

These are all the fields you'll be asked to fill in on the submission portal for AMPO's 2026 Planning Tools & Training Symposium. We encourage you to review [What Makes a Good Proposal](#) prior to creating your submission. **When you're ready to begin your submission, you can access the portal here:** https://catalyst.omnipress.com/ampo_2026_symposium

1. Session Title: (open-ended response)
2. Session Track: (choose 1)
 - a. MPO 101: This track is aimed at staff with less experience at MPOs or who are interested in a refresher. Sessions focus on MPO core products, operations, and engagement with key stake holders.
 - b. MPO Deep Dive: This track is for seasoned MPO professionals and provides peer-to-peer exchange and training opportunities to discuss the state of the practice, innovation, the thorny issues that MPOs often encounter.
3. Suggested topic list for primary & secondary topics: (choose 1 each for primary and secondary topic)
 - a. Core Products
 - b. Planning & Projects
 - c. Policy & Decision Making
 - d. Funding
 - e. Data Generation, Management, & Visualization
 - f. MPO Administration & Operations
 - g. Resiliency & Environment
 - h. Safety
 - i. Traffic Operations
 - j. Tools & Software
 - k. Oddball – if it doesn't fit above still submit it!
4. Format type: (choose 1 – note all sessions will be in rooms with round tables to facilitate interaction among attendees)
 - a. Skill-Building Lab – A hands-on training session where attendees bring laptops or materials and actively practice a tool, method, or technique. The emphasis is on learning by doing (e.g., creating a map, designing a dashboard, learning a tool). Attendees leave with a new skill they can immediately apply.
 - b. Lightning Talks with Discussion – A fast-paced session with several short, focused presentations (5–7 minutes each). Instead of one long lecture, attendees get multiple perspectives in quick succession. After the talks, the audience breaks into small groups or engages in facilitated Q&A to unpack ideas and compare experiences.

- c. Roundtables – Facilitated small-group discussions around a specific theme. Attendees sit together, share insights, and exchange strategies with peers. Attendees might move among tables to discuss different aspects of the session theme. No formal presentations — the value comes from peer learning.
 - d. Hands-on design – A collaborative workshop focused on co-creation. Attendees work in teams to design solutions to a challenge (e.g., drafting an outreach strategy, sketching policy options, drafting a site or corridor design). The process is visual and iterative — using markers, post-its, or digital boards — with the goal of generating tangible design concepts.
 - e. Case Study Clinic – A diagnostic peer-to-peer session. One MPO or organization presents a real-world challenge they're facing. The attendees then collectively troubleshoot, offering strategies, lessons learned, and possible solutions. The emphasis is on applied problem-solving and learning from lived experience.
 - f. Other, please describe
5. Session duration: (choose 1)
- a. 45 minutes
 - b. 60 minutes
 - c. 75 minutes
 - d. 90 minutes
6. Number of session leaders, including yourself – these are all the people who will be speaking at and/or facilitating your session. Information for each leader needs to be provided in the next section of the submission. Please note that an AMPO representative will be provided to introduce your session and assist with activities as needed.
7. Session Leader MPO Sizes: (select all that apply)
- a. Small
 - b. Medium
 - c. Large
8. This presentation is best for: (choose 1)
- a. Small MPOs
 - b. Medium MPOs
 - c. Large MPOs
9. This presentation is best for: (choose 1)
- a. New MPO Staff
 - b. Experienced MPO staff
 - c. Either/or

10. Full Description: tell us specifically what participants will do and what they'll learn from the session. (open-ended up to 500 words)
11. Summary of Proposal: (open-ended up to 5 sentences)
12. Supporting document upload – optional
13. Supporting hyperlinks – optional
14. Consent: All of the organizations, activities, and projects mentioned consent to being included in the proposal and potential presentation.
15. Confirmation that at least 1 presenter is from an MPO or public agency
16. Info for each session leader:
 - a. Name
 - b. phone number
 - c. email address
 - d. organization
 - e. bio
 - f. photo