

**Virginia Freight Transportation Summit
December 6, 2011**

Time	Event	Action	Points/Description
8:00 - 10:15	Set-up	Registration table/info packets/RSVP list/name tags/blank extra tags; round tables and head table; banners, video, podium, audio, coat rack, door prize?	
10:30 - 12:00	Registration	Manned registration table; water, coffee, juice bar	
12:00 - 12:15	Lunch Served	Hotel staff serve lunch	
12:15 - 12:20	Welcome	Bill Bell: Welcome, FTAC overview, Freight Summit goals, introduce "A Region United" video	Talking Points: Summit purpose, FTAC mission, successes since inception, see it grow statewide
12:21 - 12:27	Video	Play "A Region United" video	
12:28-12:30	Introduce Connaughton	Bill Bell: Connaughton Bio - my pleasure to introduce	Talking points: Connaughton's bio
12:32 - 12:45	Connaughton	Welcoming remarks - Importance of freight and transportation - jobs and economic growth, introduce speaker - bio	Talking Points: Importance of freight & commerce to Virginia - Military, port, paper industry, etc. Consideration to these needs when transportation planning and funding is determined. Not represented the way voters/commuters are. Economic growth benefits all including the commuters. Diversifies the tax base and increase employment. Green Mountain Coffee for example.

**Virginia Freight Transportation Summit
December 6, 2011**

Time	Event	Action	Points/Description
12:45 - 1:15	Speaker 1		The role freight movement plays in the economy and its importance in the economic recovery. International trade and door to door multimodal infrastructure needs.
1:17 - 1:20	Introduce Panel 1	Bill Bell - Announce Panel 1 - Introduce moderator, moderator bio	Talking Points: Title of panel. Moderator's bio
1:20 - 1:25	Panel Overview	Moderator: Introduce topic, introduce panelists, panelist bios	Talking Points: Definition of panel. Panelist's bio's
1:25 - 2:10	Panelist Presentations	Each panelist has up to 15 minutes to present topic from their perspective	Importance of freight for Virginia's economy and growth needs. Shippers, transportation providers, 3PL's and industrial development speak on where transportation falls into the where do I place my facilities, activities and employees.
2:10 - 2:20	Moderator questions	Scripted	
2:20 - 2:30	Audience Questions		
2:30- 2:45	Break	Coffee, cookies, brownies	
2:45- 2:50	Introduce Panel 2	Bill Bell - Announce Panel 2 - Introduce moderator, moderator bio	Talking Points: Title of Panel. Moderator's Bio
2:50 - 2:55	Panel Overview	Moderator: Introduce topic, introduce panelists, bio on each	Talking points: Definition of panel. Panelist's bio's

**Virginia Freight Transportation Summit
December 6, 2011**

Time	Event	Action	Points/Description
2:55 - 3:40	Panelist Presentations	Each panelist has up to 15 minutes to present topic from their perspective	Planning and funding multimodal infrastructure. PPTA's, tolling, innovative revenues. Prioritizing projects utilizing economic vitality as one of the criteria.
3:40 - 3:50	Moderator questions	Scripted	
3:50 - Until We Stop after 4:00	Audience Questions		
4:00 +/-	Closing Remarks	Bill Bell (Unless Connaughton wants to speak first.) Thanks, hope summit were of value. Reminder for Half Moone at 5:00	Talking points: Thanks for attending. Hope of some value. Half Moone Cruice & Celebration Center right down the street at 5:00
End Part - 1	Play Freight Video Again	Dismiss audience - Wait 30 seconds & play video again as audience is leaving.	
5:00 - 6:00	Cocktail Hour	Open Bar - Orchestra - video screens playing Warner, LaHood, video and other images from conference	
6:00 - 6:20	Seating for Dinner and Serving Dinner	Bill Bell: Recap of day, enjoy your dinner	
7:00 - 7:30	Speaker Intro	Bill Bell: speaker introduction and bio	

**Virginia Freight Transportation Summit
December 6, 2011**

Time	Event	Action	Points/Description
7:00 - 7:30	Dinner Speaker		Re-Authorization of the Transportation Budget and a National Outlook on Transportation Infrastructure Needs
8:00	End Summit		