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

Hosted by the [State] DOT

**Dates: [Day of the week], [Dates] [Times]**

 **[Day of the week], [Dates] [Times]**

**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]

**A G E N D A**

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

**Introductions**

Noon – 1:00 pm [Optional] Lunch available for participants

1:00 - 1:30 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].

1:30 – 2:00 - *[Speaker 1, State DOT – Presentation Title]*

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

2:00 - 2:45 [Large/Small] Group Discussion

**B. [Topic 2]**

[Description of session. Broad session description].

2:45 – 3:05 - *[Speaker 1, State DOT – Presentation Title]*

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

3:05 - 3:20 Break

3:20 - 4:15 [Large/Small] Group Discussion

4:15 – 4:45 Group Reports

**C. [Topic 3]**

[Description of session. Broad session description].

4:45 – 4:50 - *[Speaker 1, State DOT – Presentation Title]*

4:55 - 5:30 [Large/Small] Group Discussion

**Day 1 Wrap Up**

5:30 – 5:45 Summary of Day 1 Discussion, Ideas to Consider, Overview of tomorrow’s Agenda

 *[Attendee, Participant Agency]*

**Day 2 – [Day of the week], [Month Day, Year]**

**Day 2 Introduction**

8:00 - 8:30 Recap yesterday’s Agenda and Overview of today’s Agenda *[Facilitator, Host State]*

 *[Others as appropriate]*

**D. [Topic 4]**

[Description of session. Broad session description].

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

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

9:00 - 10:00 [Large/Small] Group Discussion

10:00 - 10:15 Break

**E. [Topic 5]**

[Description of session. Broad session description].

10:15 - 10:55 - *[Speaker 1, State DOT – Presentation Title]*

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

10:55 - 11:30 [Large/Small] Group Discussion

**Regional Exchange Wrap-Up**

11:30 – Noon Summary of Exchange and Next Steps

 - [Facilitator, Host State]

 - [Others, as appropriate]