Standard Room Setups
for TRB Annual Meeting

Standard Setup for Lectern Sessions and Workshops
Standard Setup for Poster Sessions
Standard Setup for Committee and Subcommittee Meetings
Special Setups

Standard Setup for Lectern Sessions and Workshops

Each lectern session or workshop will include the following:

- Theater-style seating for the maximum capacity
- Lectern and head table for six (unless the room is too small to accommodate)
- Lectern microphone and two head-table microphones
- Data projector and screen
- Computer on technician’s table at back of room, pre-loaded with all presentations via a central network
- Audiovisual technician in the room, who can assist with starting each presentation
- Remote control at lectern for advancing slides
- If requested by December 15: Audio for PowerPoint presentations
- If requested by December 15: Flipchart (workshops only)

TRB does not provide Internet access, telephone access, or DVD players for lectern sessions or workshops.

Lectern Session and Workshop Standard Setup

Standard Setup for Poster Sessions

Each poster presentation will include the following:

- A display board, 4 feet (121 cm) high by 8 feet (242 cm) wide
- Access to half of a 6'-long x 24”-wide table, which is shared by presenters on both sides of the poster (see photo below)
- Push pins

You may bring a laptop or tablet to supplement your presentation, however sound is not permitted. Except for a laptop or tablet, no other electrical equipment is permitted. You are responsible for the security of your own materials. TRB does not provide electricity, telephone access, or Internet access for poster sessions.

Poster Session Standard Setup
**Standard Setup for Committee and Subcommittee Meetings**

Each committee meeting and subcommittee meeting will include the following:

- Conference table for 10 to 24 participants, plus maximum perimeter seating
- Data projector and screen (*no computer*)
- Table microphones in larger rooms only

Computers and in-room technicians are *not* provided for committee and subcommittee meetings. Presenters who wish to use PowerPoint or other electronic presentations must bring their own laptop computers and copies of their presentations. TRB does *not* provide telephone access, audio for laptops, conference phones, or DVD players.

TRB provides wireless Internet access in meeting rooms. However, ability to stream video or audio may be limited based on available bandwidth.

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**Special Setups**

Special setups must be requested by October 15 at TRBMeetings@NAS.edu. All requests are subject to approval by TRB leadership. Please do not attempt to change the room setups on your own, as doing so would negatively affect other events in the room.