



STEPS FOR LOGIN AND PAPER SUBMISSION:

1. Go to the TRB homepage at <http://trb.org/> and select “Home” from the drop down list under the “Annual Meeting” header.



2. Click on “Paper Processing and Session Development” under 89th Annual Meeting.

TRB Submission and Review

If you already have a TRB login name and password you may login below.

[Login Instructions](#)

Login:

Login Name:

Password:

[I Forgot My Login Information](#)

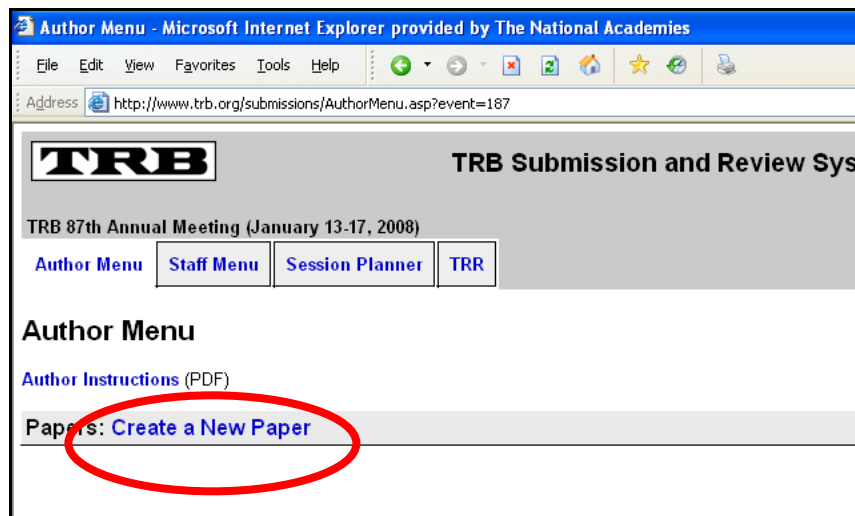
If you do not yet have a TRB login name and password, you may request one below.

- a. If you are a Returning Author and you know your login name and password, simply enter them into the fields in the Login box.

- b. If you are a Returning Author and you have forgotten your login name and password, click on “**I Forgot My Login Information**”. Enter your email address, and your login name and a temporary password will be emailed to you.
 - c. If you are a New Author, click on “**Get a Login Name and Password**”. You will be asked to enter your email address. A temporary login and password will be sent to your email inbox.
3. Once you are logged in, please note the “**Edit Your Profile**” option in the top right corner of your screen: Use this option to change your name, login, or other contact information.

The screenshot shows a web form titled "Edit Your Profile". At the top, there are four tabs: "Name", "Login", "Primary Address", and "Mailing Address (if different)". The "Name" tab is active. Below the tabs are several input fields: "Prefix:" with a small text box, "First Name:" with a larger text box, "Nickname:" with a text box, "Middle Name:" with a text box, "Last Name:" with a text box, and "Suffix:" with a small text box. At the bottom of the form is a "Save Changes" button.

4. Once you have successfully logged in, click on “**Author Menu**”
5. Click on “**Create a New Paper**” and fill out the requested information.



6. The Author List and Contact Information page allows you the opportunity to add and verify contact information for other authors who have contributed to the paper you are submitting. “**Click here to Add Another Author**” allows you to search for each name in the database.

Author Menu **TRR**

Author List and Contact Information

07-0097: Title of Paper

Please enter the complete names and addresses for each coauthor listed on this paper. When you are finished click the ... at the bottom of the screen.

[Click Here to Add Another Author](#) **Add Additional Author**

1	Corresponding Author	Edit Your Info
	Ms. Jane Doe TRB 234 City, 20001 United States Phone: 5465 Email:	

DONE!

- a. You can search for other authors from the “**Search for co-author**” tab. If you do **not** find a name with this search, only then enter new names and email addresses into the database.

TRB TRB Paper Review and Program Development

TRB 89th Annual Meeting (January 10-14, 2010)

Author Menu **Staff Menu** **Session Planner** **TRR**

Add Author to Paper: 10-0005 - Frank, Fred, Jay and Larry

Co-author Person Search:

Last Name (begins with):

Email (exact match):

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7. When uploading a file, please notice that the only acceptable format is .pdf and the submission must be before midnight Saturday, August 1, 2009.

**If you have any questions on paper submission,
Please contact Brie Schwartz at TRB: BSchwartz@NAS.edu**