



2019 Transportation Planning Applications Conference

Moderator Responsibilities

The Moderators for the 2019 TRB Transportation Planning Applications Conference (TRBAppcon) have an essential role in maintaining the professional quality of the conference, particularly ensuring respectful behavior during podium sessions. Moderators have an expectation to be responsive and to make an effort toward facilitating informative and engaging sessions. Given the level of importance, Moderators should expect to spend at least 1-2 hours every other week from February to June working on their assigned session. That time commitment may increase to 2 hours per week during May and the week before the conference. Moderators should use this list of responsibilities as a checklist of work items to complete.

As a moderator, you will have assistance from the organizers of the 2019 TRBAppcon and the Moderator Resource Person. The Moderator Resource Person will be your primary contact before, during, and after the conference. Moderators will also have assistance from the assigned Facilitator for their sessions. The primary role of the Facilitators will be to handle professional development certification, audio/visual concerns, manage the audience (e.g., pass the microphone for questions), and count the number of attendees in the room.

Moderators will have the responsibility of managing many different session types during the conference. Each session type has a different set of expectations and presentation styles. Moderators should take note of the session type assigned to them and to make adjustments accordingly. The types of sessions offered at the TRBAppcon consist of the following:

Session Type	Description
Podium	Traditional 10 to 15-minute lectern presentations, allowing time for questions and answers after each presentation. Moderators provide introductions for the presenters and facilitate a short Q&A after each presentation.
Lightning	A series of quick 5 to 8-minute presentations (time adjusted depending on the number of presenters). Moderators provide introductions for each speaker and facilitate a short Q&A between presentations if time allows.
Quick Talks and Posters	Lightning presentations that include posters. After the lightning talks, presenters will present posters and answer questions in audience-defined breakout groups. Moderators provide introductions for each speaker. No need to facilitate Q&A since presenters will be able to directly engage with audience at their posters following the presentations.
Panel Discussion	No formal presentations, but a collaborate discussion among a small group of expert practitioners. The audience will have the ability to ask questions of the panel. Moderators provide introductions and help guide the discussion among the panelists and the audience.
Workshop	Interactive mix of short presentations, panel discussions, and small-group breakouts. Moderators are usually the organizers of these sessions.
Tutorial	Teaching attendees in a classroom-style format, using hands-on skills with examples and opportunity for participant questions. Moderators are usually the organizers of these sessions.

A few important guidelines to keep in mind:

- Moderators are required to provide laptop computers for their sessions to host their presentation slides. The computers need to be HDMI compatible (the hotel may be able to accommodate VGA). If you have any



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questions about this requirement, please contact the Moderator Resource Person Nick Wood (Office Phone: 512-407-1115, E-mail: nickwood@tamu.edu).

- Moderators should copy the Facilitator on all correspondence to the presenters and TRBAppcon organizers.
- Moderators may also need to call presenters, as presenters may have trouble receiving e-mail messages (e.g., spam filters).

Specifically, the organizers of the 2019 TRBAppcon expect the Moderators to do the following activities before, during, and after the conference:

Before the end of February 2019 (Before the Conference)

- Read the Code of Conduct (see **Appendix**)
- Contact the Facilitator for the session and confirm attendance and participation
- Attend the web-based moderator training
- Check the preliminary program for accuracy
- E-mail/contact session presenters
 - Introduce yourself as the moderator
 - Use sample e-mail that contains information on the conference website, registration, due dates, and presenter expectations
 - Ask presenters about new information (e.g., new speakers, cancellations)

Before the end of March 2019 (Before the Conference)

- Draft and submit session description for AICP certification
 - Session title, date of session, and start and end time based on the conference program
 - Prepare a three-sentence description of the session, summarizing the content of the presentations. Prepare a single sentence description of what participants will learn during the session.
 - List each presenters name, job title, and employer. You may need to confirm the job titles with your presenters. Even if not final, please do not leave it blank.

