**[Title] Regional Exchange**

**[Topic]**

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# 1 Overview

This report summarizes the proceedings of the Transportation Performance Management (TPM) Regional Exchange hosted by the [State DOT]. The exchange was held [virtually/location] on [dates].

## Regional Exchange Purpose

The Transportation Performance Management (TPM) Regional Exchange focused on [topic]. The purpose of the regional exchange was [purpose].

This regional exchange provided a forum for agencies to share and discuss TPM and regional issues concerning [issues]. The primary goal of this regional exchange was to advance the regional state of the TPM practice, particularly by sharing lessons learned and best practices.

Participants learned about [learnings]. Agencies brought [outcomes] back to their agencies.

Participants included [participants]. The regional exchange was organized around the following core activities:

* Share best practices and lessons learned about TPM [topic]
* Discuss TPM[topic]
* Engage in discussion concerning TPM [topic]

## 1.2 Regional Exchange Format and Summary

The regional exchange consisted of # panel sessions focused on the topics outlined above. Each section included speaker presentations followed by time for questions and small or large group discussions. Each of the two days concluded with a wrap-up summary and further discussion. This format was designed to encourage open dialogue in the targeted topic areas.

A regional exchange welcome was offered by [Leader, host agency] [others, as appropriate]. [Attendees, participant state] provided an overview of the regional exchange and its objectives. Participants then had the opportunity to introduce themselves to the group.

The first panel of the regional exchange, [*Topic 1],* addressed [description from agenda]. [Speakers from agenda] presented. The panel concluded with [small/large group discussion, etc.] concerning [topics].

The second panel, *PBPP – [Topic 2]*, [description from agenda]. [Speakers from agenda] presented. The panel concluded with [small/large group discussions, etc.] pertaining to[topics].

The third panel*, [Topic 3]*, focused on [description from agenda]. [Speakers from agenda] presented. The panel concluded with [small/large group discussions, etc.] around [topics].

Following this, [Attendee, participant agency] provided a wrap-up and summary of the first day of the regional exchange, offered ideas to consider and gave an overview of Friday’s agenda.

At the start of the second day, [Facilitator, host agency, others as appropriate] provided a recap of Thursday’s discussion and provided an overview of Friday’s agenda.

The fourth panel of the regional exchange, *[Topic 4],* featured [description from agenda]. [Speakers from agenda] presented. The panel concluded with [small/large group discussions, etc.] around [topics].

The fifth and final panel, *[Topic 5],* provided a [description from agenda]. [Speakers from agenda] presented. The panel concluded with [small/large group discussions, etc.] concerning [topics].

After the final presentation, [Facilitator, host agency, others as appropriate] provided a summary of the regional exchange and [other activities].

## 1.3 Regional Exchange Agenda [copy and paste agenda here]

## 1.4 Regional Exchange Participants

The following is a list of regional exchange participants.

State DOT Participants (by state) [Add rows as needed]

| **Name** | **Agency** |
| --- | --- |
| Name | State DOT |
| Name | State DOT |
| Name | State DOT |
| Name | State DOT |
| Name | State DOT |

# 2 Regional Exchange Introduction

## 2.1 Welcome, Opening Remarks

[Text]

## 2.2 Overview, Objectives, and Introductions

[Text]

# 3 [Topic 1]

[Description of topic]

## 3.1 [Speaker 1, State DOT]

[Description of presentation]

## 3.2 [Speaker 2, State DOT]

[Description of presentation]

## 3.3 [Speaker 3, State DOT]

## 3.4 [Small/Large Group Discussion, etc.]

[Description of discussion and insights]

# 4 [Topic 2]

[Description of topic]

## 4.1 [Speaker 1, State DOT]

[Description of presentation]

## 4.2 [Speaker 2, State DOT]

[Description of presentation]

## 4.3 [Small/Large Group Discussion, etc.]

[Description of discussion and insights]

# 5 [Topic 3]

[Description of topic]

## 5.1 [Speaker 1, State DOT]

[Description of presentation]

## 5.2 [Small/Large Group Discussion, etc.]

[Description of discussion and insights]

# 6 Day 1 Wrap-Up and Day 2 Introduction

## 6.1 Summary of Day 1

[Summary of wrap up]

## 6.2 Day 2 Introduction and Overview

[Summary of day 2 introduction and overview]

# 7 [Topic 4]

[Description of topic]

## 7.1 [Speaker 1, State DOT]

[Description of presentation]

## 7.2 [Speaker 2, State DOT]

[Description of presentation]

## 7.3 [Speaker 3, State DOT]

[Description of presentation]

## 7.4 [Small/Large Group Discussion, etc.]

[Description of discussion and insights]

# 8 [Topic 5]

[Description of topic]

## 8.1 [Speaker 1, State DOT]

[Description of presentation]

## 8.2 [Speaker 2, State DOT]

[Description of presentation]

## 8.3 [Speaker 3, State DOT]

[Description of presentation]

## 8.4 [Small/Large Group Discussion, etc.]

[Description of discussion and insights]

# 9 Regional Exchange Wrap-Up and Next Steps

[Summary of regional exchange findings, insights, next steps].

[Next steps and action items].