# Committee Chair Dashboard User Guide

*Last updated by Gareth Driver 4/6/2017*

## Table of Contents

1. For Chairs of Standing Committees
   1.1 Log in to MyTRB
   1.2 Navigate to Committee Chair Dashboard
   1.3 Change Committee
   1.4 Manage Members
      1.4.1 Email One or All Members
      1.4.2 Remove a Member
      1.4.3 View Member Info
      1.4.4 Add an Interim Appointment
   1.5 Manage Friends
      1.5.1 Email One or All Friends
      1.5.2 Remove a Friend
      1.5.3 View Friend Info
      1.5.4 Add a Friend
   1.6 Manage Committee Scope
   1.7 Manage Subcommittees
      1.7.1 Add Subcommittee
      1.7.2 Edit the Name of a Subcommittee
   1.8 Reports
   1.9 Notes

2. For Chairs of Subcommittees
   2.1 Log in to MyTRB
   2.2 Navigate to Chair Dashboard
1  For Chairs of Standing Committees

1.1  Log in to MyTRB

First, log on to MyTRB. If you have problems logging in, please contact the MyTRB helpdesk at 202-334-1738 or email at MyTRB@nas.edu. Please note the “Forgot Password” or “New User Signup” options in the middle of your screen. Use these options to recover your password or create a new account.

Enter your email and password in the corresponding fields, then press the “Sign In” button.
1.2 Navigate to Committee Chair Dashboard

From the main menu screen after you log in, hover your mouse over “Committees” and then click “Chair’s Dashboard.”

You will be directed to a page with your committee’s name and term information in the center of the screen and a menu on the left.

The sections below will detail the functionality of each section of the menu.

1.3 Change Committee

If you are the chair of more than one committee, you may click ‘Change Committee’ to switch from one committee to another.

1.4 Manage Members

To manage committee members, first click the “Manage Members” link at the left-hand side of the screen from any page within the Committee Chair Dashboard. If you are not in the Committee Chair Dashboard, see the section above entitled “Navigate to Committee Chair Dashboard.”
You will be taken to the Manage Members page. A full list of all committee members will be displayed.

**Manage Members**

Please note that only TRB Staff Officers may remove a member from a committee. Below you will be recommending that a member be dropped, subject to approval from TRB.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Company</th>
<th>Email</th>
<th>Role</th>
<th>Location</th>
<th>Start Date</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kiley</td>
<td>Terri</td>
<td>Transportation Research Board</td>
<td>[email protected]</td>
<td>Senior Program Officer</td>
<td>Washington, DC</td>
<td>01/01/2013</td>
<td>☐</td>
</tr>
<tr>
<td>Weeks</td>
<td>Sue</td>
<td>Office of the Assistant Secretary for Research and Technology (OST-R)</td>
<td>[email protected]</td>
<td>Member</td>
<td>Cambridge, MA</td>
<td>04/15/2014</td>
<td>☐</td>
</tr>
<tr>
<td>Naylor</td>
<td>John</td>
<td>AeroMexico</td>
<td>[email protected]</td>
<td>Member</td>
<td>DFW Airport, TX</td>
<td>04/15/2014</td>
<td>☐</td>
</tr>
<tr>
<td>Nguyen</td>
<td>Timothy</td>
<td>Gillman Research Associates (GRA), Inc.</td>
<td>[email protected]</td>
<td>Committee Communications Coordinator</td>
<td>Jenkintown, PA</td>
<td>08/01/2015</td>
<td>☐</td>
</tr>
</tbody>
</table>

You can do four things on this screen: 1) email one or all members, 2) remove a member, 3) display a committee member’s member info, or 4) add an interim appointment.

1.4.1 Email One or All Members

To email a single member, click the email address in the Email column (all have been smudged out in the screenshot above for privacy). This will launch your default email program – usually Outlook – and you will be able to send an email to the desired recipient.

To email all members, scroll down to the bottom of the page. There will be a list of all members’ email addresses.

**Email:** jane.doe@gmail.com;34567@x_nas.edu;rallen@x_nas.edu;bdballard@x

Highlight this list with your mouse, press Ctrl-C on your keyboard to copy, and then paste the list into the To: or CC: fields of a new email using Ctrl-V. This will allow you to email the whole committee.
1.4.2 Remove a Member
If you would like to remove a member of a committee, click the member’s “Remove” checkbox to the right hand side of the screen.

This will cause the following popup window to appear.

Click “Yes” to confirm the removal recommendation. Note, however, that only TRB Staff Officers may remove a member from a committee. This action recommends that a member be dropped, subject to approval from TRB.

