- **MISSION STATEMENT.** The mission of the Western District Technical Committee is to encourage, recognize and share quality technical activity in transportation within the Western District.

- **ROLES AND RESPONSIBILITIES.** The Technical Chair shall be appointed for a term of three years. The primary duties of the Technical Committee include overseeing the student chapter data collection fund projects and administration of certain Western District awards.

  The awards administered by the Technical Committee include:

  - Section Activity Awards
  - Section Momentum Award
  - Best Annual Meeting Paper Award
  - Best Annual Meeting Paper by a Young Professional Award
  - Outstanding Technical Paper Award
  - Student Paper Award
  - Transportation Achievement Award

- **TIMELINE OF DUTIES.** Following are the key activities by month.

  ### October
  - Issue RFP to ITE student chapters for data collection fund projects.

  ### November
  - Form an RFP Review Team.

  ### December
  - Coordinate with Annual Meeting LAC regarding their role in short-listing best Annual Meeting papers (they need to know that as they review their program, they will need to select the best five to eight papers by May).
    a. During years of joint meetings with International this task may need to be done prior to December, usually in October.
  - Coordinate review of student chapter proposals with RFP Review Team.
  - Select winning data collection fund projects and notify student chapters.

  ### January
  - Prepare Technical Chair report for the Winter Board Meeting.
  - Attend the Western District Winter Board Meeting.
  - Contact the WesternITE Editor to include an article to call for:
    a. *Section Activity Reports*
    b. *Section Momentum Award Applications*
    c. Papers for the *Outstanding Technical Paper Award*

d. Papers for the *Student Paper Award*

- Contact current Section Presidents and encourage them to submit a *Section Activity Report* and *Momentum Award Application*.

February

- Form an Awards Review Team.
- Contact current Section Presidents again if submittals not received and encourage them to submit a *Section Activity Report* and *Momentum Award Application*.

March

- Send Awards Review Team evaluation form and copies of submittals for judging the following awards:
  a. *Outstanding Technical Paper Award*
  b. *Student Paper Award*
  c. *Section Activity Reports – Large Section (150+ total members)*
  d. *Section Activity Reports – Small Section (less than 150 total members)*
  e. *Section Momentum Award*
- Follow up with Review Team to finalize evaluation review process, review submittals, and select award winners.
  a. Advance best of two wining *Section Activity Reports* to International ITE competition.
  b. Advance *Section Momentum Award* to International ITE competition.
  c. Advance *Student Paper Award* to ITE International for consideration for the Daniel B. Fambro Student Paper Award.
  d. Notify the Western District President of winners and invite Award winners to attend the Western District Annual Meeting.

April

- Form a Best Annual Meeting Paper Review Team.
- Coordinate with Annual Meeting LAC for distribution of the Best Paper finalists' papers to review committee.
- Provide LAC with e-mail addresses of Paper Review Team.

May

- For those Sections that have not yet submitted a *Section Activity Report* continue to promote submittal of one prior to the Annual Meeting.
- Review and comment on draft data collection projects from student chapters.

June

- Prepare summary of Section Activities and prepare the Western District Summer Board Meeting Technical Chair Report.
- Prepare handouts of the Section Activity Report summaries for the Annual Meeting Leadership Breakfast.
- Coordinate with the Western District Secretary/Treasurer to get payment sent to student chapters for data collected.

June/July

- Attend Annual Meeting (which typically occurs in June or July, unless it is a joint meeting with International and then it usually occurs in August).
- Organize the judging of paper presentations for the Annual Meeting Best Paper Award finalists.

- Coordinate with Presentation review committee to select the Best Paper during the Annual Meeting.

August

- Prepare student data collection fund projects RFP.

KEY ACTIVITIES. The Technical Chair oversees the following activities.

