



## REQUEST FOR PROPOSALS (RFP)

### Technical Session Leads (Silver Sponsor Level) at the 2026 ITS Southeast Summit *"Intelligence that Redefines Transportation"*

#### Introduction

In March of 2026 the Intelligent Transportation Society Carolinas (ITS Carolinas), Gulf Region Intelligent Transportation Society (GRITS), the Intelligent Transportation Society of Florida (ITSFL), the Intelligent Transportation Society of Georgia (ITSGA), and the Intelligent Transportation Society of Tennessee (ITSTN) will come together for a joint meeting. The conference will be held **March 22-25, 2026**, at the **Charlotte Convention Center** in Charlotte, NC. The conference aims to bring together ITS industry leaders, researchers, and practitioners to share knowledge, showcase innovations, foster collaboration, and encourage networking in a fun and exciting setting.

#### Purpose

Historically, we have used volunteer members to develop our Technical Agenda through individual abstracts; grouped together based on specific topic areas meeting the overall theme of the conference. However, we know there are a lot of very creative and informed people in our industry. So, instead of doing the same thing this year, and in the spirit of our central theme, we thought we'd try something more interesting.

**We are seeking proposals from qualified and energetic transportation engineering firms to serve as Session Leads for the Technical Agenda during the conference.**

As a Session Lead, your firm will research and gather speakers/presenters based on the conference's central theme that also ties into one of the general topic areas and meets proposal guidelines below. Your team, once approved by our Technical Subcommittee, will also be charged with keeping the group organized with regular meetings, assigning a moderator, and ensuring participants are ready for your designated session.

**There are only 28 sessions available for sponsorship and can be in any of the following four technical topic areas for the 2026 ITS Southeast Summit:**



**Innovative and Automated Transportation**



**Planned and Safe Transportation**



**Reliable and Efficient Transportation**



**Resilient and Secure Transportation**

As Session Lead, you will have a lot of say in what people hear at our conference. So, we are asking the proposing Session Leads to also be Sponsors of your session. This sponsorship will provide firms with the opportunity to showcase their expertise, enhance visibility within the industry, and engage with conference attendees. **The Session Lead will be equivalent to a Silver Sponsorship level at \$2,500.** Firms may sponsor more than one technical session but will have to pay individually for each one selected. The Session Lead sponsorship will not preclude the firm from sponsoring other 2026 ITS Southeast Summit levels or events, and no other level Sponsor can claim a Technical Session as part of their tier. These are individual sponsorships at the Silver Level, selected by the Technical Committee.

**Interested firms should submit a proposal that includes the following information:**

### **1) Firm Overview**

A brief description of your firm, including areas of expertise and relevant experience in intelligent transportation systems.

### **2) Preferred Session Topic(s)**

- State which topics are of interest to your firm, more than one topic area is permitted.
- If interested in multiple topics, rank those as most preferred to least preferred.
- An outline of potential presentation ideas within the topic area that are of interest to your firm. Provide presentation types, speaker participation, format, and any additional ideas that would make your session stand out to attendees. While specific speakers do not need to be confirmed prior to proposal submittal, preference will be given to those proposals showcasing Public Agency projects with commitment from those agencies to present.
- Keep in mind, while your company logo will be displayed at the session entrance as a sponsor, this is not an opportunity to create a marketing expo for your firm. The proposed ideas should show a variety of speakers. Any proposals that appear to be solely comprised of speakers from your firm will be rejected. Any proposals that appear to be product placement heavy by your firm will be rejected.
- Innovative projects and products are welcomed and encouraged as long as the presenter is representing the public agency where your innovation was deployed/implemented.

### **3) Previous Experience of Session Lead Member(s)**

Examples of previous experience with participation or coordination of conferences materials. Presentation abstracts must be original and up-to-date, and unique to this conference. No do-overs! Presentations outlining projects or technology from many years past will not be permitted. The selection committee will only review and select original content on the latest and greatest ITS projects throughout our industry.

## **Submission Guidelines**

Proposals\*\* must be submitted electronically in PDF format to Mr. Gregg Letts at [gregg@ultra-engineering.com](mailto:gregg@ultra-engineering.com) by **5:00 PM EST on Friday, October 31st, 2025**. Specific dates and times of each session are available on the conference website. Each Technical Session will be 1.5 hours in length. Sessions Leads will have discretion to create their session; however, the Committee is encouraging each session host a variety of speakers. While requests can be made for specific days and times, and all considerations will be made by the Committee, there will be no guarantees for such requests.

## **FORMATTING INSTRUCTIONS (Each Proposal Shall Be Submitted Separately For Consideration)**

**Session Sponsor Company and Location**

**Session Sponsor Intelligent Transportation Society Member Organization**

**2026 ITS Southeast Summit Technical Topic Area**

**Proposed Session Name**

**Proposed Agencies Partners/Speakers**

**Primary Contact Person's Name, Title, Phone Number, and Email Address**

### **PRESENTATION ABSTRACT STRUCTURE**

The outline is recommended to be presented as follows:

- ABSTRACT (Company, Agency, or Institution name)\_ (Author's Last Name)\_ (ABSTRACT TITLE)
- Show author information for each author under title
- Continue with a one page summary of the presentation, as outlined above
- You can include graphical content as necessary, but it will be included in the one page limit
- You can give acknowledgements and references if necessary, or you can call out in presentation

## GENERAL SET-UP

Papers must be submitted in:

- Adobe Acrobat 7.0 or higher
- Paper size: 8.5" x 11"
- Font: Calibri, 11 pt. You may use bold, italic, or underline as appropriate
- Spacing:
  - Single-space all text material
  - One blank line between paragraphs
- One blank line before and after all headings
- Margins: 2.5 cm (top, bottom, left and right)

## LENGTH

*\*\*Limit proposals to 4 pages*

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Recognition and commitment to fully develop your session, if selected, as a Session Sponsor (Lead).
- Experience and expertise of the Session Lead in managing conference Technical Agenda sessions.
- Overall development of the session topic(s) related to your selected technical topic area.
- Clarity, professionalism, and guidelines adherence of the proposal.
- Variety of speakers that represent a mix of organizations, especially Public Sector partners, and areas of expertise.
- Commitment to register (and pay on-time) for the Silver Sponsorship level.

## Timeline

- |   |                                     |
|---|-------------------------------------|
| • RFP Release Date:   | June 16, 2025                       |
| • Proposal Submission Deadline:                                   | October 31, 2025 <b>[Updated!]</b>  |
| • Notification of Selected Sponsors:                              | November 21, 2025 <b>[Updated!]</b> |
| • Sponsorship Payment Due Date:                                   | December 31, 2025 <b>[Updated!]</b> |
| • FINAL Speaker and Moderator Names (and Agencies) List Due Date: | January 16, 2026                    |
| • Conference Dates:   | March 22-25, 2026                   |

## Recognition!

At the 2026 ITS Southeast Summit, conference attendees will have the opportunity to vote on their favorite session(s). Non-monetary awards will be given during the Closing Session to fan favorites as bragging rights until our next Summit!

## Contact Information

For questions regarding this RFP, please contact Gregg Letts at [gregg@ultra-engineering.com](mailto:gregg@ultra-engineering.com) or 954-914-9349. We look forward to receiving your proposals and working together to make this conference a success!

**Please note that students and academia wishing to present at the 2026 ITS Southeast Summit will be afforded that opportunity through our Student Poster sessions. For more information, please visit our conference website <https://seitssummit.com> or contact Mr. Russell Allen at [Russell.Allen@atkinsrealis.com](mailto:Russell.Allen@atkinsrealis.com).**