



### PURPOSE FOR USING THE TEMPLATES.

The templates are intended to standardize mobility presentations so that information is provided in an efficient way that makes the best use of everyone's time during the meetings.

The [General Mobility Project Presentation Template](#) was developed using the recently updated [Mobility Considerations Checklist \(MCC\)](#) that includes frequently asked questions by stakeholders. Not all projects need a MCC, so all slides may not apply. However, if the template is used when seeking a signed MCC, mobility stakeholders will have the necessary information they need to support sign-off of the document right away.

Likewise, the [ORS 366.215 Presentation Template](#) is based on the information required for presenting potential reduction in vehicle-carrying capacity impacts to the Stakeholder Forum. Using this template ensures the stakeholders have all the necessary information to make their recommendation for a Record of Support.

### WHICH TEMPLATE SHOULD I USE?

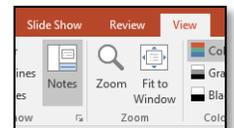
- [General Mobility Project Presentation Template](#): This template is used to communicate work zone safety impacts and temporary restrictions during project development, construction (for updates) and maintenance per mobility policies, commitments and procedures.
- [ORS 366.215 Presentation Template](#): This template is used for Stakeholder Forum presentations, required under [OAR Chapter 731, Division 12](#). Each slide is designed to present the required information listed in the [ORS 366.215 Guidance Document](#).

### AM I REQUIRED TO USE EVERY SLIDE IN THE TEMPLATE?

For the *General Mobility Project Presentation Template*, you only need to use the slides that apply to your particular project. Delete any unused slides that do not apply. (For example, if your project does not include full closures with crossovers, there is no need to include that slide). For the *ORS 366.215 Presentation Template*, each slide should be used since all of the information is required for Stakeholder Forum presentations.

### HOW DO I KNOW WHICH SPECIFIC INFORMATION TO INCLUDE IN EACH SLIDE?

Instructions are provided, where appropriate, in the *Notes* section at the bottom of each slide. The Notes should display by default when you open the template. If not, select "View" from the top ribbon and toggle the "Notes" button in the "Show" section. Delete the instruction notes and replace them with your own, as appropriate.



### WHAT IF I NEED ADDITIONAL SLIDES TO COVER ALL OF MY PLANNED CONTENT?

Keep your content as concise as possible. However, if you need additional slides (e.g. to display multiple stages of a large project), duplicate the appropriate slides provided in the template. If you need an additional slide that doesn't apply to the MCC or ORS 366.215 required information, contact the [Mobility Team](#) for suggestions on how best to provide the information.

### HOW DO I SEND MY COMPLETED PRESENTATION FILE TO THE MOBILITY TEAM?

Submit your presentation using our [Agenda Request/Meeting Materials Form](#) on the [Mobility Program internal SharePoint site](#). The form will prompt you to answer some questions about your agenda topic and the meeting date you would like to present. Documents must be submitted at least **three weeks prior** to the meeting.

*(Outside consultants should provide their presentation to the appropriate Region Mobility Liaison, who can submit your presentation on your behalf. Contact information for the Region Mobility Liaisons can be found on the [Statewide Mobility Program website](#).)*