TRB Annual Meeting Session Planning Process

General Description

The TRB session planning website affectionately referred to as Annual Meeting Planner (AMP) is our tool to plan the Annual Meeting program. This document starts with a general description of the process, the next section contains the planning schedule, and the final section includes additional details on each type of Annual Meeting event.

Paper or Conference Sessions

Each committee will be able to plan 2.3 sessions during the annual meeting. The fractions of a session result from co-sponsorship. If you have one co-sponsor the session will only cost you 0.5, a session with two co-sponsors cost 0.3, etc. After I received your preliminary session descriptions, I will create sessions for your committee in AMP. Please let me know which committee members have the lead for each potential sessions and I will make sure they have access to AMP.

Then you take over -

1. Check the session titles I have entered. You can edit the titles, but remember to click on the “Save Text Changes” before moving on!
2. Confirm that your committee has the lead on the session and immediately let me know if there is a problem. We want to avoid the problem of sessions being entered twice.
3. Confirm that other committees listed as sponsors have actually agreed to sponsor the session.
4. Add details as they become available. Don’t wait until September 30th because the website will be very slow that day! Details can be added as they become available – just remember to “Save Text Edits” each time you add something!
5. The website will close at the end of the day October 1st. Any sessions that are not complete by that date will be deleted. “Complete” in this case means that the presiding officer, presentations, sponsoring committees, session participants have been filled in. Once again, remember ALL the contact information for every session participant must be available. If I don’t have it all, you don’t have a session.

Committee Meeting Preference

Although I cannot make any promises, I would appreciate knowing your preferences for committee meeting scheduling. Let me know if you prefer subcommittee meeting(s) before or after committee meeting. Let me know if there are other committees I should avoid when scheduling your committee activities.

Committee meetings are typically four hours. Please let me know if you do not need that much time. This will help with the scheduling puzzle!
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Schedule

June 2nd – A preliminary list of Annual Meeting events is due. The list of events should include committee meetings, subcommittee meetings, paper sessions, conference sessions, and poster sessions. Please don't assume I know what you usually do – with over 20 committees I will forget something. If you hold a mid-year meeting and plan your AM events then, I can delay this deadline until after your meeting. One word of warning – delaying the planning process can make it more difficult to find co-sponsors. Many committees have used up their 2.3 session budget by June 15th.

June 2nd – Preliminary workshop information is due. This is a drop dead deadline. Last year we completely filled the rooms available for workshops, so there is no guarantee that we will be able to accommodate all the requested workshops. The accepted workshops are announced in the Preliminary Program – be very sure that you are going to be able to pull off the workshop. It is embarrassing to have to cancel workshops.

October 1st – Event details are due – events include workshops, conference sessions, paper sessions, and poster sessions. Papers can only be accepted for presentation if you have assigned them to a paper session, workshop, or poster session. You will hear this over and over; the October 1st deadline for event details is a “drop dead” deadline. All the details must be received by that day or you will not have a session. Period.

October 17th – TRB will send out letters to all Annual Meeting participants. These emails contain all of the event details.

November 15th – This is the final date for submitting session changes for them to appear in the final program. Possible changes include speaker changes, presentation title changes, and other small adjustments.

December 1st – This is the deadline for special room set up requests. Paper or conference sessions all include screens, data projectors, and sound system. Committee rooms all include screens and data projectors. We can make small adjustments in the room set-up, so let me know if you have special needs.
TRB Annual Meeting Session Planning Process
Event Details

Paper Sessions
Paper sessions are 1.5 hours long and can accommodate about four papers.

Preliminary Information
There is not much that you can give me on paper sessions – since by June 2nd we don’t know what papers will be submitted. Please just let me know how many paper sessions you expect to hold, if you are considering co-sponsorship, and who will take the lead on planning the paper sessions.

Final Details – DUE OCTOBER 1
- Title:
- Moderator and full contact information:
- Co-sponsoring committees:
- List of papers (in order the order they will occur):

Conference Sessions
Conference sessions are composed of presentations (not based on papers.) These sessions are also 1.5 hours long and can accommodate about four presentations. Paper may be mixed in with presentations.

Preliminary Information
- Title:
- Co-sponsors:
- Who will take the lead on organizing?

Final Details – DUE OCTOBER 1
- Title:
- Moderator and full contact information:
- Co-sponsoring committees:
- List of presentations (in the order they will occur):
  - Presentation titles
  - Speaker names
  - Speaker contact information

Poster Sessions
Poster sessions last 3 hours.

Preliminary Information
There is not much that you can give me on poster sessions – since by June 2nd we don’t know what papers will be submitted. Please just let me
know if you expect to participate in a poster session and who will take the lead on planning the poster sessions.

Final Details – DUE OCTOBER 1
- Title:
- Poster Sessions Moderator:
- List of paper numbers:

If poster session is not based on papers, I will need:
- List of posters:
  - Poster titles
  - Speaker names
  - Speaker contact information

Workshops
Workshops are held on Sunday or Thursday morning. They can run a full day (from 9:00 am to 4:30 pm) or a half day (9:00 am to noon or 1:30 pm to 4:30 pm).

Preliminary Information
- Workshop Title:
- Workshop length (Half Day/Full Day):
- Description: A paragraph description is sufficient
- Attendance Estimate:
- Sponsoring and/or Co-Sponsoring committees
- Who is taking the lead on planning?

Final Details – DUE OCTOBER 1
- Title:
- Moderator and full contact information:
- Co-sponsoring committees:
- List of presentations (in the order they will occur):
  - Presentation titles
  - Speaker names
  - Speaker contact information

Committee Meeting
Every committee takes a turn at unpopular time (generally evenings.) Committees can be 2 hours or 4 hours long, evening meetings only last 2 hours. Agendas can be posted on AMP and will show up in the interactive program. Presentation (either paper based or not) can be scheduled during committee meetings and will be reflected in the final printed program.

Subcommittee Meetings
Subcommittees are given 1.5 hour meeting slots.