Promotion of Section Technical Activities

Encourage Sections to produce brief reports through their Technical Committees summarizing key transportation issues. Act as a clearinghouse for Technical Reports prepared by Sections. Provide copies of such reports at Annual Meetings and to Sections who request information. It is important to recognize that the Section leadership is always changing and therefore it is important to continue to inform the current Section's Technical Chair and President of the need to conduct technical activities and submit a *Section Activity Report* each year.

Coordinate with Career Guidance and Student Funding and Initiatives Committee Chairs

The Technical Chair should coordinate their activities with the Career Guidance and Student Funding & Initiatives Committee Chairs to support technical paper/study initiatives with the student chapters within the Western District.

Meetings

In general, the Western District Technical Chair can conduct their duties by e-mail, telephone, and remote meeting.

Attendance at the Western District Annual Meeting is required and attendance at the Winter Board Meeting is desirable. At the Annual Meeting, there are three events/ meetings to attend: Board Meeting (Sunday), District Leadership Meeting (Tuesday) and the Western States Luncheon (Wednesday). The typical meeting schedule is adjusted during joint meetings with International.

Awards

Section Activity Awards

Description: This award is intended to encourage and promote involvement by Sections in activities to support the purpose and objectives of the Institute. It recognizes the overall quality of Section activities that may be either technical or non-technical in nature.

There are two *Section Activity Awards* bestowed by the District – one for large sections, or those with 150 members or more and one for small sections having 150 members or less. The single best Western District section activity report, as determined by the Technical Committee, is forwarded as the Western District representative for a similar award from International ITE.

Process:
- In January/February, ITE International notifies all Sections of the Activity Award format and deadline.

- Sections submit their Annual Reports to the Western District Technical Chair by March 1.
- The Technical Chair conducts the selection process for Western District entries using the guideline criteria noted below.
- The selection is reviewed with the Western District officers and forwarded to International ITE by April 1st.
- The Best Western District Activity Awards are presented at the Annual Meeting. Awards are given to the best *Section Activity Report* in each of two categories: small sections (under 150 total members) and large sections (150-plus total members).

Criteria: International ITE sets the overall basis for review in each of the section activity areas. The Western District review process includes scoring each section with a series of points for given activities. The guideline criteria used in scoring section activity in each area are noted below:

- Regular Meetings (10 points)
- Student/Younger Member Support (15 points)
- Application of Technical Knowledge (10 points)
- Networking Events (10 points)
- K-12 STEM Outreach (10 points)
- New Member Recruitment (10 points)
- Diversity and Inclusion (5 points)
- Training/Professional Development (5 points)
- Field Trips/Technical Tours (5 points)
- Service Projects (5 points)
- Funding Support (5 points)
- LeadershipITE (5 points)
- Advocacy (5 points)

Section Momentum Award

Description: The Section Momentum Award is designed to encourage and promote active involvement by ITE sections in activities promoting the purpose and objectives of ITE. It recognizes the overall quality of section activities, be they technical or non-technical, and may include meetings, committees, reports, seminars and training programs, student participation, career guidance, membership campaigns, public relations activities. It is meant to recognize the Section that has experienced the greatest momentum (or most improvement) in the past year.

Process:
- In January/February, ITE International notifies Sections of Activity Award format and deadline.
- Sections submit their Section Momentum Narrative to the Western District Technical Chair by March 1.
- The Technical Chair conducts the selection process for Western District entries using the guideline criteria noted below.
- The Selection is reviewed with the Western District officers and forwarded to International ITE by April 1st.

- To qualify for the award, a Section must submit a narrative that is no longer than two pages with one additional page of photographs (no more than three pages).
- The narrative can address (but is not limited to) activity in any of the following areas: Meetings, Student/Younger Member Support; Application of Technical Knowledge; Networking Events; K-12 STEM Outreach; New Member Recruitment; Diversity and Inclusion; Training/Professional Development; Field Trips/Technical Tours; Service Projects; Funding Support; LeadershipITE involvement; Advocacy.
- The narrative should cover specific improvements or special efforts that Section leadership has implemented that have resulted in positive change for the Section and its members. Examples could include, but are not limited to, efforts to engage public agencies, increase attendance at meetings, and specific outreach plans to younger members. This narrative should show off how applying good ideas is bringing your Section success.

