

## **Guideline for presentation (CITY LOGISTICS 2023)**

### **1. Time**

You will have **20 minutes for presentation and 5 minutes for discussion (total 25 minutes)**.

### **2. Language**

Official language at the conference meeting is **English**. Please make presentation in English and prepare all the slides clearly written in English.

### **3. Projectors**

We will provide a **computer projector**. A personal computer with **Windows 11** and **Microsoft Power Point 2016** will only be available for computer presentation.

### **4. Upload your Microsoft Power Point files to a website**

**(For both participants in-person and on-line)**

In CL2023 we use **on-line web system** to receive your presentation files in advance instead of receiving the USB memory in the previous City Logistics conferences. Please upload your Microsoft Power Point files (.pptx or .pdf) to a website **by 13<sup>th</sup> June**, as we need to check if your power point files fit in the on-line web system. You can update your power point files until **9:00 am (French Time), 18<sup>th</sup> June** if you want. We will inform you of the link address of the website at the end of May 2023.

**(For on-line participants only)**

We will have a hybrid conference in-person and on-line. Therefore, we will **test the zoom systems for on-line participants**. Those who participate in the conference on-line are kindly asked to take part in the test at **3:00 pm (French time) 14<sup>th</sup> June** or **11:00 am (French time) 16<sup>th</sup> June** using a zoom. We will inform you of the details of a zoom link and test schedule later. Those who participate in the conference in-person in Bordeaux do not need to take part in the test.

### **5. Meeting rooms**

The meeting rooms (**Amphitheatre D and Amphitheatre G**) are located on the ground floor of the **building A29** of the **University of Bordeaux, Talence campus**. The audience will be 30-40 persons at each meeting room. We will have two parallel sessions. Microphones will be available.

## **6. Proceedings**

**Conference proceedings** of the papers presented at the conference meeting in the form of PDF will be available on **a website** about a week prior to the conference. You can download them. We will inform you of the link address of the website and a pass code later.

The final proceedings will be published after the conference in “**Transportation Research Procedia**” by Elsevier. We will announce how to submit your revised paper to Transportation Research Procedia during the conference meeting.