1.4.3 View Member Info
You may view a committee member’s info page by clicking their last name.

This will result in a window popping up with that member’s full contact information. To close out of that popup, scroll to the bottom and hit the “Close” button.

1.4.4 Add an Interim Appointment
You may appoint a person as the committee on an interim basis by clicking the “Add Interim Appointment” button at the bottom of the page.
Once you have clicked the button, you will be brought to a listing of any past interim appointment for your committee. Their status will be marked (“Approved”, “Pending”, etc.) There will be two buttons allowing you to proceed further – you may choose either “Add from Friends” or “Search People.”

1.4.4.1 Add from Friends
If you click the “Add from Friends” button, you will be taken to a listing of all friends of the committee.

**Search Friends**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Company</th>
<th>Email</th>
<th>Gender</th>
<th>Race</th>
<th>State</th>
<th>Subcommittee Member</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laurentine</td>
<td>Neil</td>
<td>Experience3sites.com</td>
<td></td>
<td>Unknown</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Scheffinger</td>
<td>First Name</td>
<td>Airports Council International, North America</td>
<td></td>
<td>Female</td>
<td>DC</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Landmark</td>
<td>Roger</td>
<td>Technion-Israel Institute of Technology</td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Campo</td>
<td>Francis</td>
<td>IMS Global Insight, Inc.</td>
<td></td>
<td>Male</td>
<td>White</td>
<td>DC</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Simply find the friend you wish to add and click the checkmark to the extreme right of that person’s name, under the “Add” column, as shown below.

When you are done, click the “Add” button to complete the process.

1.4.4.2 Search People
If the person whom you wish to add is not a friend of the committee, you may instead click “Search People.” You will be directed to the following page.
You can enter any of the required information: First and Last Names, Email address or Company. If the person is there and their information is correct:

1. check the "Add" button next to their name
2. hit the submit button

After adding, this will take you back to your proposed slate screen. You may repeat this step, if you wish to search for a new person.

**Search Person**

You may search by first name, last name, email address and/or company. In our example, we will search for the last name ‘Babcock’. That search yields these results:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Company</th>
<th>Company Type</th>
<th>Gender</th>
<th>Race</th>
<th>State</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Babcock</td>
<td>Malin</td>
<td>Korea Institute of Construction Technology (KICT)</td>
<td>Research Institution</td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Babcock</td>
<td>Givet</td>
<td>University of the Aegean</td>
<td>Academia</td>
<td>Male</td>
<td>White</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Babcock</td>
<td>Jonathan</td>
<td>Rijkwaternet Water, Traffic and Environment</td>
<td>Non-U.S. Government</td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Babcock</td>
<td>Ronald</td>
<td>DeFiT University of Technology</td>
<td>Academia</td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Babcock</td>
<td>Kenneth</td>
<td>LUCREB (ETS)</td>
<td>Other Organization</td>
<td>Male</td>
<td>QC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Babcock</td>
<td>Navina</td>
<td>Sumitomo Electric USA, Inc.</td>
<td>Industry</td>
<td>Male</td>
<td>DC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To add one of the results as an interim appointment, click the check box next to their name and click the “Add” button. More than one result may be added by checking multiple boxes and clicking the “Add” button.

If you do not see the person you are searching for, you can create a new record for them by clicking the “Create New” button.
1.5 **Manage Friends**

To access the Manage Friends functionality, click the “Manage Friends” link at the left-hand side of the screen from any page within the Committee Chair Dashboard. If you are not in the Committee Chair Dashboard, see the section above entitled “Navigate to Committee Chair Dashboard.”

Once you click “Manage Friends”, the Manage Friends of Committee page will load.

### Manage Friends of Committee

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Company</th>
<th>Email</th>
<th>Company</th>
<th>Start Date</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matsuda</td>
<td></td>
<td>HDL</td>
<td></td>
<td>HDL</td>
<td>09/22/2015</td>
<td></td>
</tr>
<tr>
<td>Sartounsis</td>
<td></td>
<td>HMMH</td>
<td></td>
<td>HMMH</td>
<td>06/05/2014</td>
<td></td>
</tr>
<tr>
<td>Welch</td>
<td>Alexandra</td>
<td>Northwestern University Library</td>
<td></td>
<td>Northwestern University Library</td>
<td>04/15/2015</td>
<td></td>
</tr>
<tr>
<td>Jung</td>
<td>Ameh</td>
<td>University of North Texas</td>
<td></td>
<td>University of North Texas</td>
<td>04/15/2015</td>
<td></td>
</tr>
</tbody>
</table>

In most cases, the friends of a committee are numerous enough that they don’t all fit on one page. Use the following buttons at the bottom of the screen to navigate from page to page:

You can do four things on the Manage Friends page: 1) email one or all friends, 2) remove a friend, 3) display a friend’s info, or 4) add someone as a friend.

