

TRBAM MEETINGS

Quick Guide for Committees

Overview to Guide and Tips

Thank you for presiding over a Standing Committee (or Subcommittee) meeting at the TRB Annual Meeting.

These meetings provide an opportunity for members, friends, and other attendees to gather on an annual basis to exchange trusted, timely, impartial, and evidence-based information for the advancement of transportation research, improvements, and innovation.

Following are some important notes and instructions, along with tips for running a successful meeting.

Standard Setup for Committee Meetings

PROVIDED: Each Committee and Subcommittee meeting room **will include** the following:

1. Conference table with additional perimeter seating
2. Screen, data projector, and HDMI connection cables (no computer)
3. Table microphones, speakers, and sound kit to connect Committee laptop (with 1/8th jack) to sound system
4. Wireless Internet access – *important note: connectivity may be limited based on available bandwidth*

NOT PROVIDED: Committee and Subcommittee meeting rooms **will NOT include** the following:

1. Laptop computers for sharing presentations, notetaking, managing remote participation (if providing), etc.
2. Wired Internet connection
3. Internet link or virtual meeting software for remote participation
4. Telephone access or associated device(s)
5. In-room A/V technicians for support are not provided by TRB or the meetings facilities
6. Hard copies of any materials for distribution

Important Reminders

Please review and adhere to the following instructions:

1. Electronic recordings of online and in-person meetings are prohibited. Presentation slides may be shared only if authorized by individual presenters.
2. Start and end Committee meetings on time. Be courteous to your colleagues and TRB staff awaiting to use the space. Pre- and post-committee meeting conversations should occur outside the meeting room. The time scheduled between meetings is necessary for the hotel to clean and reset the room. Attendees also expect to have sufficient break time for their personal needs and to get to subsequent events.
3. Do not change (or add to) the audiovisual equipment in the room. Projectors and speakers are provided and should only be used as set.
4. Do not change the physical setup of the room.
5. Do not ask the venue for additional chairs. The seating provided is the maximum allowed.
6. Do not overcrowd rooms. Space is limited and is on a first-come first-served basis. The Marriott Marquis may refuse further admission to any room that has reached capacity.
7. A PDF of the emergency procedures for the Marriott Marquis is included in the Chair packet. Please display this information at the beginning of the meeting or read the procedures to the attendees if you are not projecting materials during the meeting.
8. If an alarm sounds, please stop your event **immediately** and evacuate the building.
9. Food or beverage cannot be ordered (from the Marriott or from outside sources) for Committee meetings.

Useful Tips and Practices

The following suggestions have been compiled from practices of various Committees and Subcommittees. They are not requirements, rather provided for your consideration to help manage a successful meeting.

1. Agendas should be entered for viewing through the Online Program. It is also helpful to distribute meeting agendas electronically through your members and friends lists in advance to provide a preview of what will be discussed.
2. Meetings should make appropriate use of the valuable time available to both share information and engage attendees in fruitful discussions. As such, consider the following in developing the agenda:
 - 2.1. Agenda items should reflect the scope of the Committee and align with areas emphasized in the Committee's triennial strategic plan, as well as with the overall TRB mission.
 - 2.2. Organization/Agency updates can be beneficial and may be included sparingly. If included, such updates should be brief syntheses of overall direction and emphasis areas. Consider sharing detailed project status reports pre- or post-committee meeting separately or include as addenda to the meeting minutes.
 - 2.3. Include ample time for Q&A and discussion so the committee meeting is participatory and not only one-directional sharing.
 - 2.4. Encourage those who speak – both presenters and participants – to introduce themselves before speaking.
 - 2.5. Limit the use of committee codes, acronyms, and other short-hand references as much as possible, so newcomers and others can understand the discussion.
3. If bringing a laptop for projecting presentations, bring a separate laptop for notetaking.
4. If the Committee Secretary is not present, be sure to assign someone in advance to record minutes so the Chair can focus on meeting facilitation.
5. Consider enlisting a Committee Member to serve as greeter for new attendees.
6. To allow participation from individuals who are unable to travel, TRB encourages committees and subcommittees to provide remote access to your meetings, if you are able to do so with your own equipment and software platforms. If providing the option for remote participation:
 - 6.1. Clearly communicate expectations to potential virtual attendees, including both benefits and limitations of remote participation.
 - 6.2. Schedule the online meeting through Zoom, Microsoft Teams, Google Meets or whatever service you use. Using an institutional account, rather than a personal account, may help with restrictions on time or number of attendees. Include TRB staff on messages communicating links and instructions for remote participation.
 - 6.3. Include the remote link to the meeting and contact information in the agenda that is posted in the Online Program and in agendas you send to members and friends by email (see *above: Tips and Practices #1*).
 - 6.4. It is helpful to assign additional roles for committee members when conducting a meeting with both in-person and remote participants. For example, one person can manage on-line presentations, another person can monitor the chat box and alert the chair when on-line attendees wish to speak, etc.
 - 6.5. With this in mind, you may need additional laptops solely for managing the online forum, ensuring access, monitoring the chat forum, assigning presenters, etc. While this potentially requires multiple laptops, using separate devices greatly facilitates the management and flow of the various meeting components.
 - 6.6. The laptop connected for projecting in the room should also be signed into the virtual meeting to share presentations with virtual attendees and allow virtual presenters' slides to be projected onsite. Be careful to mute all but this presenter laptop to avoid sound interference from other devices.
 - 6.7. Virtual presenters should be logged into the online meeting and granted access to speak and share presentations unless content is provided in advance to someone onsite charged with controlling all presentations.
 - 6.8. Conduct a dry run with online presenters to ensure smooth unmuting/muting, screen sharing, chatting, etc.
 - 6.9. Ask participants to speak into provided microphones for better hearing in the room and to facilitate communication with online attendees.
 - 6.10. Repeat questions into the microphone so in-room and online attendees are able to hear.
 - 6.11. To preserve bandwidth, request virtual attendees to turn off their cameras and remain muted, unless they have a relevant question or comment for the group.

Thank you again for your participation in the TRB Annual Meeting.