

# Mobility Advisory Committee PowerPoint Template Instructions

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## Purpose for using the templates.

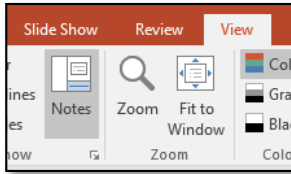
These templates are intended to standardize mobility presentations so that information is provided in an efficient way that makes the best use of everyone's time during the meetings. The templates are required so that presentations are consistent and provide all of the information needed for the committee to provide its recommendations to the agency.

## Which template should I use?

- **[TEMPORARY IMPACTS TEMPLATE:](#)**  
Used to communicate work zone safety impacts and temporary restrictions during project development, construction (for updates) and maintenance per mobility policies, commitments and procedures. Use this template if you are seeking support from the committee for sign-off of your Mobility Considerations Checklist.
- **[ORS 366.215 TEMPLATE:](#)**  
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](#). If the proposed reduction also includes a roadway reconfiguration (e.g. road diet, travel lane reductions and other striping changes), this template also includes slides for showing those changes as well.  
*Note: If your project proposes a roundabout on a Reduction Review Route subject to ORS 366.215, use the Roundabout Template instead.*
- **[ROADWAY RECONFIGURATIONS TEMPLATE:](#)**  
Used for projects proposing a roadway reconfiguration only (not in conjunction with a proposed reduction in vehicle-carrying capacity on a Reduction Review Route subject to ORS 366.215). These include road diets, travel lane reductions, lane width changes, etc.  
*Note: If the roadway configuration is included with a Reduction in Vehicle Carrying Capacity on a Reduction Review Route, use the ORS 366.215 presentation template instead (the template includes slides for showing roadway reconfigurations).*
- **[INTERSECTION IMPROVEMENTS TEMPLATE:](#)**  
Used for early communication with the Mobility Advisory Committee/Stakeholder forum during an intersection traffic control study (before a final decision is made for the intersection). The intent of the slides are to share issues/problems with the current intersection, and seek input on options for potential solutions before a final treatment is decided (e.g. roundabout, signalized, stop signs, grade separated interchange, etc.).
- **[ROUNDBOUT TEMPLATE:](#)**  
Used for proposed roundabouts that are subject to freight industry input, per [Highway Directive DES-02](#). The template is used for all proposed roundabouts on the highway system - regardless of route designation (including those subject to ORS 366.215).

## 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 does not fit those included in the template, contact the [Mobility Services Team](#) for suggestions on how best to provide the information.

## How do I send my completed presentation file to the Mobility Services 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.

*(External consultants can use [this form](#) and provide it to the appropriate Region Mobility Liaison. Contact information for the Region Mobility Liaisons can be found on the [Statewide Mobility Program website](#).)*