Before the end of April 2019 (Before the Conference)

- Contact presenters to confirm planned attendance and registration
- Re-review program for accuracy (e.g., speakers, affiliations, presentation titles)
- Send updates to the program before **April 5th**
- Review conference registration list to ensure that participants are registered
- Host a session conference call with all the presenters and the Facilitator
 - Provide an overview of the session and the presentation guidelines
 - Provide presenters with information about allotted time (e.g., number of minutes for presentation, number of minutes for Q&A)
 - Ask presenters for 2-3 sentence biography
 - Ask presenters for assistance with pronouncing names (i.e., phonetic spelling)
 - Tell presenters not to depend on WiFi during the session
 - Introduce presenters to the TRB Contributed Presentation Request and Release Form and describe how and when it must be submitted
 - For sessions with posters, inform presenters they need to print their own posters that adhere to the poster requirements (see below). TRB will provide the easels and the foam core board (to use as a hard backing for the poster).



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- Inform the TRBAppcon organizers if you feel the need to cut anyone from the program due to non-responsiveness or concerns about presentation quality
- Remind presenters to submit their presentation slides (and poster, if applicable) to the conference website before the May 3rd deadline

Before the end of Friday, May 3 (Before the Conference)

- Deadline for presenters to upload presentation slides and/or electronic copy of the poster to the conference website

Before the end of Friday, May 17 (Before the Conference)

- Share draft presentations with the other presenters and the Facilitator
- Review presentations over-the-phone with presenters. The phone call, or conference call, can occur as either a one-on-one conversation or a group discussion.
- Review presentation slides for quality. Audiences are frustrated by hard-to-read slides.
 1. Ensure the presentation can load on the computer you will be using
 2. Ensure the slides are compatible with Widescreen (16:9) format. Standard (4:3) is not accepted. Microsoft PowerPoint 2007, and newer versions, are compatible with Widescreen format.
 3. Confirm whether the number of slides is appropriate for the time allotted for the presentation. Estimate approximately one slide for each minute allotted
 4. Ensure that presenters are not delivering a sales pitch
 5. Video and sound are not permitted (can do a 20-second animation, but the presenter needs to know it might not work during the day of the conference; Moderators should check to see if the animation works on their computer before the conference).
 6. Fonts should be size 20 or larger
 7. Lengthy sentences should be discouraged
 8. Slides with crowded information should be discouraged (place supplemental information in the comments below, or suggest a link to a paper on the last slide)
- Review electronic poster submissions, for sessions with posters
 1. Ensure the poster can fit in a 30 by 40 inch space. Recommend that presenters use the entire 30 by 40 inch space.
 2. Ensure the poster will have a font size large enough to be read
 3. Lengthy sentences and paragraphs of text should be discouraged
 4. Recommend using links to websites to download more information
- Provide feedback to presenters

Before the end of Friday, May 31 (Before the Conference)

- Inform presenters they have up to 48 hours before the conference to upload presentations to the website
- Remind presenters about the TRB Contributed Presentation Request and Release Form (see **Appendix**) and ensure it is submitted
- Attend moderator conference call hosted by TRBAppcon organizers (e.g., Moderator Resource Person)
- Check-in with the Facilitator (confirm signals used to monitor timing, anticipate what to do if presenters go over allotted time)
- Moderators should download the presentations to their laptop before they travel to the conference
- Load sessions onto a separate flash drive or removable storage device (as a backup)



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- Print presenter biographies to read during session (include phonetic spellings)
- Prepare at least one question to ask each presenter during the Q&A (in case the audience does not have a question)
- Remind presenters they need to print their own posters, for sessions with posters

Day of the Session (During the Conference)

- **Attend the morning Committee/Moderator Meeting at 7:00 AM on the day of your session to receive conference announcements**
- Bring your laptop to the session
- Early in the morning, check the audiovisual (AV) equipment and your laptop to ensure that each presentation is viewable on the screen (TRB Staff will have back up laptops available should there be a last-minute issue; see the registration desk for this if needed)
- Check to see if the podium has the appropriate HDMI connection for connecting the laptop to the projector
- Send the Facilitator to TRB Staff at Conference Registration Desk if AV issues exist
- Verify that you have the moderator packet in the session room which includes announcements, laser pointer, Professional Development Hours stamp, time cards, etc.
- Meet with presenters and ask if they have any last-minute questions
- Ensure that easels are present in the room

During the Session (During the Conference)

