**Regional Exchange Agenda [PM Day 1, AM Day 2]**

Hosted by the [State] DOT

**Dates: [Day of the week], [Month Day, Year] [HH:MM AM – HH:MM PM]**

 **[Day of the week], [Month Day, Year] [HH:MM AM – HH:MM PM]**

**Location: [Virtual Workshop or Location]**

[State 1, State 2 and State 3] will gather at a regional exchange to focus on [topic]. Agencies will share best practices and lessons learned concerning [topic].

**Peer Exchange Purpose [adjust as needed]**:

* Advance the state of practice for [topic], including best practices and lessons learned
* Focus on [topic]
* Discuss [topic]
* Learn from each other about [topic]
* Gain knowledge of [topic]
* Share experiences in [topic]
* Examine [topic]
* Prioritize [topic]

**A G E N D A**

**Day 1 AM – [Day of the week], [Month Day, Year]**

**Introductions**

7:30 - 8:00 AM [Optional] Breakfast available for participants

8:00 - 8:30 pm Welcome, Opening Remarks

*[Leader, Host State]*

*[Others, as appropriate]*

Setting the Context

*[Attendee, Participant State]*

 Regional Exchange Overview and Objectives *[Facilitator, Host State or others as appropriate]*

**A. [Topic 1]**

[Description of session. Broad session content].

8:30 – 9:00 - *[Speaker 1, State DOT – Presentation Title]*

* *[Speaker 2, State DOT – Presentation Title]*
* *[Speaker 3, State DOT – Presentation Title]*

9:00 - 9:45 [Large/Small] Group Discussion

**B. [Topic 2]**

[Description of session. Broad session content].

9:45 – 10:05 - *[Speaker 1, State DOT – Presentation Title]*

* *[Speaker 1, State DOT – Presentation Title]*

10:05 - 10:20 Break

10:20 - 11:15 [Large/Small] Group Discussion

11:15 – 11:45 Group Reports

**Lunch**

11:45 – 12:45 Roundtable discussion with working lunch

**Day 1 PM – [Day of the week], [Month Day, Year]**

**PM Introduction**

12:45 - 1:00 Recap morning Agenda and Overview of afternoon Agenda *[Facilitator, Host State]*

 *[Others as appropriate]*

**D. [Topic 3]**

[Description of session. Broad session content].

1:00 - 1:30 *-* [Speaker 1, State DOT – Presentation Title].

* [Speaker 2, State DOT – Presentation Title].
* [Speaker 3, State DOT – Presentation Title].

1:30 - 2:00 [Large/Small] Group Discussion

2:00 - 2:15 Break

**E. [Topic 4]**

[Description of session. Broad session content].

2:15 - 2:55 - *[Speaker 1, State DOT – Presentation Title]*

* *[Speaker 2, State DOT – Presentation Title]*
* *[Speaker 3, State DOT – Presentation Title]*

2:55 - 3:30 [Large/Small] Group Discussion

**Regional Exchange Wrap-Up**

3:30 – 4:00 PM Summary of Exchange and Next Steps

 - [Facilitator, Host State]

 - [Others, as appropriate]