TRB Leadership – Deadlines and Deliverables

If you have questions, please contact your TRB Staff Officer.

2017

JANUARY	Committee Chair	Section Chair	Group Chair
January 8–12: 96th Annual Meeting	✓	✓	✓
During January: Update/review listing of critical and/or cross-cutting issues in Section and a plan for addressing them *(research needs statements, sessions at the next Annual Meeting, circulars, and specialty conferences, etc.)*			✓
January 31: Proposed rotation slate due to TRB staff	✓		
January 31: Deadline for re-reviews, final publication recommendations, and author notifications	✓		

FEBRUARY	Committee Chair	Section Chair	Group Chair
February 1: Committee chair submits nominations for paper awards from previous year's papers to your TRB staff	✓		
February 1: TRB must be notified of the intent to prepare a discussion of a paper *(paper must be recommended for publication)*			
February 15: Committee appointment invitation email sent to prospective members *(this process continues until all slates are received & approved)*			
February 20: Send final publication invitations to authors			

MARCH	Committee Chair	Section Chair	Group Chair
March 1: Submit committee's Triennial Strategic Plans (TSPs) *(If this is your committee's year, staff will notify you.)*	✓		
March 1: Submit section's critical issues to TRB staff for website posting		✓	
March 15: Webinar submissions due for consideration for presentation during July 2017-December 2017	✓	✓	✓
March 15: Final manuscripts due for publication			
Mid-March: TRB provides discussant with copy of final manuscript			
March 31: Committee chairs send Emeritus membership nomination and paper award process reminder	✓		

APRIL	Committee Chair	Section Chair	Group Chair
April 14: Rotating committees membership term expires			
April 15: New rotating committees membership term begins			
April 15: Paper discussion due			
April 17: Call for Papers (CFPs) proposal site is open *(Volunteers can propose CFPs)*			
Late April: Committee chair approves discussions; author prepares closure	✓		

✓ = action item

MAY	Committee Chair	Section Chair	Group Chair
May 1: CFPs site opens			
May 1: Emeritus nominations due to staff	✓		
May 15: Staff return initial Emeritus nomination decisions to committee chairs			
May 15: Author closure due			

JUNE	Committee Chair	Section Chair	Group Chair
June 1: MyTRB Annual Meeting Paper Submission website opens			
June 1: Cross-cutting session and Deen Lecture nominations due			✓
June 2: Staff sends reminder to committee chair about proposals for Annual Meeting workshops and sessions			
June 15: Workshop and sessions proposals due	✓	✓	✓
June 15: Committees complete Emeritus review process	✓		
June 15: Rotating committee nominees who have not responded will be dropped from proposed slate			
During June: Technical Activities Council and TRB Executive Committee meetings			✓
During June: Groups review each committees TSPs—prepare written feedback and send to committee			✓

JULY	Committee Chair	Section Chair	Group Chair
July 1: Emeritus nominees recommendations move forward for final approval			
July 15: TRB notifies committee chair of final decision on Emeritus appointments			
July 31: Staff notifies workshop organizers whether or not proposed workshop has been approved			

AUGUST	Committee Chair	Section Chair	Group Chair
August 1: Deadline to submit paper to Annual Meeting website			
August 2-9: TRB staff assign papers to the most appropriate review committee *(If you think a paper was not assigned appropriately, please notify staff officer IMMEDIATELY.)*			
August 10: Deadline to assign papers to most appropriate review committee			
August 11: Paper review begins *(review committee assign & notify a minimum of 3 reviewers for each paper)*			
August 18: All reviewers should be assigned to papers			
During August: Review committee TSPs reports and summary reports and discuss with section and committee chairs			✓
Late August: Annual Meeting registration site opens			

✓= action item

SEPTEMBER	Committee Chair	Section Chair	Group Chair
September 15: Paper reviews due			
Mid-September: Recommendations for TAC Blue Ribbon Awards nominations due			✓
During September: Prepare summary report of TSPs in Group			✓

OCTOBER	Committee Chair	Section Chair	Group Chair
October 1: All session/workshop/poster details <u>MUST</u> be completed by volunteers *(recommendations not received by October 1 will not be programmed at the Annual Meeting)*	✓	✓	✓
October 1: Committee chair discuss paper decisions with staff			
October 15: Paper Review chairs notify authors of paper recommendations			
October 15: Deadline for chairs to send review results to authors			
October 15: Webinar submissions due for consideration for presentation during January 2018-June 2018	✓	✓	✓

NOVEMBER	Committee Chair	Section Chair	Group Chair
November 1: Annual Meeting Interactive Program opens			
November 1: Send invitations to Annual Meeting presenters *(Early publication authors notified)*			
November 3: Reminder to be sent to chairs to submit special AV requests by December 15			
November 15: Participant Confirmation Form responses due			
November 15: Revised papers due for re-review			
November 15: Final manuscripts due for Early publication			
November 20: If your committee membership is scheduled to rotate in the upcoming rotation cycle you will receive a message from your (1) staff officer & (2) MyTRB with instructions			
November 30: Re-reviews begin			

DECEMBER	Committee Chair	Section Chair	Group Chair
Early December: Volunteers needed for Annual Meeting Welcome & Attendee Orientation *(Please contact your staff officer for more information)*	✓	✓	✓
December 15: Deadline for chairs to notify staff of any special room AV needs	✓	✓	✓
Late December: Committees whose TSPs are due the following year, committee chair provide draft TSP to committee members, Group leadership (the section chair, or group subcommittee if no sections), and TRB staff for review and comment	✓		

✓= action item

2018

	Committee Chair	Section Chair	Group Chair
January 7–11: 97th Annual Meeting	✓	✓	✓
January 31: Deadline for re-reviews, final publication recommendations, and author notifications			

February 19: Send final publication acceptance to authors			

March 15: Final manuscripts due for publication			

✓ = action item