

2012 National Meeting & Training Conference
Theme: *Investing in the Workforce – Rebuilding the Nation*



COMTO 41st National Meeting and Training Conference Call for Papers

Investing in the Workforce – Rebuilding the Nation

Important Dates:

November 16, 2011	Call for Papers Opens
January 10, 2012	Call for Papers Deadline
January 30, 2012	Notification of accepted abstracts
March 30, 2012	Final papers due to COMTO

Questions? Contact Erica Weiss, COMTO Education Coordinator at eweiss@comto.org
or at 202-367-2351

COMTO 41st National Meeting and Training Conference “Call for Papers”

The Conference Of Minority Transportation Officials invites interested individuals and groups to submit abstracts for presentation at the 2012 National Meeting & Training Conference, to be held July 21-25, 2012, in Denver, Colorado. The conference theme is *Investing in the Workforce – Rebuilding the Nation*. COMTO is looking for a dynamic variety of presentations to meet the diverse needs of the COMTO membership. Potential presenters must submit abstracts by **January 10, 2012** for consideration.

Submission Guidelines:

- Workshops must fit into one of the designated workshop “tracks” as outlined below.
- Submission forms must be completed in entirety. Partially completed forms will not be accepted for consideration.
- Submissions will be accepted by email to eweiss@comto.org
- All moderators and panelists **must be registered for at least one day of the conference** (the day the session is scheduled). **A registration form and payment must be submitted by the advance registration deadline.**
- For panel presentations, the maximum number of panelists for each panel is four (4).
- All concurrent workshops will have the following room set-up: head table for no more than 4 people, a podium and microphone. Additional equipment can be requested on the submission form. **Presenters must provide their own laptop.**
- Abstracts should emphasize or contain information relevant to COMTO’s 41st Anniversary theme, regardless of the track it represents. In selecting which abstracts will be accepted for the Conference, those giving particular attention to the theme will be given first preference.
- **Reminder to moderators:** The role of a moderator is to help facilitate the flow of the workshop, take question and answers from the audience and to the session on pace. Please remember to allow panelists adequate time to present their presentations.

2012 Conference Tracks:

Track 1: Training, Education and Professional Development

This track seeks presentations that will demonstrate how to expand and increase career development and leadership opportunities and skills for minority professionals. Examples may include (but are not limited to) career development training, research and best practices in succession planning, best practices in workforce development and programs and activities that introduce transportation as a career.

Track 2: Funding, Economics and Finance

Given the current economic climate as well as the myriad of discussions and positing regarding funding within the various transit organizations, this track is intended to provide sound solutions and clear insights with future practical and actionable implications for the well-being of all transit agencies and communities in which they serve.

Track 3: New Technologies

Technological advances have resulted in the development of new transportation technologies and modes that are much safer, more operationally efficient and cost-beneficial, and less harmful to the environment. This track will identify both the advantages and limitations of the newest transportation technologies with a topical focus on funding, energy, and sustainability.

Track 4: Small and Disadvantaged Businesses

Small Disadvantaged Businesses (S/DBE) are a growing sector of the transportation industry. Having S/DBE status allows a firm to be eligible to participate in contracting opportunities with local owner agencies on federally funded projects. A variety of services, education opportunities and programs exist to help these firms gain greater access to the public procurement market. This track will focus on such programs and services that enhance the advancement of S/DBEs.

Track 5: Operations and Maintenance

The Operations and Maintenance track will provide useful management, technology, and cost-reduction information on effective strategies for a successful operation. Examples of these workshops could include maintenance as it relates to airports, high speed rail, bus hybrids and bus rapid transit initiatives, right of way design and others.

Track 6: Marketing and Communications

In today’s business environment, effective communications have never been more important. This track will focus on all aspects of public transportation marketing and communications, including media relations, research, customer service, ridership initiatives, and best practices. Workshops will discuss the changing nature and role of marketing and communication, and will provide participants to a process and set of tools designed to ensure both careful planning and expert execution of various types of marketing and communication programs.

