

Is the subject intended for **two or more** ACTs?

YES

Submit an ACT Agenda Item Request at least **six weeks** prior to the first ACT meeting you plan to attend

NO  
(one ACT only)

Contact the individual ACT directly to schedule an agenda item.

ODOT Statewide ACT Liaison will review your Agenda Request and notify individual ACT staff for level of interest. (Approval will occur within one week of request)

ODOT Statewide ACT Liaison will notify you of ACT interest

Statewide ACT Liaison will request associated meeting materials (PPT or handouts)

ACTs interested?

YES

Individual ACTs will contact you to schedule meeting times, locations and other necessary logistics.

NO

No further work needed

Statewide ACT Liaison will review your materials, coordinate with you on any needed edits and submit your materials to ODOT ACT staff two weeks prior to your first scheduled meeting.