

Meeting Support Services

Massachusetts Department of Transportation, Highway Division



Under a blanket purchase agreement, the Collaborative supports the Federal Transit Administration with meeting support services for a variety of events, workshops, roundtables, and meetings for FTA employees and transit agency staff. Tasks include logistics, venue identification and selection, contract administration, registration, on-site support, tour-planning, and related services.

Recent assignments include the Transit Construction/Streetcar Workshop in Portland, OR; the Procurement System Workshop in Atlanta, GA; a Triennial Review Workshop and Construction Review Workshop, both in New York City. Drawing on the

firm's transportation planning expertise, the Collaborative also provides subject matter support for note-taking and the preparation of meeting summaries.

Time	Session Title	Presenter	Where
8:00 - 8:30 AM	Registration	John Stone and Amy Stage	3rd Floor, Columbia Falls
8:30 - 8:45 AM	Logistics/Schedule Overview	John Stone and Amy Stage	Columbia Falls
8:45 - 9:00 AM	Opening Remarks	Steve Robinson	Columbia Falls
9:00 - 9:15 AM	Welcome & Introduction	Steve Robinson	Columbia Falls
9:15 - 9:30 AM	FTA Overview & Updates	Steve Robinson	Columbia Falls
9:30 - 10:00 AM	Break	None	Columbia Falls
10:00 - 10:30 AM	Building the Portland Streetcar: Partnership of FTA and the City of Portland	Don Borer	Columbia Falls
10:30 - 11:00 AM	Portland Streetcar Project Tour Briefing	Don Borer	Columbia Falls
11:00 - 11:30 AM	Portland/Alaska Light Rail Tour Briefing	Don Borer	Columbia Falls
11:30 - 11:45 AM	Launch	None	Columbia Falls
11:45 - 12:00 PM	Portland/Alaska Light Rail Tour	None	Columbia Falls
12:00 - 12:30 PM	Lunch	None	Columbia Falls
12:30 - 1:00 PM	Portland Streetcar Tour	None	Columbia Falls

