



# Preliminary Agenda

## 2007 LTAP/TTAP Conference

Chicago, Illinois • July 23-26, 2007



### Monday, July 23, 2007

8:00 a.m. – 9:00 a.m.

Registration Opens - *Tower East*

9:00 a.m. – 12:00 p.m.

#### CONCURRENT SESSIONS

**A. Executive Committee Meeting** - *Executive Boardroom*  
*Presiding:* Lisa Harris, President

**B. LTAP 101** - *Tower West (requires separate registration)*  
*Moderator:* Alison Premo Black, LTAP Clearinghouse

**C. Road Safety Training** - *Tower East (requires separate registration)*  
*Moderator:* Ben Gribbon, FHWA Office of Safety

12:00 p.m. – 1:00 p.m.

Lunch for EC, LTAP 101, and RST - *Continental and Prince of Wales*

1:00 p.m. – 6:00 p.m.

LTAP 101 Continues

Road Safety Training Continues

6:00 p.m.

OPENING RECEPTION - *Crystal Ballroom*

### Tuesday, July 24, 2007

7:00 a.m. – 8:30 a.m.

Breakfast - *Continental Room and Prince of Wales*

Registration - *West Entrance*

8:30 a.m. – 10:30 a.m.

**A. NLTAPA Business Meeting** - *Crystal Ballroom*  
*Presiding:* Lisa Harris, Kansas LTAP, NLTAPA Chair

10:30 a.m. – 11:00 a.m.

Break - *Prince of Wales*

11:00 a.m. – 12:00 p.m.

**OPENING PLENARY SESSION** - *Crystal Ballroom*  
*Presiding:* Kevin Burke, Illinois LTAP

**A. Welcome to Chicago**

**B. Welcome and Introductions**  
Joseph S. Toole, Associate Administrator, FHWA OPCD

**C. Keynote Address – Change in Transportation...How Should LTAP/TTAP Deal With it?**  
Doug Bernard, Director, Government Relations (Tentative)  
Quixote Transportation Services

12:00 p.m. – 1:00 p.m.

Lunch - *Crystal Ballroom*

***Tuesday Continued***

1:00 p.m. – 2:30 p.m.

**CONCURRENT SESSIONS**

**TRAINING - *Track A - Tower East***

**A. A Comparison of Roads Scholar Programs**

How Roads Scholar Programs are conducted by different LTAPs around the country. LTAPs with existing programs can see how theirs might be changed or improved and centers considering a Roads Scholar Program can see what might work best for them.

*Moderator:* Mike Hinkston, Oklahoma LTAP

*Speakers:* Rose Lichtenberg, Kansas LTAP ,  
Michele Beck, Montana LTAP  
Kathy DeRoches, New Hampshire LTAP

**MANAGEMENT - *Track B - Tower West***

**B. Full Benefits Workshops: Managing Workshop Content and Speakers**

Workshops are the primary technology transfer tool for LTAP Centers. This session will provide insight into best practices for managing the quality of workshop content and speakers in training activities that target the specific learning styles and needs of adult learners. Presenters will highlight how goal setting, advance work, contracts, and speaker development can enhance the quality of the LTAP course instruction.

*Moderator:* Don Walker, Wisconsin LTAP

**Workshop Quality and Evaluation**

Learn how setting learning objectives and evaluation techniques can improve the instruction and take-home value of workshops.

*Speakers:* Hank Lambert, Vermont LTAP  
David Page, Florida LTAP

**Workshop Speakers: Selecting, Training and Managing Speakers.**

Hear about the many sources for speakers being used by Centers housed in both State DOT's and Universities and how speaker quality is managed.

*Speakers:* Dan Cady, Nebraska LTAP  
Leonard Brown, Ohio LTAP

**OPERATIONS - *Track C - Continental Room***

**C. Library Partnerships**

Some libraries are partnerships between universities or DOTs and their LTAP/TTAPs. This session will look at different ways LTAPs are addressing patron needs for materials.

*Moderator:* Tiffany Wise, Florida LTAP

*Speakers:* Laura Whayne, Kentucky LTAP  
Renee Koller, Colorado LTAP  
Laura Melendy, California LTAP  
Kevin Burke, Illinois LTAP

**COMMUNICATIONS - Track D - Heritage Room**

**D. Trading Pages – What Statement Does Your Newsletter Make?**

A newsletter is a powerful marketing and informational tool that makes a dynamic statement about the agency it represents. What statement does your newsletter make? During this interactive 90-minute session, participants will learn the current trends in newsletter layout and design, as well as a variety of tips and tricks for making newsletters look professional – even on low budgets. A graphic design and printing professional will kick-off this session by providing professional advice and tips that LTAP Centers can incorporate to make their newsletters more effective. Following this presentation, participants will break in to small groups, and using the tips and techniques learned, assess and provide suggestions to LTAP staff who have voluntarily submitted their program’s newsletter. Before and after makeovers from previous *Trading Pages* sessions will also be shared.