- Start the session on-time, even if a presenter needs to be skipped for non-attendance
- Read the conference announcements provided during the morning Committee/Moderator Meeting and in the moderator packet (e.g., information on special sessions, sign-up for outings, etc.)
- Introduce each speaker in order of the printed program
- Ensure the Facilitator has cards to manage time for each presentation. Moderators can receive these items at the morning Committee/Moderator Meeting. The Facilitator will have a timer to keep track of time and will flash cards to the Moderator.
- At the end of the session, get the number of attendees in the session from the Facilitator
- Also at the end of the session, return the moderator packet and the AV adapters to the registration table in the foyer
- Encourage the audience to use the microphone to ask questions (state name and affiliation)
- Take notes for preparation of a session summary (2-3 paragraphs) that should be completed in conjunction with the Facilitator at the close of the session and uploaded to the Conference website and/or provided to the Moderator Resource Person.

Before the End of the Conference (During the Conference)

- Ask presenters to upload any revised presentations to the conference website before they leave the conference
- Moderator and Facilitator work together to finalize the session summary and upload it to the Conference Website and/or provide it to the Moderator Resource Person
- Moderator and Facilitator decide on which, if any, of the presentations in their session should be nominated for best paper/presentation consideration

After the Conference



2019 Transportation Planning Applications Conference

Facilitator Responsibilities

The Facilitators for the 2019 TRB Transportation Planning Applications Conference (TRBAppcon) have an important role in maintaining the professional quality of the conference, specifically with ensuring respectful behavior during podium sessions. Facilitators have an expectation to be responsive and to make an effort toward facilitating informative and engaging sessions. Specifically, Facilitators are expected to handle AV-related issues in conjunction with TRB Staff onsite, manage session timing, assist with professional development certification and work with the Moderator to prepare a session summary. Given the level of importance, Facilitators should expect to spend at least an hour every other week from February to June working on their assigned session. Additionally, the Facilitator should be able to step-in and act as the Moderator in the event that the Moderator cannot fulfill their duties.

Facilitators will have the responsibility of helping to manage many different session types during the conference. Each session type has a different set of expectations and presentation styles. Facilitators should take note of the session type assigned to them and to make adjustments accordingly. The types of sessions offered at the TRBAppcon consist of the following:

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Workshop	Interactive mix of short presentations, panel discussions, and small-group breakouts
Tutorial	Teaching attendees in a classroom-style format, using hands-on skills with examples and opportunity for participant questions

The organizers of the 2019 TRBAppcon expect the Facilitators to do the following activities before, during, and after the conference:

Before the end of February 2019 (Before the Conference)

- Read the Code of Conduct (see **Appendix**)
- Review Moderator Responsibilities
- Check to see if the Moderator has contacted you about the session with details on session title, name, and presenters.
- Attend the web-based moderator training

Before the end of April 2019 (Before the Conference)

- Attend the session conference call with the moderator and the presenters

Before the end of Friday, May 17 (Before the Conference)

- Review draft presentations sent from the Moderator and become familiar with the subject material



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Before the end of Friday, May 31 (Before the Conference)

- Attend moderator conference call hosted by TRBAppcon organizers (e.g., Moderator Resource Person)
- Check-in with the Moderator for last-minute details

Day of the Session (During the Conference)

- Help the Moderator with any AV issues. Go the TRB Staff at registration if AV issues exist.
- Verify items in the moderator packet including announcements, laser pointer, Professional Development Hours stamp, time cards, etc.
 - The moderator packets are available for pick-up during the morning Committee/Moderator Meeting.
 - Facilitators from earlier sessions will provide the moderator packet to Facilitators for the later session. The Facilitator for the last morning session will return the moderator packet to the registration desk. The first Facilitator for the afternoon sessions can pick up the moderator packet from the conference registration desk. The last Facilitator for the afternoon sessions can return the moderator packet to the conference registration desk.

