Goal: Deliver an annual mid-year workshop that provides an open forum for communication of current research, policies, issues, case studies and emerging technologies as they pertain to environmental analysis in transportation.

Objectives:

1. Identify mid-year workshop locations and hosts that are suitable to the Committee and Committee Chair at least two and, if possible, three years in advance. Workshop locations should encourage maximum participation by environmental and transportation professionals and other interested parties. The Committee should strive to hold these workshops in different regions of the country to gain greater national exposure and support for the work of the Committee.

2. Develop joint workshops with other TRB committees and similar organizations where practical and supportive of the Committee’s overall objectives pertaining to environmental analysis in transportation.

3. Create a workshop program focused on current environmental-related transportation research, policies, issues, and emerging technologies. Each host should highlight relevant case studies, conduct a field trip and provide a social program that will encourage attendance by families, spouses and guests of the attendees. To the extent practicable, sessions should encourage dialogue and interaction between presenters, panelists, and members of the audience.

4. Establish and actively participate on a task force created to plan the mid-year workshop. Members of the task force should include the Committee Chair, the Mid-Year Workshop Subcommittee Chair, a representative from the host organization, representatives from other TRB Committees or other organizations if a joint event, and other members and friends of the Committee who indicate a desire to serve. The mid-year workshop task force is responsible for developing the theme, logo, program, specific location, schedule, fee structure, promotional materials, agreements, disbursements, logistics, and activities for the workshop.

5. Guide and directly assist the mid-year workshop host to stay on schedule and within budget. The workshops shall strive to keep costs at or below revenues. Determine the need for and amount of financial assistance the Committee will provide to the mid-year workshop host. Financial assistance may be offered to assist the host with initial costs, reasonable budget overruns and unanticipated expenses. The
Committee Chair will make the final decision as to the amount of financial assistance, if any, provided to the host.

6. Maintain the Committee’s Mid-Year Workshop Guidebook and relevant information from past workshops and provide such to the host to assist in workshop preparations. Relevant information from past workshops may include checklists, schedules, evaluation forms, and financial information. The guidebook should include TRB guidelines and practices for the proper conduct of Committee mid-year workshops. The guidebook shall be brought up to date at the end of each calendar year.

7. Provide the Website Subcommittee Chair with electronic copies of presentations and related information for placement on the Committee’s webpage. The Mid-Year Workshop Chair will be responsible to obtain signed release forms prior to placing the information on the Committee’s webpage.

Adopted by the Committee
July 13, 2009
Shepherdstown, West Virginia