Setting-Up ‘Areas of Expertise’ in MyTRB
A Quick Reference for Paper Reviewers

What are Areas of Expertise?
Areas of Expertise are voluntary terms Committees choose to help match you with papers. Using this tool requires action from both your committee’s Review Coordinator(s) and you as a reviewer. Once your committee has defined the list of Areas of Expertise they want to use, you may voluntarily elect to pick from the list if you see any are your Area(s) of Expertise. This must be done before papers are assigned in August. When paper review coordinators assign papers they will see your Areas of Expertise next to your name to better match a paper’s topic with a reviewer.

1. Login to www.MyTRB.org
   - Select: Annual Meeting in early July
   - Under the Paper Review tab, look for the Manage Areas of Expertise to the left of Manage Initial Reviews
   - Find the Committee from the listing if you review papers for more than one

Get a more detailed User Guide for Reviewers at this link

2. Click in the box to bring up Areas of Expertise that are available to choose from
   - Click to select and it will show up in a grey box
   - If you want to choose more than one, click in the box to the space to the right and repeat
   - If you want to remove an Area of Expertise click the ‘x’ on the right in the grey box

3. You may wish to communicate back to your Reviewer Coordinator what Areas of Expertise you have selected so they know the tool is being used.
   - Maintain your MyTRB profile. Login periodically and make sure your contact information is up to date

Note: Areas of Expertise come from terms in TRB’s Transportation Research Thesaurus (TRT)