach is commended to prospective Conference organisers. However, it is unlikely that revenue from the exhibition will be sufficient to cross-subsidise the Conference. Although a minimum budget is not specified, the *Preliminary Financial Plan* should provide enough detail for an informed judgement to be made on whether sufficient funds and resources are available. If a social programme is included, additional costs should be separated from the costs of the main programme, as should any expected financial contribution from an associated equipment/trade exhibition.

d. It is preferable that a Letter (or Letters) of Intent from a financially capable organisation be submitted with the Financial Plan indicating a commitment to underwrite the necessary funds for the Conference.

e. *The Preliminary Financial Budget* should indicate an allowance for Steering Group meetings. (Most of the work of the Scientific Committee can usually be undertaken by e-mail, but the organisers may wish to allow for one meeting of that Committee). Please note that the US TRB does not make any financial contribution to TRANSEDS.

### 5. Transport to and from Conference Location

- a. The Conference city must have a reasonable level of access for people with disabilities both to public transport and the pedestrian environment.
- b. International airports and railway stations should be within reasonable proximity of the Conference site. The proposal should show how delegates, particularly those with disabilities, will be able to travel from these points of arrival to the Conference location.

## 6. Venue

- a. Proposals should include a preliminary *Site and Accommodation Plan*.

- b. A self-contained site for the Conference programme is a mandatory requirement. "Self-contained site" means that papers, presentations, posters, workshops, mid-day meals and breaks must be held at a single site well suited to these functions. This requirement does not apply to social events provided that there is adequate accessible transport to move delegates to and from such events.

- c. There are advantages in having living accommodation on the same site as that of the Conference itself. However it is recognised that this is not always possible and that, in any case, some delegates may prefer to stay at other places. The plan should indicate the location and cost of any recommended accommodation that is not on the Conference site itself and the approximate travel time from there to the Conference site.

- d. Fully accessible sites for both programme and living arrangements are an absolute requirement. "Fully accessible" means reasonable and equal accommodation for the entire range of disabilities (physical, motor, sensory and cognitive). The *Site and Accommodation Plan* should specify the accessibility provision for the Conference site and type, cost and standards of accommodation that will be available, as well as their location. It is important that the accommodation available should include low-cost rooms. Catering arrangements at the Conference should take account of the dietary requirements of delegates.

- e. Modern and reliable audio-visual and simultaneous translation<sup>1</sup> equipment at the Conference site is mandatory, including translation headsets and provision for Power Point presentations and flip-chart equipment. Sign language, speech to text facilities and induction loops for delegates with hearing impairment should be available for those who ask for them.

<sup>1</sup> If relevant

## 7. Transport at the Conference Site

- a. Proposals should include a *Preliminary Site Transport Plan*.

- b. Fully accessible transport must be provided for all delegates preferably at no additional fee between the Conference venue and any official off-site hotel or residential accommodation.

## 8. Plans for Exhibitors (if relevant)

Exhibitors should be provided with all essential and necessary equipment to facilitate their participation in the Conference. This would include readily available kiosks and power outlets as well as all necessary audio-visual equipment, including provisions for Power Point presentations.

## 9. Website Design and Means of Communication/Correspondence

a. A TRANSED website must be designed that provides information about the Conference. The website should contain a welcoming message, an online registration form, and a page that provides information and instructions on the submission of abstracts for papers. It should list and provide links to the sponsors, as well as list members of the International Committees and Organisers of the Conference.

b. Access to e-mailing and telephone services should be readily available for the use of Conference attendees. Wi-Fi should also be available at the Conference venue.

c. The website must meet international standards for accessibility, see 10d below.

