



Statewide Mobility Program Agenda Request Form

Purpose:

This form is intended for non-ODOT staff (e.g. consultants, local governments, etc.) who do not have access to the internal Mobility SharePoint site for submitting agenda requests and presentation materials for Mobility Advisory Committee meetings. (ODOT staff and Region Mobility Liaisons should use the [internal SharePoint version](#) of this form available on the internal Mobility Program intranet SharePoint site.)

Instructions:

Email this completed form and related presentation materials to the appropriate Region Mobility Liaison (or other appropriate ODOT staff), who will upload your information onto the internal web form on your behalf. (Liaison contact information is available on the [Statewide Mobility Program Website](#)).

Agenda requests and meeting documents must be submitted at least **three weeks prior** to the meeting. Refer to the [Mobility Meeting Guidelines](#) (Appendix D in the Mobility Advisory Committee [Charter](#)) for additional requirements and information.

Mobility PowerPoint Templates are required to be used for presenting Mobility Considerations Checklist Impacts and proposed actions subject to ORS 366.215. Review the [PowerPoint Template Instructions](#) document for more information, including links to download the templates.

<p>Agenda item title: Provide a brief title of how this item should appear on the Mobility Meeting Agenda.</p>	
<p>PS&E due date (if applicable):</p>	
<p>Provide a brief description of the presentation and meeting materials. (Briefly describe what you will cover in your presentation)</p>	
<p>Provide links to additional content, such as documents in ProjectWise (if needed).</p>	
<p>Which ODOT Region is this for?</p>	
<p>Submitter's Name, Email & Phone Number:</p>	

Agenda Request Form (for non-ODOT staff), cont'd

<p>Meeting date for requested agenda topic (upcoming dates can be found on the Mobility Meeting Records page).</p>	
<p>Has this project/topic been reviewed at a previous Mobility Meeting? If so, when?</p>	
<p>Is this project on a Reduction Review Route, subject to ORS 366.215?</p>	
<p>How many minutes do you need for your presentation (including Q&A)?</p>	
<p>What is the urgency for your topic?</p>	<p><input type="checkbox"/> High: Cannot be delayed. <input type="checkbox"/> Medium: Can be moved to the next meeting. <input type="checkbox"/> Low: Can be scheduled at the earliest meeting possible.</p>
<p>What is your objective for bring this topic?</p>	<p><input type="checkbox"/> Discuss ORS 366.215 impacts. <input type="checkbox"/> Discussion & get feedback on concepts/options. <input type="checkbox"/> Get stakeholder support and Mobility Checklist sign-off. <input type="checkbox"/> Informational presentation only. <input type="checkbox"/> Discuss pilot project. <input type="checkbox"/> Discuss HB 2017.</p>
<p>Provide the names of the people presenting this topic.</p>	
<p>Provide the names of other subject matter experts who will be available at the meeting.</p>	
<p>Additional comments / notes.</p>	