

LOW-VOLUME ROADS CONFERENCE HOSTING PROPOSAL GUIDELINES

May 18, 2007 - Deadline for submitting proposal to host the 10th Conference in 2011 in the TRB LVR Conference Series

BACKGROUND

The Low-Volume Roads Conference is one of the highly successful series of the Transportation Research Board (TRB). Since 1975, in this quadrennial series, TRB has conducted nine conferences. These conferences, sponsored by the Standing Committee on Low-Volume Roads (LVR), are organized and conducted by TRB with financial support from interested federal agencies. The host for the conference is recommended by the Low-Volume Roads committee. In recent years, this recommendation has been based on review of proposals submitted by potential host agencies by a site selection task force appointed within the Low-Volume Roads Committee. This document provides information on the process and general guidelines for preparing the proposal. **Potential host agencies are encouraged to contact any of the hosts of the previous conferences to get an understanding of what is expected in the proposals.** Attendance at an International Low-Volume Roads Conference is encouraged to provide familiarity with the requirements relative to meeting facilities, support personnel, and other items of this nature.

List of Locations and Hosts of Past Low-Volume Roads Conferences:

- 1st Conference -- Boise, ID -- Idaho DOT and US Forest Service
- 2nd Conference -- Ames, IA -- Iowa State University
- 3rd Conference -- Tempe, AZ -- Arizona State University
- 4th Conference -- Ithaca, NY -- Cornell University Local Roads Program
- 5th Conference -- Raleigh, NC -- ITRE North Carolina State University
- 6th Conference -- Minneapolis, MN -- CTS University of Minnesota
- 7th Conference -- Baton Rouge, LA -- Louisiana State University
- 8th Conference -- Reno, NV -- TTT Center University of Nevada
- 9th Conference -- Austin, TX -- CTR The University of Texas at Austin

CRITICAL DATES FOR THE PROPOSAL

The LVR committee chair appointed a site selection subcommittee in January 2007. That subcommittee is responsible for reviewing the proposals and recommending the site for the conference. The recommendation will be made to the LVR committee during the 9th Conference held in June 2007. The LVR committee will recommend the site and host to the TRB Executive Committee. If approved by TRB and the National Research Council, the TRB appoints a conference steering committee to oversee the conference arrangements.

The deadline for submitting the proposal to host the 10th Conference is **May 18, 2007.**

GENERAL GUIDELINES FOR THE PROPOSAL

Each proposal should contain the following items:

- o Letter of Invitation
- o Location
- o Facilities
- o Travel Accessibility
- o Conference Program Suggestions
- o Conference Staffing and Experience
- o Budget
- o Supporting Letters and Information.

Letter of Invitation: A letter of no more than two-pages inviting the LVR committee to hold the conference at a proposed site. It provides a highlight of the site, facilities, cooperating agencies (co-hosts), and their experience in conducting conferences. Also, the letter specifically identifies a contact person (e.g. local arrangements chairperson).

Location: Detailed information on the proposed site and what it has to offer to the conference participants. Information presented should include technical, social, recreational, climatic, vacation opportunities, etc. that are available within the region.

Conference Facilities: Detailed information on the conference venue including meeting facilities, display areas, sleeping accommodations, dining facilities, etc., and brochures on hotel, floor plan, restaurants in the area.

Travel Accessibility: Information on public transportation such as airlines, trains, buses, etc. that serve intercity as well as international travelers. Information on access by car and local public transit facilities, particularly shuttle services, should be included.

Conference Program Suggestions: The conference program includes general and concurrent conference sessions and a technical field trip. Hence, potential field-trip sites should be suggested. Also, for conference participants and their spouses, social events are a part of the conference. These social events include an ice breaker reception, banquet, and spouse/guest program. Any other similar appropriate event that is unique to the proposed site could be included. Available brochures should be included with the proposal.

Conference Staff and Experience: Provide information on experience in conducting similar conferences, arranging for large social gatherings, etc. Supporting documents should be included.

Budget: This is an important item. Proposals should contain tentative registration fees based on the assumption that 300 to 350 delegates will be in attendance. The proposed registration fee should be supported by a detailed break-down of the total budget on items such as reception/breaks, banquet/lunch, meeting rooms, field trip transportation, audio/visual equipment, special event costs, etc.

Proposers should note that **TRB considers activities such as the LVR conference a self supporting activity**. Hence, all conference related on-site costs must be covered through the revenue raised by the registration fees. Spouse/Guest programs should also be self-supporting. TRB is not responsible for any on-site costs to the host agency.

Conference registration fee should be set with concurrence of the conference steering committee to cover the direct cost of the conference plus a small (less than 10%) contingency cost.