COMTO 41st National Meeting and Training Conference Workshop Submission Form

Abstract Submission Form

Contact Name (Primary Contact Point for Presentation) _____ Title _____

Organization _____

Telephone _____ Email _____

Track # _____ Title of Presentation _____

Moderator _____ COMTO Member? Yes No

Moderator Phone/Email _____

Panelist #1 _____ COMTO Member? Yes No

Panelist #1 Phone/Email _____

Panelist #2 _____ COMTO Member? Yes No

Panelist #2 Phone/Email _____

Panelist #3 _____ COMTO Member? Yes No

Panelist #3 Phone/Email _____

Panelist #4 _____ COMTO Member? Yes No

Panelist #4 Phone/Email _____

Select one of the following:

Type of Presentation Panel Individual Presentation

LCD Projector/Screen Needed? Yes No

Other AV Equipment Needed. **Please note:** Requests for additional AV equipment (including internet access) will be approved on a case by case basis. COMTO reserves the right to decline the use of additional AV equipment.

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I. **Workshop Description:** Using 150 words or less, write a brief description of the proposed workshop. Information is subject to editing and to be used in National Meeting and Training Conference marketing materials. Attach an additional sheet if necessary.

II. **Workshop Outline:** Include a detailed outline of your session below. Include topics with sub-topics. Indicate the approximate time sequence for each topic/activity in your session. Attach an additional sheet if necessary. *Note: Workshops are scheduled for approximately 75 minutes. Please plan on 65 minutes for your presentation and 10 minutes for questions and discussion.*

III.	<p>Measurable Learning Outcomes: Each workshop must have clear and concise written statements of intended learning outcomes. Learning objectives are written statements of what the learner is expected to accomplish as a result of the learning activity. Learning outcomes must be observable and measurable.</p> <p>When writing learning outcomes, verbs that are not observable and measurable cannot be used. For example, the verbs, “know, understand, learn, appreciate, improve and enhance” – cannot be measured. Suggested verbs for writing learning outcomes include, “count, define, identify, list, name, outline, quote, read, recognize, state, write, and summarize”.</p>
	<p>List a minimum of three learning outcomes. At the conclusion of this workshop, participants will be able to:</p>
1.	
2.	
3.	

REPRINT AND DISTRIBUTION PERMISSION NOTICE

In consideration for publication by COMTO and the opportunity to present this paper at the 2012 National Meeting & Training Conference, I hereby grant COMTO permission to publish, copy, sell and/or otherwise distribute this paper for the purposes of COMTO.

I also acknowledge that COMTO, its officers and employees are in no way responsible for the contents of this paper, and that any and all liability arising out of the publication or presentation of this paper and/or its contents rests with the author.

I further acknowledge that I have fully read and understand the requirements of completing a workshop paper submission and agree to fully comply with the requirements.

Print Name _____

Signature _____ Date _____

COMTO 41st National Meeting and Training Conference Workshop Submission Form

Presentation Tips

As you prepare your abstract for submission, please consider the following tips to keep your presentation energized and engaging.

Delivery

Our sessions are designed to provide exceptional training experience and essential tools to our attendees. Please be creative and comfortable with what you do.

- Relevant content
- Content which is delivered in an exciting way drawing upon the attendees experience
- Give practical tools and models that can be immediately applied
- Interaction with peers

No Sales

This is a learning/training opportunity. Sales strategies and pitches are best left to the exhibit hall.

- Developing credibility wears thin quickly
- Use anecdotes sparingly
- Listen to the concerns of your audience
- Be resourceful to your audience

Best Presentation Styles

The goal is to engage the audience while providing useful, up-to-date information.

- Use case studies to illustrate challenges
- Stage a debate to illustrate pros and cons
- A game show format will engage attendees
- Top Ten creates opportunities for audience interaction and creativity

Resources

Provide references for additional information on the session topic.

- Websites
- Charts and Graphs
- Articles

FOR COMTO USE ONLY

Date Received:

Date Reviewed:

ABSTRACT RECOMMENDATION (Circle one)

Accept

Decline

Hold

Comments: