

Chair Action Items for 2021 - Including Preparation for the 101st TRB Annual Meeting, January 9-13, 2022	
DATE	ACTION ITEM
Jan. 5-29	Participate virtually in the Centennial TRB Annual Meeting.
Feb. 15	Chairs of committees scheduled for Rotation in 2021 need to drop/rotate members off and add proposed new members using MyTRB. Proposed new members need a MyTRB profile created if one does not already exist.
Feb. 17	Deadline for submitting NCHRP Synthesis topic statements at: http://www.trb.org/SynthesisPrograms/SynthesesNCHRP.aspx
Feb. 28	Distribute January committee meeting minutes to Members, Friends, your Section Chair and TRB staff representative.
Feb./Mar.	Update research need statements (RNS) in TRB database at: https://rns.trb.org/ . Committees can update the information at any time.
March 15	1 st deadline for Webinar suggestions, enter using MyTRB. Successful proposals scheduled May 1-Aug. 30.
Mar./Apr.	Identify committee's top RNS and a state DOT, AASHTO committee or FHWA office that your committee will work with to submit to NCHRP by the ~Nov. 1 deadline. Some Sections may have more specific deadlines for this item, e.g., AKB00 is March 15.
April 1	(N/A in 2021)* AKXXX committees need to submit a draft Triennial Strategic Plan (TSP) to their Section Chairs and a copy to TRB staff.
April	You or your designee to enter Call for Papers data via an electronic website template. Template requires a paragraph giving the session objective and the organizer(s) name and e-mail. They become active on the TRB website beginning in May.
April 30	Deadline for 2022 Annual Meeting Workshop requests. A <u>survey</u> will be sent by Ashley Vaughan to all chairs to collect the data.
April 30	Fred Burggraf, Grant Mickle and K.B. Woods Paper Award nominations (with justification letters) to TRB staff. TRB Editorial Staff to provide paper data/information to aide decisions by March 31.
May 1	(N/A in 2021)* AKXXX Chairs to submit the final draft of their TSP reports to TRB staff Ashley Vaughan (avaughan@nas.edu) with a copy to their staff representative and Section Chair.
May	Chairs ensure that their top NCHRP RNS final draft is in the hands of a previously identified state DOT, AASHTO or FHWA individual, so they can be discussed at their respective AASHTO committee summer meeting and submitted to NCHRP by ~Nov. 1.
June 30	Enter details for previously approved 2022 Annual Meeting Workshop into MyTRB. Enter the title, description (750 <u>characters</u> or less), organizer and/or presiding officer information, subject area(s), room set-up and any special needs.
July 15	2 nd deadline for Webinar suggestions to be entered using MyTRB. Successful proposals scheduled Sept. 1-Dec. 31.
July 26	Staff typically begin to assign papers to committees during this week. Please let staff know if any assignments are not appropriate.
Aug. 12	Committee Chairs typically begin to assign reviewers to papers. Monitor reviews to ensure completion by September 15th .
Sept. 15-30	Enter presentation details for invited speaker sessions & workshops for the 2022 Annual Meeting. Create paper-based poster and lectern sessions as well. All papers accepted for presentation must be programmed into a session.
Oct. 1	Last day for entering details for all sessions and workshops. The basic details, including presentation titles for invited speakers and paper numbers for authors, must be entered by this date! No details; possibly no session and/or workshop!
Oct. 4-15	TRB Staff will assign session and committee meeting rooms methodically by Groups. Only sessions entered by Oct. 1 will be assigned a room. Sessions not entered by Oct. 1 may have to wait until the 2023 Annual Meeting.
Oct. 31	Provide an update to staff on Circulars or other publications that your committee is planning to submit in calendar year 2022.
Nov. 15	3 rd deadline for Webinar suggestions to be entered through MyTRB. Successful proposals scheduled Jan. 1-April 30.
All Year	Research Pays Off (RPO) – Please encourage members to submit RPO articles. Guidelines and all published RPO articles are posted at: http://www.trb.org/Publications/PubsResearchPaysOff.aspx
All Year	If your committee would like to sponsor or co-sponsor a summer committee meeting, workshop or specialty conference (other than future Annual Meeting sessions/workshops) contact your TRB staff well in advance of the start of the planning for the event.

*(N/A in 2021) Action Items typically included in the annual cycle, which are suspended for 2021.