Outstanding Technical Paper Award

Description: This award recognizes the best technical paper published by a member of the Western District during the prior calendar year. This award seeks to highlight an outstanding scholarly or technical paper and seeks submissions that have been published elsewhere. Examples might include papers published in the *ITE Journal*, Transportation Research Record, or ASCE *Journal of Transportation Engineering*. A special emphasis is placed on papers that are application centric or "practice ready".

Requirements:
- Must be published in the prior calendar year (January 1st to December 31st) in a journal, conference compendium, or other technical forum.
- Must include one or more ITE Western District members as an author.
- Must be less than 20 pages in length.
- Must be submitted by the author in PDF format before the deadline.

Process:
- The Technical Chair coordinates a call for papers to be distributed in the January ITE E-Newsletter.
- Copies of the submitted papers are distributed to Section Technical Committee Chairs for rating in March.
- The Technical Chair notifies the award winner in April by email and invites them to attend the Annual Meeting.
- The Technical Chair notifies the Western District Board of the winner for preparation of a plaque to be awarded at the Annual Meeting.
- The Technical Chair presents the award at the Western District Annual Meeting.

Criteria: The guideline criteria used in scoring Outstanding Paper Award are noted below:

- Timeliness of Topic: How well does the paper address a topic of current concern for ITE's community of transportation professionals?
- Practice Readiness: Does the paper present information that is ready for immediate application by transportation professionals?
- Significance of Contribution: How impactful is the presented research to transportation professionals and the communities they serve?

- Narrative Quality: How clearly were the research methodology, analysis, and conclusions documented?
- Contributions of Western District Members: Papers with a single author will be awarded full points. For papers with multiple authors, what is the level of authorship from Western District members? Bonus points may be awarded for papers which include Western District student chapter members.

Best Paper Annual Meeting Award

Description: This award recognizes the best paper written for and presented at the Western District Annual Meeting, for overall value to the membership. The author must be a member of the Western District. Every year, the Local Arrangements Committee's (LAC) Technical Committee selects about eight papers accepted for presentation at the upcoming Annual Meeting and forwards them to the District's Technical Committee Chair. The Technical Committee selects up to four papers for further evaluation at the Annual Meeting. The best paper is selected based upon the written paper and presentation at the Annual Meeting.

Requirements:
- Eligible author(s) must have submitted their papers by the deadlines established by the Annual Meeting Local Arrangements Committee. Papers submitted after the LAC submission deadline will not be considered.
- Eligible author(s) must be International ITE members residing in the Western District.

Process:
- The Local Arrangements Committee (LAC) for the Annual Meeting is responsible for no more than eight (8) papers deemed to be the best papers from their review process in developing the technical program.
- The Technical Chair then coordinates with the LAC to distribute best paper candidates to the review committee prior to Annual Meeting.
- The Technical Chair receives papers by April 1st.
- The Technical Chair forms a review team who are all planning on attending the Annual Meeting.
- The Technical Chair supervises the review committee during the annual meeting and facilitates selection of a winner from the paper presentations.
- The Technical Chair provides the name of the award winner to the Vice President for preparation of an award certificate.

Criteria: The guideline criteria used in scoring Outstanding Paper Award are noted below:
- Written paper (20 Points)
- Effective presentation (10 Points)
- Quality of slides (5 Points)
- Audience Participation (5 Points)

Award: A certificate presented at the Western District Annual Meeting; a plaque will be sent to the winner after the Western District Annual Meeting.