*Moderator:* Kim Carr, West Virginia LTAP  
Lori Budd, Cornell Local Roads Program

*Speaker:* Special Guest Speaker

**2:30 p.m. – 3:00 p.m.**

**Break - Prince of Wales**

**3:00 p.m. – 5:00 p.m.**

**SMALL GROUP MEETINGS** – A time set aside for informal roundtable discussions by areas of interest, i.e., regional groups, TTAPs, Small University Centers, DOT Centers, or whatever your special interest happens to be.

**Local Government Assistance - Partnership for Success - Improving federal processes between DOT and Local Agencies**

Target Audience: Those assigned/or interested in, assisting local agencies with federal aid programming and project delivery – LTAP, Local Agency Personnel, DOT, FHWA,

This session will focus on sharing information between states DOTs, FHWA, LTAP Centers that assist local governments to better function with DOT counterparts working with federal aid program delivery. Local Government Federal aid programs administration is a charge of the DOT. Each state has had success in some areas which may be beneficial to other states through sharing best practices and understanding the challenges. LTAP Centers have been able to supply resources and assistance to bring DOT’s, FHWA, and local agencies together to identify creative solutions to solve these challenges through training, news letter articles, facilitation, and contact lists.

*Moderator:* Stuart Thompson, Utah LTAP

*Speakers:* Brett Hadley, Utah Department of Transportation  
Pete Coughlan, Maine LTAP  
FHWA Representative  
Local Representative

**5:00 p.m.**

**Free Evening**

## Wednesday, July 25, 2007

7:00 a.m. – 8:30 a.m.            **Breakfast - Continental Room and Prince of Wales**

**Registration - West Entrance**

8:30 a.m. – 10:00 a.m.        **FHWA - Crystal Ballroom**  
Gib Peaslee and Clark Martin to plan this time.

LTAP Clearinghouse Report – Alison Premo Black

10:00 a.m. – 10:30 a.m.        **Break - Prince of Wales**

10:30 a.m. – 12:00 p.m.        **CONCURRENT SESSIONS**

**TRAINING - Track A - Tower East**

### **A. Innovative Training and Technical Assistance**

Highlight training and technical assistance that LTAPs conduct that is unique or innovative. This is training and technical assistance that has not been done in the past or activities that addresses a traditional subject in a new way.

*Moderator:*            Doug Wright, Oklahoma LTAP

*Speakers:*            Jim Grothaus, Minnesota LTAP, “To Pave or Not to Pave, Geosynthetics, Truck Weight Compliance”  
Ron Eck, West Virginia LTAP, “Tort Liability and Risk Management”  
Marlys Osterhues, FHWA, “Greener Highways”

**MANAGEMENT - Track B - Tower West**

### **B. Group Facilitation as a Tool to Program Planning and Development**

Nearly every challenge faced by LTAP directors and managers requires some form of group process consultation and prioritization for action. Management of an LTAP Center is largely through the work of teams: teams of in-house staff, advisory committees, workshop development committees, state professional association boards, NLTAPA work teams, and many others, LTAP directors and managers are often called upon to serve as group facilitators. Skilled group facilitation is a crucial tool to accelerate productivity and strategic cooperation among LTAP stakeholders.

The purpose of this workshop will be to provide training in use of facilitation tools to LTAP directors and managers: both for experienced facilitators and those new to group facilitation. The goal will be to help those who participate in the workshop develop or enhance skills necessary to ensure groups with which they are involved to arrive efficiently at important decisions. Topics included will be creating collaborative stakeholder relationships, planning appropriate group processes, creating and sustaining a participatory environment and guiding groups to appropriate and useful outcomes. The product of the workshop will be a prioritized list of LTAP management “LTAP Management Hot Topics for 2007 Action” developed during a demonstration of a group facilitation technique.

*Moderator:*            Pat Weaver, Kansas LTAP

*Speaker:*            Jim Troxel of Millennia Consulting, LLC., in partnership with the DePaul University Group Facilitation Certificate Program. The Group Facilitation Certificate Program.

**OPERATIONS - Track C - Continental Room**

**C. Training Logistics – Open Forum**

Locating and hiring instructors, classroom locations, acquiring AV equipment and other tasks associated with successfully delivering workshops and other training programs

*Moderator:* Kathy DesRoches

*Speakers:* Larry Sellers, Alabama LTAP  
Sally Callopy Vermont LTAP  
Sandi Priddy, South Carolina LTAP

**COMMUNICATIONS - Track D - Heritage Room**

**D. “Identifying and Understanding the LTAP and TTAP Market”**

This session will explain effective marketing strategies to identify potential partners and touch on how to appropriately disseminate information.