#### 1.5.1 Email One or All Friends

To email a single friend, click on the email address in the Email column (all have been smudged out in the screenshot above for privacy). This will launch your default email program – usually Outlook – and you will be able to send an email to the desired recipient.

To email *all* friends, scroll down to the bottom of the page. There will be a list of all friends’ email addresses.

**Email:** jane.doe@gmail.com;34567@x_nas.edu;rallen@x_nas.edu;dbballard@x
Highlight this list with your mouse, press Ctrl-C on your keyboard to copy, and then paste the list into the To: or CC: fields of a new email using Ctrl-V. This will allow you to email all friends of the committee.

1.5.2 Remove a Friend
If you would like to remove a friend of a committee, click the “Remove” checkbox to the right hand side of the screen.

Wait a moment for the page to reload and the following popup will appear.

If you are sure, click OK and the page will reload without the specified person.

1.5.3 View Friend Info
You may view a committee friend’s contact info by clicking his or her last name.

This will result in a window popping up with that member’s full contact information. To close out of that popup, scroll to the bottom and hit the “Close” button.

1.5.4 Add a Friend
From the main Manage Friends page, click the “Add Committee Friends” button at the bottom.
This will bring you to the “Search Person” page, where you can search for the person you wish to add in TRB’s database.

### Standing Committee on Aviation Economics and Forecasting


You can enter any of the required information: First and Last Names, Email address or Company. If the person is there and their information is correct:

1. check the “Add” button next to their name
2. hit the submit button

After adding, this will take you back to your proposed state screen. You may repeat this step, if you wish to search for a new person.

#### Search Person

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Company</th>
<th>Company Type</th>
<th>Gender</th>
<th>Race</th>
<th>State</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver</td>
<td>Alan</td>
<td>University of Maryland, Eastern Shore</td>
<td>Academia</td>
<td>Male</td>
<td></td>
<td>MD</td>
<td></td>
</tr>
<tr>
<td>Driver</td>
<td>Leora</td>
<td>Colorado Department of Transportation</td>
<td>State Highway/Transportation Department</td>
<td>Male</td>
<td></td>
<td>CO</td>
<td></td>
</tr>
<tr>
<td>Driver</td>
<td>Hassan</td>
<td>University of Toronto</td>
<td>Academia</td>
<td>Female</td>
<td></td>
<td>ON</td>
<td></td>
</tr>
<tr>
<td>Driver</td>
<td>Gareth</td>
<td>Acme Products Inc.</td>
<td>Contractor/Consultant</td>
<td>Male</td>
<td></td>
<td>VA</td>
<td></td>
</tr>
</tbody>
</table>

In our example, we’ll search for the last name ‘Driver. This yields us these results:

To add one of the results as a friend, make sure the checkbox under the “Add” column is checked and then click the “Add” button. More than one result may be added by checking multiple boxes and clicking the “Add” button.

If you do not see the person you are searching for, you can create a new record for them by clicking the “Create New” button.

#### Search Person

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>driver</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1.6 Manage Committee Scope

To modify the committee’s scope statement, click Manage Committee Scope link at the left-hand side of the screen from any page within the Committee Chair Dashboard. If you are not in the Committee Chair Dashboard, see the section above entitled ‘Navigate to Committee Chair Dashboard’.

Once you click Manage Committee Scope, a page will open with your committee’s scope statement available for editing.

Standing Committee on Aviation Economics and Forecasting : 2014-2017 AV040

Manage Committee Scope

This committee is concerned with all economic and financial issues in commercial aviation relating to major air carriers and their employees, airports and operating authorities, the aerospace community, academic and other research organizations, air travelers and shippers, all levels of government and the general public. These concerns include the development and application of improved methodologies for forecasting commercial aviation demand and activity and the relationship of forecasting to system decisionmaking.

Submit  Back to Term

Once you have made the desired changes, click the “Submit” button to save. Your changes will be submitted to TRB staff for approval.

1.7 Manage Subcommittees

The Manage Subcommittees section allows you to add new subcommittees or change the name of existing subcommittees. To access it, click the “Manage Subcommittees” link at the left-hand side of the screen from any page within the Committee Chair Dashboard. If you are not in the Committee Chair Dashboard, see the section above entitled “Navigate to Committee Chair Dashboard.”
Once you have clicked “Manage Subcommittees”, you will be directed to the following page.

