

Planning for Sessions at the TRB Annual Meeting

The TRB Annual Meeting features hundreds of sessions showcasing research, practice, and innovation across transportation. This guide outlines how committees can plan and submit session information accurately and on time.

Session Types at a Glance

TRB Annual Meeting sessions fall into three main categories:

- **Lectern Sessions** – Traditional oral presentations with limited Q&A
- **Poster Sessions** – Informal, interactive presentations
- **Workshops** – Extended, interactive sessions focused on outcomes

Session Allocation Guidelines

While final allocation is determined by TRB staff, general expectations include:

- **Lectern Sessions:** 2 per standing committee (if planning deadlines are met) and 4 per section or group without sections
- **Workshops:** Approximately four 3-hour workshops per section
- **Poster Sessions:** Based on the volume of accepted papers

June 1: Submit workshop proposals to your TRB staff officer:

- Title
- Brief description (maximum 500 characters)
- Estimated attendance
- Sponsoring/co-sponsoring committees
- Lead organizer's contact info
- Special room setup requests

TRB staff will select workshops by mid-July.

By October 1: Final details to staff officer for all sessions types

Required for all sessions:

- Final title
- Presiding officer contact info
- Sponsoring/cosponsoring committee(s)
- Presentation titles
- Speaker names and contact info

Additional details by type:

- Invited presentations: Speaker list and order
- Workshops: Complete agenda, activities, and presentation order

TRB staff may adjust presentation order to avoid scheduling conflicts.

Detailed Session Descriptions

Lectern Sessions

- Held Monday – Wednesday (1 $\frac{3}{4}$ hour slots)

- Up to 5 presenters (paper authors and/or invited speakers)
- Organized around a common theme
- May include peer-reviewed papers, invited talks, or both
- Presenters should honor time limits; allow time for Q&A

Poster Sessions

- Held Monday – Wednesday in Hall A
- Informal setting: Authors post research summaries and speak directly with attendees
- Can accommodate dozens of posters organized loosely by theme
- Papers must meet the same review criteria as lectern papers
- Well-suited for interactive discussion and early-stage research

Workshops

- Held Sunday and Thursday morning (3-hour blocks)
- Designed to be interactive and outcome-oriented
- May involve training, research agenda development, or other collaborative work
- Papers accepted through the TRBAM review process may be presented within a workshop if relevant