The best conferences in which to schedule exhibits will be identified, and exhibit protocol will be discussed: introducing your program to passers-by, signing up new clients, conducting surveys and creating tracking handouts for internal/external reporting. Also, specifications for the design, creation and purchase of exhibit booth materials such as the booth itself, flyers, brochures, giveaways and other marketing documents will be examined.

*Moderator:* Kim Ferroni, Pennsylvania LTAP

*Speakers:* Gib Peaslee, FHWA  
Marc Elmore, Kentucky LTAP

12:00 p.m. – 1:15 p.m.

**Lunch - Crystal Ballroom**

1:15 p.m. – 2:00 p.m.

**PLENARY SESSION - Crystal Ballroom**

*Moderator:* Terry McNinch, MILTAP

**Learning from Failures and Exploring Opportunities**

Experience is a worthy teacher, especially when we fail. Panelists will describe major failures in their centers and how to avoid repeating their mistakes. An examination of what did not work and why.

*Speakers:* Four at 10 minutes each

2:00 p.m. – 2:45 p.m.

**Lobbying/Informing?? Crossing the Line**

This interactive session features role-playing demonstrating what's legal and what's not and how to recognize and avoid pitfalls.

*Panelists:*

2:45 p.m. – 3:15 p.m.

**Break - Prince of Wales**

3:15 p.m. – 5:00 p.m.

## CONCURRENT SESSIONS

### TRAINING - *Track A - Tower East*

#### A. Technical Information Session

Features technical information and subjects that could be of use to LTAPs conducting transportation related training and technical assistance. Those attending will learn about new research, products and methods to enable them to more effectively do their jobs.

*Moderator:* Jim Self, Oklahoma TTAP

*Speakers:* Doug Wright, Oklahoma LTAP, “Soil Loss Mitigation on Low Volume Roads”  
Khaled Ksaibati, Wyoming LTAP, “Identification of High Risk Rural Road Locations”  
Sue Miller, Freeborn County, Minnesota, “Low Cost Safety Improvements on Local Roads”

### MANAGEMENT - *Track B - Tower West*

#### B. LTAP Human Resource Management: Staffing, Mentoring and Succession Planning

LTAP programs are challenged to deliver extensive training and technical assistance services, often within an existing large organizational environment – either a DOT or a university. Personnel decisions are driven not only by the resources available from the LTAP funding source, but personnel systems that may be less than responsive to the dynamic environment of technology transfer delivery.

The challenge for LTAP managers is recruiting, developing and retaining a staff that is technically competent, able to respond to the complex needs of the program, and not to burn them out.

This session will describe the typical staffing configurations are used in LTAP organizations, and ideas for organization as positions are developed or replaced (e.g. in-house vs. contracted, full vs. part-time, technical vs. generalist). Recruitment, staff development and strategies for succession planning will be examined.

*Moderator:* TBD

*Speakers:* TBD

### OPERATIONS - *Track C - Continental Room*

#### C. On-line registrations

A panel discussion on usefulness, benefits and hindrances, costs.

*Moderator:* Lisa Cody, Nevada LTAP

*Speakers:* Dottie Fucetola, Colorado TTAP  
Mike Kingston, Oklahoma LTAP  
Sandy Greenwood, Florida LTAP

**COMMUNICATIONS - Track D - Heritage Room**

**D. What Can Web Conferencing Do for You?**

Don't take off for the airport until you learn how Web conferencing may be used to help you improve communication and training. FHWA will share how it has used Web conferencing to improve coordination among groups located across the United States and as far away as Brazil. Learn how FHWA Technical Service Teams, the National Highway Institute and the Michigan Tech TTAP deliver training using this exciting technology. Come take advantage of FHWA lessons learned after using Web conferencing for almost three years. After an overview presentation there will be an open discussion on how you envision your LTAP or TTAP using Web conferencing in support of your goals and objectives.

*Moderator:* Kim Ferroni, Pennsylvania LTAP

*Speakers:* Deborah B. Gwaltney, FHWA OPCD  
John Velat, Michigan Tech

6:00 p.m. **Annual Banquet – Navy Pier Crystal Gardens**

**Thursday, July 26, 2007**

7:00 a.m. – 8:30 a.m. **Breakfast - Continental Room and Prince of Wales**

8:30 a.m. – 9:30 a.m. **CLOSING PLENARY SESSION – Crystal Ballroom**  
Hot Topics

9:30 a.m. – 10:00 a.m. **Break - Prince of Wales**

10:00 a.m. – 11:45 a.m. **NLTAPA Business Meeting - Crystal Ballroom**  
*Presiding:* Lisa Harris, Kansas LTAP, NLTAPA Chair

11:45 a.m. – 12:00 p.m. **Invitation for 2008 Conference – Colorado LTAP**

12:00 p.m. – 1:00 p.m. **Debriefing Lunch - Continental Room**  
*Presiding:* 2008 Conference Host