SPECIAL NOTES

TRB will have the responsibility for planning, advertising, processing technical papers, developing the conference sessions and program, publishing the proceedings, and conducting the conference. TRB appoints a steering committee to help undertake these tasks.

Conference Development Process

There are five main groups: the TRB Staff Representative, the Chair of Low-Volume Roads Committee (AFB30), the ad hoc Site Selection Subcommittee, the proposers, and the Conference Steering Committee. The role of each is as follows:

TRB Staff Representative: He is the common link in the entire process. Six to eight months before a TRB LVR Conference he raises the question with the Chair of AFB30 whether the committee would want to sponsor another meeting in the four-year cycle. This initiates the dialog.

Chair of AFB30: He puts the matter on the agenda for a committee decision in the January before the LVR Conference. If the committee votes to hold another LVR Conference, the Chair appoints an ad hoc Site Selection Subcommittee and its chair from the members and friends of AFB30. The charge to the committee is to solicit invitations for the next conference, develop criteria for evaluating the proposals, and return with recommendation for a site at the LVR Conference that year. The AFB30 chair should not be a member of the site selection subcommittee.

Site Selection Subcommittee: With assistance from TRB Staff they distribute the guidelines for submitting proposals to all those who have expressed interest. **Eight copies of the proposals should be delivered no later than May 18, 2007 to the TRB Staff Representative[†]. No exceptions are allowed.** TRB staff distributes the proposals to the members of the Site Selection Subcommittee, together with instructions on how to evaluate the proposals. The members should return their ballots to the subcommittee chair by June 15, 2007. The subcommittee chair prepares a report and presents it to AFB30 mid-year meeting during the LVR Conference in 2007.

The Proposers: They should attend the LVR Conference to assure that they have a clear picture of how it is presented. They should have written Guidelines to aid them in preparing their proposals. Following is the information on the most recent conference hosts:

8th Conference:

Maria Ardila-Coulson, University of Nevada - Reno, Nevada Technology Transfer Center, 1664 N. Virginia Street, Reno, NV 89557, phone: 775-784-1410, fax: 775-784-1429, e-mail: maria@unr.edu

9th Conference:

Jolanda P. Prozzi, Research Associate, Center for Transportation Research, The University of Texas at Austin, 3208 Red River Street, Suite 200, Austin, TX 78705-2650, phone: 512-232-3079, fax: 512-232-3070, e-mail: jpprozzi@mail.utexas.edu

Please feel free to contact them to get the hosts perspective.

AFB30: The committee accepts or rejects the recommendation of the subcommittee. If the recommendation is accepted the subcommittee is discharged. The AFB30 chair takes the decision to the TRB staff representative and he/she begins the process of finding sponsors, securing the National Research Council's approval to hold the conference, and appointing a conference steering committee.

The proposal should specify the dates and the location for the conference. This becomes a part of the AFB30 approval. The successful proposer should secure a revocable commitment for the site. Once the approvals have been secured, a contract for the meeting site should be completed immediately. The TRB Staff Representative should assure that the proper arrangements have been made.

LVR Conference Steering Committee: It works with the TRB Staff Representative and the Conference Host to establish the format, solicit papers, review and select papers, and administer the LVR Conference. At the conclusion of the LVR Conference the chair of the steering committee reviews the conference and makes recommendations for future conferences. The steering committee is then discharged. The TRB Staff Representative assures that the recommendations are forwarded to the chair of AFB30 and to the chair of the next steering committee.

Additional Suggestions for Consideration of the Proposers:

- Letters of support from local associations of highway officials, the state DOT, and the local technology transfer center should be included in the proposal.
- The proposal should discuss the features of a conference field trip that would be of interest to low-volume roads officials.
- The conference hotel should be willing to commit a block of 200-250 rooms, or a plan should be indicated showing how this number of rooms could be assembled using multiple hotels. In the latter situation, a plan for providing inter-hotel transportation should be given. Any complimentary rooms that are given by the hotel are to be made available for TRB use. Also, if the conference site is other than the hotel(s), a plan on hotel to conference site transportation should be given.

- The conference site should have a single room capable of holding at least 400 people in theater style.
- The conference facility should have the capability to run three to four concurrent sessions, with capacity for at least 125 people in each breakout room.
- There should be space for displays, computer demos, video viewing, etc., in an area close to the conference meeting rooms.
- Partnership with international agencies is encouraged, and letters of commitment should be included in the proposal. Multi-country partnership is encouraged.
- The conference registration fee should be sufficient to cover the direct costs of the conference, and all direct costs should be supported by the budget information. It should be the objective of the host to minimize the registration fee, and not to make a profit above actual costs.

† TRB Staff Representative:
G. P. Jayaprakash
Transportation Research Board
500 Fifth Street, NW
Washington, DC 20001