#### 10. Accessibility Provisions

a. Transport for delegates and attendees of the Conference, travelling from abroad or to and from the Conference site, should be fully accessible (see also sections 5 and 7). Terminal accessibility should also be taken into consideration. Access to transport terminals should provide a straightforward and hazard free route of travel. Accessible transport must be provided for all those attending the Conference.

b. Provisions ensuring venue and accommodation accessibility must be in place. The Conference venue and living arrangements should be made fully accessible to people with mobility impairments. An accessibility audit to recognised international standards and criteria by professionals and people with disabilities is recommended and the audit report should be included in the full proposal.

c. Provisions to ensure that communication is made fully accessible must be made available. Providing living accommodation that facilitates communication for delegates and attendees with cognitive or sensory disabilities (e.g., through the use of alerting or signalling devices) is mandatory.

d. The use of media must not exclude those with cognitive or sensory disabilities. The Conference website should be designed according to W3C Web Accessibility Initiatives (<http://www.w3.org/WAI>). Substitutes for conventional printed material, such as Braille or audio alternatives must be on hand. The use of audio/visual equipment during Conference proceedings should enhance the experience of delegates with cognitive or sensory impairments. Captioning and other audio/visual aids (such as speech to text) should be made available.

e. Provisions must be made to accommodate service/assistance animals such as guide dogs, during travel and at the venue. The policy of the hosting nation towards service/assistance animals must be specified.

f. As part of the larger issue of accessibility by all participants, the proposal should address any security issues which may be unique to the Conference venue.

## Annex C

### Suggested Timeline for organising the TRANSED Conference

The following timeline is recommended to allow time for:

- authors to obtain approval and write their papers
- the Scientific Committee to assess the proposed papers
- the Steering Committee and some of the Scientific Committee to decide the programme and commission additional papers
- the technical programme manager to compile the proceedings
- papers and/or abstracts to be translated, if more than one language is used

In the ideal timetable that follows, the date (month) of Conference is M.

**M - 28** Conference Executive Committee/Working Group should be hard at work by this date.

**M - 26** Finalise membership of Steering and Scientific Committees

**M - 24** Publish and distribute Conference announcement and call for papers  
Deadline for paper abstracts, M -18 (authors have 6 months to seek approval to attend and draft abstracts).

**M - 20** Design table for assessing abstracts. Abstracts and papers are to be provided in digital format. However, allowance should be made for papers submitted in hard copy by NGOs in less-wealthy countries.

**M - 18** Circulate first tranche of abstracts to Scientific Committee with table for assessments

**M - 17, 16** Circulate further tranches of abstracts

**M - 16** Receive assessments from Scientific Committee

**M - 14** Combine assessments and recommend papers to accept. Design programme to accommodate papers. Identify additional papers needed.

**M - 12** Steering Committee reviews arrangements for Conference, decides programme and which papers to accept.

**M - 11** Notify authors that papers have been accepted/accepted as poster/ rejected.  
Deadline for completed papers M - 6 (authors have 5 months to write paper and obtain employer's clearance). Provide detailed guidelines for preparation of manuscripts.

**As available** Prepare papers for proceedings as they become available. Send papers and/or abstracts for translation, if proceedings in two languages. It is acceptable to translate only the abstracts.

**M - 6** Chase authors whose papers have not arrived. Distribute copies of papers to session chairs.

**M - 3** Finalise list of papers for proceedings. Complete contents list. Number pages. Paste in artwork.

**M - 2** Submit all final papers and author index to printer/graphic designer for production of proceedings on flash drive or equivalent

**M - 1** Production of flash drives or equivalent completed and delivered to Conference organisers.

### **M** Conference

This timetable leaves very little slack for late delivery of papers. Whoever is compiling the proceedings will have to work very hard for the six months from about M - 8 (when the first papers should arrive) to M - 2. If complete proceedings are produced in two languages, a second person will be needed to compile the proceedings in the second language, though this is not necessary if the proceedings in the second language only include abstracts. Some authors need 5 months to write their papers and get their papers approved (for many government employees, approval can easily take 6 - 8 weeks). If papers need translation, the deadline probably should be a month earlier (M - 7).

The only slack might be between M - 24 and M - 18. Remember that the call for papers has to get to potential authors; they have to obtain permission to submit a paper and attend if the paper is accepted, and also write the abstract. Anything less than 5 months means that authors will not learn about the Conference until it is too late to submit an abstract. In practice, abstracts may be received until about 9 months before the Conference, and calls requesting permission to present a paper up to about three months before the Conference. One way to help these late requests to submit a paper is to offer the opportunity to provide a poster. This can be done almost up to the date of the Conference. Presenting a paper or poster may be a necessary condition for an author to obtain funding to attend the Conference.