

## 2018

<b>JANUARY 2018</b>	Committee Chair	Section Chair	Group Chair
<b>January 7–11:</b> 97th Annual Meeting	✓	✓	✓
<b>During January:</b> Update/review listing of critical and/or cross-cutting issues in Section and a plan for addressing them ( <i>research needs statements, sessions at the next Annual Meeting, circulars, and specialty conferences, etc.</i> )			✓
<b>January 31:</b> Proposed rotation slate due to TRB staff	✓		
<b>January 31:</b> Deadline for re-reviews, final publication recommendations, and author notifications	✓		

<b>FEBRUARY 2018</b>	Committee Chair	Section Chair	Group Chair
<b>February 1:</b> TRB must be notified of the intent to prepare a discussion of a paper ( <i>paper must be recommended for publication</i> )			
<b>February 15:</b> Committee appointment invitation email sent to prospective members ( <i>this process continues until all slates are received &amp; approved</i> )			
<b>February 20:</b> Send final publication invitations to authors			

<b>MARCH 2018</b>	Committee Chair	Section Chair	Group Chair
<b>March 1:</b> Submit committee's Triennial Strategic Plans (TSPs) ( <i>If this is your committee's year, staff will notify you.</i> )	✓		
<b>March 1:</b> Submit section's critical issues to TRB staff for website posting		✓	
<b>March 15:</b> Committee chair begins TRB paper awards process	✓	✓	✓
<b>March 15:</b> Final manuscripts due for publication			
<b>March 15:</b> Webinar submissions due for consideration for presentation during July 2018-December 2018	✓	✓	✓
<b>Mid-March:</b> TRB provides discussant with copy of final manuscript			
<b>March 30:</b> Committee chairs send Emeritus membership nomination and paper award process reminder	✓		

<b>APRIL 2018</b>	Committee Chair	Section Chair	Group Chair
<b>April 14:</b> Rotating committees membership term expires			
<b>April 15:</b> New rotating committees membership term begins			
<b>April 15:</b> Paper discussion due			
<b>April 16:</b> Call for Papers (CFPs) proposal site is open ( <i>Volunteers can propose CFPs</i> )			
<b>Late April:</b> Committee chair approves discussions; author prepares closure	✓		

✓ = action item

<b>MAY 2018</b>	Committee Chair	Section Chair	Group Chair
<b>May 1:</b> CFPs site opens			
<b>May 1:</b> Emeritus nominations due to staff	✓		
<b>May 15:</b> Staff return initial Emeritus nomination decisions to committee chairs			
<b>May 15:</b> Author closure due			
<b>May 18:</b> Cross-cutting session suggestions and Deen Lecture nominations due			✓

<b>JUNE 2018</b>	Committee Chair	Section Chair	Group Chair
<b>June 1:</b> MyTRB Annual Meeting Paper Submission website opens			
<b>June 1:</b> Staff sends reminder to committee chair about proposals for Annual Meeting workshops and sessions			
<b>June 15:</b> Workshop and sessions proposals due	✓	✓	✓
<b>June 15:</b> Committees complete Emeritus review process	✓		
<b>June 15:</b> Rotating committee nominees who have not responded will be dropped from proposed slate			
<b>During June:</b> Technical Activities Council (TAC) and TRB Executive Committee meetings			✓
<b>During June:</b> Groups review each committees TSPs—prepare written feedback and send to committee			✓

<b>JULY 2018</b>	Committee Chair	Section Chair	Group Chair
<b>July 2:</b> Emeritus nominees recommendations move forward for final approval			
<b>July 2:</b> TRB paper awards decisions due			✓
<b>July 2:</b> TRB TAC Blue Ribbon Committee Award nominations announcement		✓	✓
<b>July 15:</b> TRB notifies committee chair of final decision on Emeritus appointments			
<b>July 31:</b> Staff notifies workshop organizers whether or not proposed workshop has been approved			

<b>AUGUST 2018</b>	Committee Chair	Section Chair	Group Chair
<b>August 1:</b> Deadline to submit paper to Annual Meeting website			
<b>August 2-10:</b> TRB staff assign papers to the <b>most appropriate</b> review committee ( <i>If you think a paper was not assigned appropriately, please notify staff officer IMMEDIATELY.</i> )			
<b>August 13:</b> Paper review site opens to chairs & review coordinators ( <i>review committee assign &amp; notify a minimum of 3 reviewers for each paper</i> )			

✓ = action item

<b>AUGUST 2018</b> <i>(continued)</i>	Committee Chair	Section Chair	Group Chair
<b>August 20:</b> All reviewers should be assigned to papers			
<b>August 20:</b> Deadline to notify TRB staff inappropriate paper was assigned to your committee			
<b>During August:</b> Review committee TSPs reports and summary reports and discuss with section and committee chairs			✓
<b>Late August:</b> Annual Meeting registration site opens			

<b>SEPTEMBER 2018</b>	Committee Chair	Section Chair	Group Chair
<b>September 15:</b> Paper reviews due			
<b>September 15:</b> Recommendations for TRB TAC Blue Ribbon Committee Awards nominations due			✓
<b>During September:</b> Prepare summary report of TSPs in Group			✓

<b>OCTOBER 2018</b>	Committee Chair	Section Chair	Group Chair
<b>October 1:</b> All session/workshop/poster details <u>MUST</u> be completed by volunteers ( <b><i>recommendations not received by October 1 will not be programmed at the Annual Meeting</i></b> )	✓	✓	✓
<b>October 1:</b> Committee chair discuss paper decisions with staff			
<b>October 15:</b> Paper Review chairs notify authors of paper recommendations			
<b>October 15:</b> Deadline for chairs to send review results to authors			
<b>October 15:</b> Webinar submissions due for consideration for presentation during January 2019-June 2019	✓	✓	✓

<b>NOVEMBER 2018</b>	Committee Chair	Section Chair	Group Chair
<b>November 1:</b> Annual Meeting Interactive Program opens			
<b>November 2:</b> Send invitations to Annual Meeting presenters ( <i>Early publication authors notified</i> )			
<b>November 3:</b> Reminder to be sent to chairs to submit special AV requests by December 15			
<b>November 15:</b> Participant Confirmation Form responses due			
<b>November 15:</b> Revised papers due for re-review			
<b>November 15:</b> Final manuscripts due for Early publication			
<b>Early/Mid-November:</b> If your committee membership is scheduled to rotate in the upcoming rotation cycle you will receive a message from your (1) staff officer & (2) MyTRB with instructions			
<b>November 30:</b> Re-reviews begin			

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<b>DECEMBER 2018</b>	Committee Chair	Section Chair	Group Chair
<b>Early December:</b> Volunteers needed for Annual Meeting Welcome & Attendee Orientation ( <i>Please contact your staff officer for more information</i> )	✓	✓	✓
<b>December 15:</b> Deadline for chairs to notify staff of any special room AV needs	✓	✓	✓
<b>Late December:</b> Committees whose TSPs are due the following year, committee chair provide draft TSP to committee members, Group leadership (the section chair, or group subcommittee if no sections), and TRB staff for review and comment	✓		

## 2019

	Committee Chair	Section Chair	Group Chair
<b>January 13–17:</b> 98th Annual Meeting	✓	✓	✓
<b>January 31:</b> Deadline for re-reviews, final publication recommendations, and author notifications			

<b>February 18:</b> Send final publication acceptance to authors			
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<b>March 15:</b> Final manuscripts due for publication			
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