DATE	ACTION ITEM
Chair Action Items for 2023 - Including Preparation for 103rd TRB Annual Meeting, January 7 - 11, 2024	
Jan. 8-12	Participate in the 102nd TRB Annual Meeting.
Feb. 15	Chairs of committees scheduled for **rotation** in 2023 need to drop members being rotated off and add proposed members recommended for membership using MyTRB. Proposed new members need a MyTRB profile created if one does not already exist.
Feb. 17	Deadline for submitting NCHRP Synthesis topic statements. See form and submission link at **Synthesis Topic Outline**
Feb. 28	Distribute committee meeting minutes to Members, Friends, your Section Chair and TRB staff representative.
March 1	Last day to submit your travel expense report for reimbursement from the 2023 Annual Meeting. Instructions and electronic travel expense report link were distributed by email in January 2023 from Travel Coordinator: Joanice Johnson (JoJohnson@nas.edu).
March 1	1st deadline for Webinar suggestions to be entered through MyTRB. Successful proposals to be scheduled May 1-Aug. 30.
March	Visit research need statements (RNS) in the new TRB database through your MyTRB dashboard. Committees chair and CRC can update RNS information at any time.
Mar./Apr	Identify committee's top RNS and a state DOT, AASHTO committee or FHWA office that your committee will work with to submit to NCHRP by the Nov.1 deadline. Also, attempt to identify alternate funding sources for other RNS.
April 1	**AKM00 and AKT00 committee Chairs need to submit a draft TSP to their Section Chairs with a copy to TRB staff.**
April	Call for Papers - You or your designee can enter data via MyTRB. Information required includes a paragraph giving the session objective and the organizer(s) name and e-mail. Calls become visible on the TRB website beginning in May.
Apr./May	Submit Fred Burggraf and K.B. Woods Paper Award nominations (with justification letters) to TRB staff.
May 1	**AFM00 and AKT00 Chairs to submit the final draft of their 2023 Triennial Strategic Plan reports to TRB staff Ashley Vaughan (avaughan@nas.edu) with a copy to your staff representative and Section Chair.**
May 1	Deadline for 2024 Annual Meeting Workshop requests. A survey will be sent by Ashley Vaughan to all chairs to collect the data.
June	Update reviewer Pool in Editorial Manager as needed.
May	Chairs ensure that their top NCHRP RNS final draft are in the hands of a previously identified state DOT, AASHTO or FHWA individual so they can be discussed at their respective AASHTO committee summer meeting and submitted to NCHRP by Nov. 1.
June 30	Submit (previously approved) 2024 Annual Meeting Workshop details into MyTRB. Enter the title, description (750 characters or less), organizer and/or presiding officer information, subject area(s), room set-up and any special needs.
July 1	2nd deadline for Webinar suggestions to be entered through MyTRB. Successful proposals to be scheduled Sept. 1-Dec .31.
July 27	Staff typically begins assigning papers to committees during this week. Please let staff know if any assignments are not appropriate.
Aug 14	Committee Chairs typically begin to assign reviewers to papers. Monitor reviews to ensure completion by September 15th.
Sept. 15	**Enter as many presentation details as possible for invited presentation sessions & workshops for the 2024 Annual Meeting.**
Oct 1	Last day for entering details for all sessions and workshops. **The basic details, including the presentation details, must be entered by this date! No details; possibly no session and/or workshop!**
Oct. 2-17	TRB Staff will be assigning session and committee meeting rooms methodically by Groups. They will only assign rooms for sessions entered by Oct. 1. Late comers will not be able to enter a session; they may have to wait until the 2025 Annual Meeting instead.
All Year	Provide an update to staff on Circulars or other publications your committee is planning to submit in calendar year 2024. TRB E-Circular Suggestion Form (alchemer.com)
Nov. 1	3rd deadline for Webinar suggestions to be entered through MyTRB. Successful proposals to be scheduled Jan. 1-April 30.
All Year	Research Pays Off (RPO) – Please encourage members to submit RPO articles. Guidelines and several published RPO articles are posted at: http://www.trb.org/Publications/PubsResearchPaysOff.aspx
All Year	If your committee would like to sponsor or co-sponsor a summer committee meeting, workshop or specialty conference (**other than future Annual Meeting** sessions/workshops) contact your TRB staff well in advance of the start of the planning for the event.