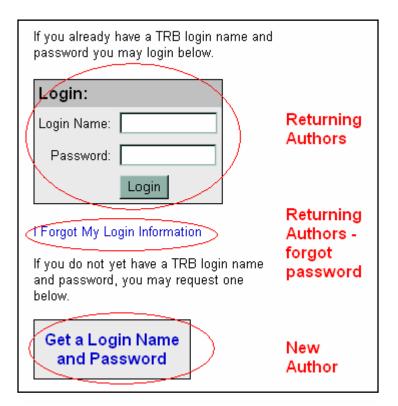
AUTHORS' INSTRUCTIONS ON TRB PAPER SUBMISSION

- 1. On TRB homepage (www.TRB.org) click on the header "Annual Meeting"
- 2. Click on "TRB Annual Meeting Paper Submission and Review Site"



a. If you are a Returning Author (that forgot your password) or a New Author you will be asked to enter your email and a KEY CODE will be sent to you email inbox. Follow the directions and copy/paste the key code online.

Email Sample:

Please enter the following key code at http://www.trb.org/login/Step2.asp in order to continue the process of acquiring or changing a TRB login account.

Key Code:

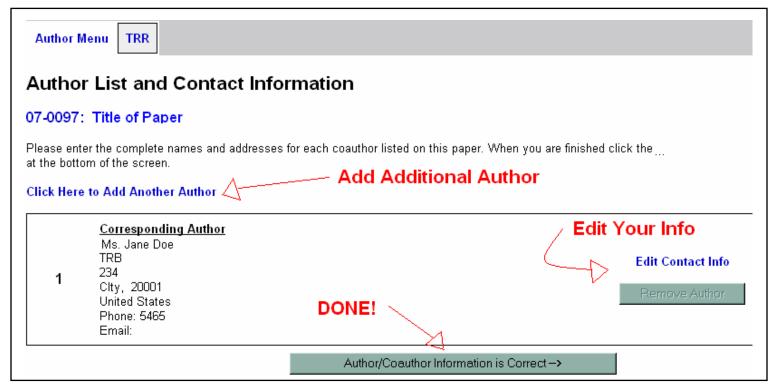
############

This key code is temporary and will become invalid once you complete the login registration process. For all subsequent visits you may simply login using the login name and password you will create during the login registration process.

3. Once you are logged in, please notice the top right corner of your screen "EDIT WEB USER PROFILE": Please use this option to change your login/password & other contact information.

Name Login	Primary Address	Mailing Address (if	different)
Prefix:		2.57	
First Name:			
Nickname:			
Middle Name:			
Last Name:			Suffix:

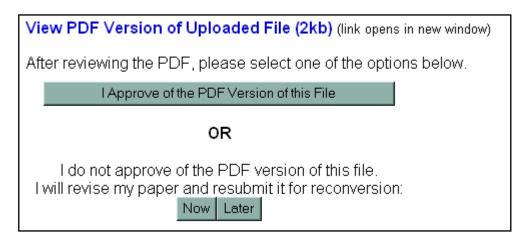
- 4. Once you have successfully logged in click on "Author Menu"
- 5. Click on "Create a New Paper" and fill out the requested information. When you see the page about Authors, please note that if you click on "Add Another Author" that you can search for each name in the database.
 - a. If the name is not in the database, click on the tab "Co-Authors from other Papers" to search recently entered author names.
 - b. If you do not find a name in either of the above two searches only then enter that name and email address into the database.



6. When uploading the file, please notice that its format must be (.doc / .rtf / .txt / .pdf)

T
To upload a file, click the "Browse" button to locate the file, fill out all required fields (those in bold)
Acceptable File Types Microsoft Word (.doc)
Rich Text (.rtf)
Plain Text (.txt)
Portable Document Format (.pdf)
File to Load: Browse
Number of Words:
Number of Tables and Figures:
CD-ROM Release: If this paper is accepted for presentation at the TRB Annual Meeting do ROM of presented papers? O Yes - Include this File on the CD-ROM
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8. By mid-late October, you will hear from the corresponding TRB Committee Chair on your paper's approval status.

If you have any questions on paper submittal, please contact Brie Schwartz at TRB: <u>BSchwartz@NAS.edu</u> or 202-334-3015