Best Annual Meeting Paper by a Young Professional Award

Description: Recognizes the author of a paper judged to be the best technical paper presented at the ITE Western District Annual Meeting by a Young Professional. The paper is judged based on its value to transportation engineering. Papers are screened by the Local Arrangements Technical Committee and judged by a panel of section technical chairs. Key criteria include originality; significance and applicability to transportation; research and technical content; and ability to clearly communicate information (presentation and format).

This award follows the same format, process, and criteria as the Best Annual Meeting Paper (see above)

Requirements:
- The primary author must be 35 years old or younger.
- Eligible author(s) must have submitted their papers by the deadlines established by the Annual Meeting Local Arrangements Committee. Papers submitted after the LAC submission deadline will not be considered.
- Eligible author(s) must be International ITE members residing in the Western District.

Award: A certificate presented at the Western District Annual Meeting; a plaque will be sent to the winner after the Western District Annual Meeting.

Student Paper Award
Description: The Student Paper Award recognizes student members of the Western District who conduct and report on independent research and investigation of transportation engineering subjects and provides a means for recognizing outstanding accomplishments in this area.

Requirements:
- Is a student member of ITE International; and
- Completed work providing a basis for the paper while a student member of ITE International.
- Must be submitted by the author in PDF format before the deadline.

Process:
- The Technical Chair coordinates a call for papers to be distributed in the January ITE E-Newsletter.
- Copies of the submitted papers are distributed to section technical committee chairs for rating in March.
- The Technical Chair notifies the award winner in April by email and invites them to attend the Annual Meeting.
- The Technical Chair notifies the Western District Board of the winner for preparation of a plaque to be awarded at the Annual Meeting.
- The Technical Chair presents the award at the Western District Annual Meeting.
- The Technical Chair will forward the winning paper to ITE International for consideration in the Daniel B. Fambro Student Paper Award competition.

Criteria: The guideline criteria used in scoring Outstanding Paper Award are noted below:

- Originality (20 Points)
- Significance (20 Points)
- Scope and Format (20 Points)
- Validity (20 Points)
- Applicability Participation (20 Points)

Award: The winner receives a plaque, a cash award, and free meeting registration for the Western District Annual Meeting.

Transportation Achievement Award

Description: The Transportation Achievement Award recognizes significant and outstanding transportation achievements by other entities concerned with transportation, such as government agencies, legislative bodies, consulting firms, industry, and other private-sector organizations.

Requirements:

Eligible recipients for the proposed Transportation Achievement Awards could be:

- Governmental agencies or entities, including Tribes
- Transportation consulting firms
- Private businesses or corporations
- Combined public/private institutions
- Academic institutions

Process:

- Nomination submittals (in PDF format and limited to a total of five (5) pages) are submitted by a deadline set by the Technical Chair. The submittals should describe the project (including graphics) and indicate how the project meets the criteria for the award. The submission should assist the award committee in evaluating the project against the judging criteria. Multiple categories may be selected when entering a submission; however, entrants may only be recognized in one category.
- Copies of the submittals are distributed to section technical committee chairs for rating in March.
- The technical committee selects nominations (up to one in each category) as applicable for submission to International ITE for consideration in project awards.
- The Technical Chair notifies the award winner in April by email and invites them to attend the Annual Meeting.
- The Technical Chair notifies the Western District Board of the winner for preparation of a plaque to be awarded at the Annual Meeting.
- The Technical Chair presents the award at the Western District Annual Meeting.
- The Technical Chair will forward the winning submittal to ITE International for consideration in the International Transportation Achievement Award.

Criteria: The criteria used in scoring Transportation Achievement Award are noted below:
- Applies innovative ideas (30 Points)
- Exhibits a commitment to the advancement of the profession (30 Points)

- Shows a strong applicability to the industry (30 Points)
- Has a well-balanced scope and format (10 Points)

Award: The winner receives a plaque for up to two organizations; certificates will be issued if there are three or more organizations. Updated 10-5-05; Revised on 10-20-09 by JLG; Revised on 7-20-22 by PSM; Revised 8-12-23 by DJW