Standing Committee on Aviation Economics and Forecasting  

Manage Subcommittee

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Committee Code</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcommittee on Air Cargo</td>
<td>AV040(C)</td>
<td>2006/07/15</td>
<td></td>
</tr>
</tbody>
</table>

Your committee’s subcommittees, if any, will appear as rows in the list under the heading “Manage Subcommittee”.

1.7.1 Add Subcommittee
Please contact your TRB staff representative if you wish to create a new subcommittee.

1.7.2 Edit the Name of a Subcommittee
To edit the name of a subcommittee, click on the subcommittee’s name as it appears in the list on the Manage Subcommittees page. You will be directed to the following page.
Note that the only element you can edit on the page is the Subcommittee name. Once you have done so, click the “Update” button to save.

1.8  Reports
The Reports tab allows you to view any reports associated with your committee.

To access Reports, click the “Reports” link at the left-hand side of the screen from any page within the Committee Chair Dashboard. If you are not in the Committee Chair Dashboard, see the section above entitled “Navigate to Committee Chair Dashboard.”

1.9  Notes
The Notes field allows you to write short comments for yourself or your successor as committee chair. Be aware, however, that the Notes field is viewable by many users within the system, so do not include anything that might be considered personal or otherwise unsuitable for a large audience.
To access Notes, click the “Notes” link at the left-hand side of the screen from any page within the Committee Chair Dashboard. If you are not in the Committee Chair Dashboard, see the section above entitled “Navigate to Committee Chair Dashboard.”

Once you click the “Notes” link, you will be directed to the following page.

**Standing Committee on Aviation Economics and Forecasting**

**Notes**

NOTE: Comments are global and are visible to all users.

You may type any notes you wish in the text box. Once you are done, save by clicking the “Submit” button.
2 For Chairs of Subcommittees

2.1 Log in to MyTRB

First, log on to MyTRB. If you have problems logging in, please contact the MyTRB helpdesk at 202-334-1738 or email at MyTRB@nas.edu. Please note the “Forgot Password” or “New User Signup” options in the middle of your screen. Use these options to recover your password or create a new account.

Enter your email and password in the corresponding fields, then press the “Sign In” button.
2.2 Navigate to Chair Dashboard

From the main menu screen after you log in, hover your mouse over “Committees” and then click “Chair’s Dashboard.”

You will be directed to a page with your committee’s name and term information in the center of the screen and a menu on the left.

The sections below will detail the functionality of each section of the menu.

2.3 Change Committee

If you are the chair of more than one committee, you may click ‘Change Committee’ to switch from one committee to another.

2.4 Manage Members

To manage committee members, first click the “Manage Members” link at the left-hand side of the screen from any page within the Committee Chair Dashboard. If you are not in the Committee Chair Dashboard, see the section above entitled “Navigate to Committee Chair Dashboard.”

You will be taken to the Manage Members page. A full list of all committee members will be displayed.
You can do four things on this screen: 1) email one or all members, 2) remove a member, 3) display a committee member’s member info, or 4) add an interim appointment.

2.4.1 Email One or All Members
To email a single member, click the email address in the Email column (all have been smudged out in the screenshot above for privacy). This will launch your default email program – usually Outlook – and you will be able to send an email to the desired recipient.

To email all members, scroll down to the bottom of the page. There will be a list of all members’ email addresses.

Email: jane.doe@gmail.com;34567@x_nas.edu;rallen@x_nas.edu;bdballard@x

Highlight this list with your mouse, press Ctrl-C on your keyboard to copy, and then paste the list into the To: or CC: fields of a new email using Ctrl-V. This will allow you to email the whole committee.

2.4.2 Remove a Member
If you would like to remove a member of a committee, click the member’s “Remove” checkbox to the right hand side of the screen.

This will cause the following popup window to appear.
Click “Yes” to confirm the removal recommendation. Note, however, that only TRB Staff Officers may remove a member from a committee. This action recommends that a member be dropped, subject to approval from TRB.

2.4.3 View Member Info
You may view a committee member’s info page by clicking their last name.

This will result in a window popping up with that member’s full contact information. To close out of that popup, scroll to the bottom and hit the “Close” button.

2.4.4 Add an Appointment
You may appoint a person as the committee on an interim basis by clicking the “Add From Friends” or “Search People” buttons at the bottom of the page.