During the Session (During the Conference)

- Manage time for each presenter with notifications for 5 minutes, 1 minute, and 0 minutes remaining (be prepared with signs). The TRBAppcon organizers will have a stack of color laminated cards in the moderator packet (green, yellow, and red cards) that Facilitators can hold when presenters have five, one and no minutes remaining. The Facilitators will have a timer to keep track of time and will flash cards to the Moderator.
- Count the number of attendees in the room (usually take a count halfway through the session) and provide that number to the moderator after the session ends
- Handle the microphone during the Q&A session
- Take notes during the session to be used in working with the Moderator to generate a 2-3 paragraph session summary for upload to the Conference website and/or to be provided to the Moderator Resource Person.
- Provide Professional Development Hours stamp for those in attendance seeking professional development certification

Before End of Conference (During the Conference)

- Moderator and Facilitator work together to finalize the session summary and upload it to the Conference Website and/or provide it to the Moderator Resource Person
- Moderator and Facilitator work together to identify a “Best Presentation” for recommendation to the TRB Planning Applications Committee



APPENDIX

Code of Conduct

TRB is part of the National Academies of Sciences, Engineering, and Medicine (NASEM) and follows the [NASEM guidelines](#) in preventing discrimination, harassment, and bullying of participants at NASEM events, including TRB conferences. The text of the statement is also provided below:

Response Framework for the TRB Planning Applications Conference (TRBAppCon)

This Code of Conduct applies to any attendee of an event sponsored by TRB, including networking and other activities organized for conference attendees that take place after hours and/or off the site of the core event.

Any violation of this policy should be immediately reported to TRB staff. TRB has established the following hotline specifically for this conference: **(202) 573-7933**. This number may be reached by text or voice. Alternatively, a complaint may be directly filed with the Office of Human Resources at (202) 334-3400.

If you feel unsafe in any situation, please contact hotel security or call 911.



PREVENTING DISCRIMINATION, HARASSMENT, AND BULLYING:

EXPECTATIONS FOR PARTICIPANTS IN NASEM ACTIVITIES

The National Academies of Sciences, Engineering, and Medicine (NASEM) are committed to the principles of diversity, integrity, civility, and respect in all of our activities. We look to you to be a partner in this commitment by helping us to maintain a professional and cordial environment. All forms of discrimination, harassment, and bullying are prohibited in any NASEM activity. This commitment applies to all participants in all settings and locations in which NASEM work and activities are conducted, including committee meetings, workshops, conferences, and other work and social functions where employees, volunteers, sponsors, vendors, or guests are present.

Discrimination is prejudicial treatment of individuals or groups of people based on their race, ethnicity, color, national origin, sex, sexual orientation, gender identity, age, religion, disability, veteran status, or any other characteristic protected by applicable laws.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

Other types of harassment include any verbal or physical conduct directed at individuals or groups of people because of their race, ethnicity, color, national origin, sex, sexual orientation, gender identity, age, religion, disability, veteran status, or any other characteristic protected by applicable laws, that creates an intimidating, hostile, or offensive environment.

Bullying is unwelcome, aggressive behavior involving the use of influence, threat, intimidation, or coercion to dominate others in the professional environment.

REPORTING AND RESOLUTION

Any violation of this policy should be reported. If you experience or witness discrimination, harassment, or bullying, you are encouraged to make your unease or disapproval known to the individual, if you are comfortable doing so. You are also urged to report any incident by reporting the incident to an employee involved in the activity in which the member or volunteer is participating, who will then file a complaint with the Office of Human Resources.

Complaints should be filed as soon as possible after an incident. To ensure the prompt and thorough investigation of the complaint, the complainant should provide as much information as is possible, such as names, dates, locations, and steps taken. The Office of Human Resources will investigate the alleged violation in consultation with the Office of the General Counsel.

If an investigation results in a finding that an individual has committed a violation, NASEM will take the actions necessary to protect those involved in its activities from any future discrimination, harassment, or bullying, including in appropriate circumstances the removal of an individual from current NASEM activities and a ban on participation in future activities.

CONFIDENTIALITY

Information contained in a complaint is kept confidential, and information is revealed only on a need-to-know basis. NASEM will not retaliate or tolerate retaliation against anyone who makes a good faith report of discrimination, harassment, or bullying.

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**CONTRIBUTED PRESENTATION
REQUEST AND RELEASE FORM**

Complete Form and send back to
Mary Kissi at mkissi@nas.edu by
June 2, 2019

17th TRB Transportation Planning Applications Conference

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