

## Standard Room Setups for TRB Annual Meeting

This guide outlines what is included in room setups for each event type at the TRB Annual Meeting. **Do not** move furniture or alter equipment setups. Doing so may interfere with other scheduled events.

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### ***Special Setups***

All special setup requests must be submitted by October 15 to [TRBMeetings@NAS.edu](mailto:TRBMeetings@NAS.edu). Requests are subject to TRB approval. Please do not move furniture or equipment yourself, as doing so can affect the schedule and quality of other sessions.

## ***Lectern Sessions and Workshops***

### **What TRB Provides**

- Classroom or theater-style seating
- Lectern and head table for six (space permitting)
- Lectern microphone and two head-table microphones
- Data projector and screen
- Computer at technician's table (preloaded with presentations via TRB's network)
- Remote slide advancer at the lectern
- Audiovisual technician onsite to assist with setup and launching presentations

### **Optional** (if requested by December 15)

- Audio support for embedded media
- Flip chart (workshops only)

### **Not Provided**

- Wired internet access (Wi-Fi is available for reading and light browsing but not for hosting presentations)
- Teams/Zooms are not allowed in sessions or workshops

**Note:** All files should be submitted in advance via the TRBAM Visual Aid Submission Site (available in December) or in the Speaker Ready Room. Presenters should check in at the Speaker Ready Room at least one hour before their session.



Lectern Session and Workshop Standard Setup

## Poster Sessions

### What TRB Provides

- One display board (4 ft high x 8 ft wide / 121cm x 242 cm)
- Half of a shared table (6 ft x 24 in)
- Push pins for mounting posters

### What Presenters May Bring

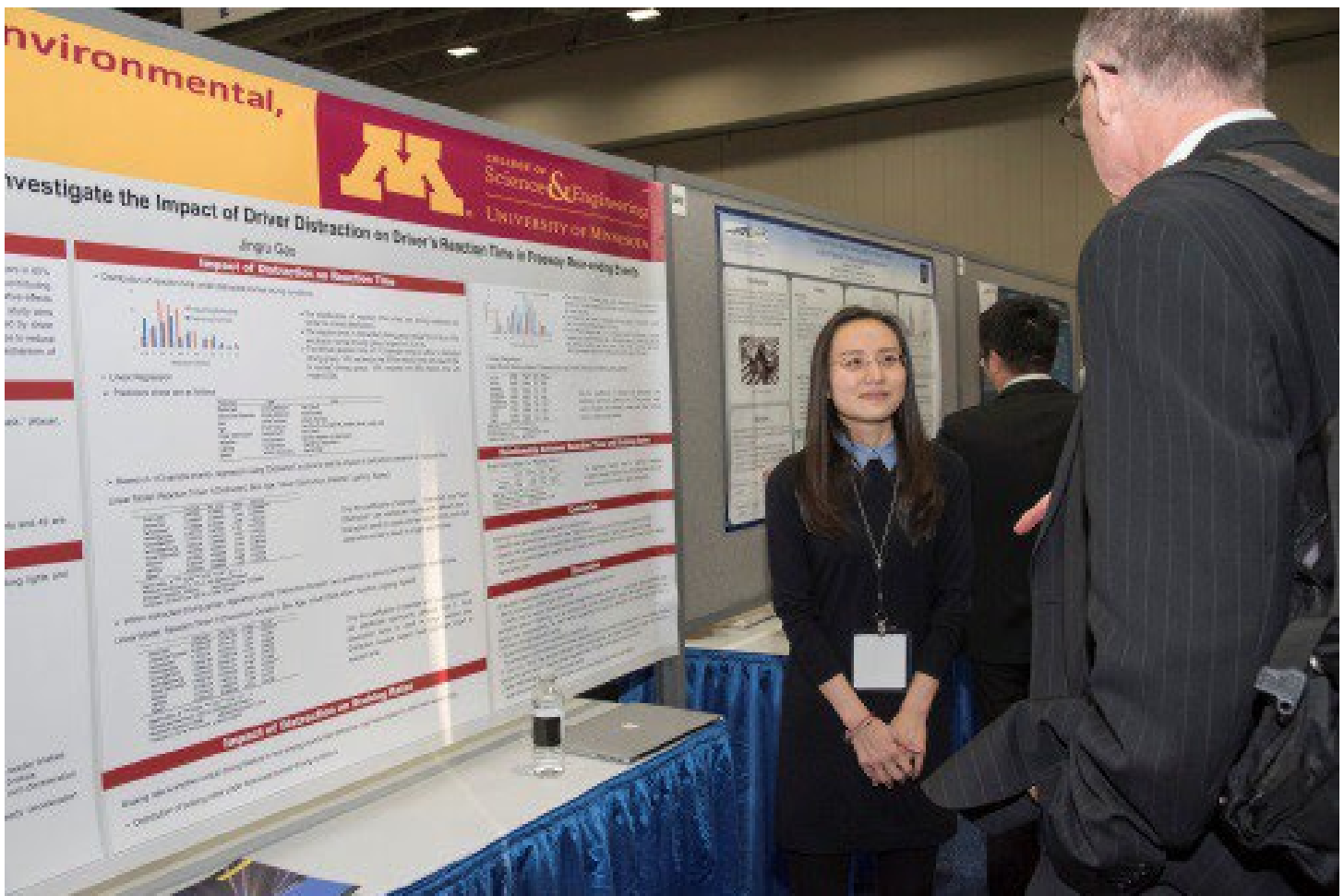
- A laptop or tablet (without audio)

### Not Allowed

- Audio equipment
- Additional electronic devices

### Important Notes

- No electricity, phone lines, or internet are available in the poster hall
- Presenters are responsible for safeguarding their own materials



Poster Session Standard Setup

## ***Committee Meetings***

### **What TRB Provides**

- Conference table with additional perimeter seating
- Data projector and screen
- Table microphones and laptop audio connection to speakers
- Wireless internet (limited bandwidth)

### **Not Provided**

- In-room A/V technicians
- Speaker phone



Committee Meeting Room Standard Setup