NOTE: Because subcommittees do not have an official list of friends in the system, the “Add From Friends” button will take you to a list of the main committee’s friends. If the person you wish to add is not a friend of the main committee, simply use “Search People”.

2.4.4.1 Add from Friends
If you click the “Add from Friends” button, you will be taken to a listing of all friends of the main committee.

Search Friends

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Company</th>
<th>Email</th>
<th>Gender</th>
<th>Race</th>
<th>State</th>
<th>Subcommittee Member</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laufer</td>
<td>Neil</td>
<td>ExperiencestheSkies.com</td>
<td></td>
<td>Unknown</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Scheffinger</td>
<td>First Name</td>
<td>Airports Council International, North America</td>
<td></td>
<td>Female</td>
<td>DC</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landmark</td>
<td>Roger</td>
<td>Technion - Israel Institute of Technology</td>
<td></td>
<td>Male</td>
<td>DC</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Campo</td>
<td>Francis</td>
<td>IMS Global Insight, Inc.</td>
<td></td>
<td>Male</td>
<td>White</td>
<td>DC</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Simply find the friend you wish to add and click the checkmark to the extreme right of that person’s name, under the “Add” column, as shown below.

When you are done, click the “Add” button to complete the process.

2.4.4.2 Search People
If the person whom you wish to add is not a friend of the main committee, you may instead click “Search People.” You will be directed to the following page.

Standing Committee on Aviation Economics and Forecasting : 2014-2017 AV040

You can enter any of the required information: First and Last Names, Email address or Company. If the person is there and their information is correct:

(1) check the “Add” button next to their name
(2) hit the submit button
After adding, this will take you back to your proposed slate screen. You may repeat this step, if you wish to search for a new person.

Search Person

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Company</th>
</tr>
</thead>
</table>

Search | Back
You may search by first name, last name, email address and/or company. In our example, we will search for the last name ‘Babcock’. That search yields these results:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Company</th>
<th>Company Type</th>
<th>Gender</th>
<th>Race</th>
<th>State</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Babcock</td>
<td>Malin</td>
<td>Korea Institute of Construction Technology (KICT)</td>
<td>Research Institution</td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Babcock</td>
<td>Givet</td>
<td>University of the Aegean</td>
<td>Academia</td>
<td>Male</td>
<td>White</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Babcock</td>
<td>Jonathan</td>
<td>Rijksdienst Water, Traffic and Environment</td>
<td>Non-U.S. Government</td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Babcock</td>
<td>Ronald</td>
<td>Delft University of Technology</td>
<td>Academia</td>
<td>Uninon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Babcock</td>
<td>Kenneth</td>
<td>LUCREB (ETS)</td>
<td>Other Organization</td>
<td>Male</td>
<td>QC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Babcock</td>
<td>Nawina</td>
<td>Sumitomo Electric USA, Inc.</td>
<td>Industry</td>
<td>Male</td>
<td>DC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To add one of the results as an interim appointment, click the check box next to their name and click the “Add” button. More than one result may be added by checking multiple boxes and clicking the “Add” button.

If you do not see the person you are searching for, you can create a new record for them by clicking the “Create New” button.

**Search Person**

To modify the committee’s scope statement, click Manage Committee Scope link at the left-hand side of the screen from any page within the Committee Chair Dashboard. If you are not in the Committee Chair Dashboard, see the section above entitled ‘Navigate to Committee Chair Dashboard’.

Once you click Manage Committee Scope, a page will open with your committee’s scope statement available for editing.
Once you have made the desired changes, click the “Submit” button to save. Your changes will be submitted to TRB staff for approval.

2.6 Notes
The Notes field allows you to write short comments for yourself or your successor as committee chair. Be aware, however, that the Notes field is viewable by TRB staff and other users within the system, so do not include anything that might be considered personal or otherwise unsuitable for a large audience.

To access Notes, click the “Notes” link at the left-hand side of the screen from any page within the Committee Chair Dashboard. If you are not in the Committee Chair Dashboard, see the section above entitled “Navigate to Committee Chair Dashboard.”

Once you click the “Notes” link, you will be directed to the following page.
Subcommittee on Research : 2012-2015 ABE10-3

Notes
NOTE: Comments are global and are visible to all users.

The ABE10 Research Subcommittee is scheduled to meet during the 2016 Annual Meeting on Tuesday January 12 from 8:00 AM to 9:45 AM in Marriott Marquis, Liberty I (M4). Please contact Co-Chair Tom Boast (tboast@THEAdvisory.com) if you want to receive the Agenda.

You may type any notes you wish in the text box. Once you are done, save by clicking the “Submit” button.