

## Meeting-in-a-Box Facilitator Instructions

### What's in My Meeting-in-a-Box?

- ✓ Facilitator Checklist
- ✓ Draft New Visions 2050 Plan Executive Summary
- ✓ Dialogue Guide
- ✓ Survey & Public Response Workbooks
- ✓ Funding Poll
- ✓ New Visions for a Quality Region Map Packet
- ✓ Youth Survey & Public Response Workbooks
- ✓ Kids Activity Workbooks

Participants will be referring to the Draft New Visions 2050 Plan Executive Summary during the session. Hosts/facilitators may encourage their guests or participants to review the plan prior to the meeting. Additional data and information that participants may find helpful can be found at [www.cdtcmo.org/nv2050](http://www.cdtcmo.org/nv2050). This includes:

- ◆ System Performance Report
- ◆ Public Participation Plan
- ◆ 11 White Papers / Technical Area Papers:
  - 1) Quality Region
  - 2) Infrastructure
  - 3) Regional operations & Travel Reliability
  - 4) Safety & Security
  - 5) Complete Streets
  - 6) Bicycle & Pedestrian
  - 7) Transit
  - 8) Transit & Human Services Coordinated Plan
  - 9) Mobility Management
  - 10) Freight
  - 11) Environment & Technology
- ◆ Financial Plan
- ◆ Glossary

Using the *Dialogue Guide*, the facilitator will usher the group through a discussion about the ideas and policies recommended in the Draft New Visions 2050 Plan. The facilitator will focus participants on each section of the survey workbook, provide additional information, data, and initiate group discussion.

### Thank You for Hosting a Meeting-in-a-Box!

*CDTC is committed to ensuring that no person is excluded from participation in, or denied the benefits of, its metropolitan transportation planning process on the basis of race, color, national origin, sex, age, disability, or economic status, as protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations. You may request additional information, reasonable accommodations, or alternative formats by contacting CDTC as described below. If you believe you have been subjected to discrimination under Title VI or related statutes or regulations, you may file a complaint to the CDTC by sending your written complaint to Attention: Executive Director, CDTC; 1 Park Place; Colonie, New York 12205, or by sending an e-mail to [ej@cdtcmo.org](mailto:ej@cdtcmo.org).*

### **What Is A Meeting-In-A-Box?**

A “Meeting-in-a-Box” is a small group (or individual) gathering to generate conversation and solicit feedback on the Draft New Visions 2050 Plan for the Capital Region. Meetings can be hosted by anyone in the community.

What type of transportation system will best meet the future needs of our residents and visitors? How do we maintain a high quality of life? What kinds of projects will we be able to afford? Meeting-in-a-Box is a public involvement tool designed for use by community groups, neighborhood associations, or friends to gather at a convenient time and location to respond to the principles and strategies outlined in *New Vision* and share their ideas. CDTC doesn’t believe discussion and debate should be limited to those public forums and meetings organized by our staff, but instead, should happen wherever and whenever is it convenient and meaningful for you. We are meeting you where you are, providing the information and tools you need to help your voice be heard.

The Meeting-in-a-Box has something for everyone. In addition to the Survey & Public Response Workbook, CDTC has developed a New Visions 2050 Kids Activity Workbook (K-5) and Youth Survey Workbook. The Draft New Visions 2050 Plan is a roadmap for creating the region’s *future* transportation system and feedback from its *future* users is important too!

Input received from these meetings will help CDTC refine the goals and policy recommendations to support a “Quality Region.” Meeting-in-a-box materials can be requested from the New Visions 2050 webpage ([www.cdtcmo.org/nv2050](http://www.cdtcmo.org/nv2050)), by emailing [newvisions@cdtcmo.org](mailto:newvisions@cdtcmo.org) or by phone, and picked up at CDTC during business hours.

All input must be submitted to CDTC by April 30, 2020 at 5:00pm. We can’t wait to hear from you!

### **New Visions Background**

*New Visions 2050* is the long-range transportation plan for the Capital Region. This is a 30-year plan that outlines investment principles and planning strategies that will guide the region towards developing the transportation network we need. The plan addresses national, state, and regional funding priorities and reflects the needs and concerns of local communities.

On March 5, the CDTC Policy Board voted to approve the Draft *New Visions 2050* Plan to public comment. This 60-day public comment period will include multiple methods and options for people to give their feedback and provide input on specific policies and principles proposed in the Plan. The goal of *New Visions* is to provide a roadmap for a thriving quality region. The Plan is a framework on how to meet the region’s transportation needs in a cost-effective manner while promoting safety, resiliency, more equitable communities, and improving the overall quality of life.

**Why Public Participation?**

CDTC’s public participation process is a means for all people to bring their thoughts and voices and to share their own ideas, backgrounds, experiences, and expertise to collectively achieve a shared outcome.

The *New Visions 2050* public participation process is an opportunity for CDTC to promote the big ideas and investment strategies it has proposed for the way the Capital Region moves people and goods. By providing your input and supporting *New Visions*, you are choosing a future that offers vital urban centers, vibrant communities, sustainable economic growth, improved air quality, and a resilient and renewed transportation system that is accessible and connects us all.

Many voices are already part of the conversation. This process ensures your voice is heard, too. Creating change doesn’t stop here though. Get involved in your city, town, or village’s land use and transportation planning initiatives. With your commitment, we can make the ideas outlined in *New Visions* happen.

**Public Participation Goal  
for New Visions 2050**



*Establish a **thorough, inclusive** process that uses **creative** approaches to offer the public **continuous** opportunities to shape the region’s long range transportation plan.*

**How to get involved in the 2050 Plan**



**Online at [www.cdtcmpto.org/nv2050](http://www.cdtcmpto.org/nv2050)**

Learn more about how long range planning works, take surveys, request a presentation, find out how to host a “meeting-in-a-box” & sign up for our newsletter & email list to get updates on planning initiatives in the Capital Region & comment opportunities.



**In person**

Invite us to attend your event or present to your group by contacting our community outreach staff.



**Become a citizen planner**

Participate in CDTC’s Citizen Planner training, plan & hold your own New Visions 2050 meeting with your friends, family, or other community in the Capital Region. A “meeting-in-a-box” will be provided to citizen planners with all the tools & information needed to present & collect comments on the New Visions 2050 Plan.



**On social media**

Follow us on Facebook, Twitter & Instagram to learn about transportation news & when we’ll be out in the community.



**Request Printed Material**

If you don’t have digital access & prefer information in paper form, you can make that request by calling the number below.



**Questions?**

Contact our community outreach staff at [NewVisions@CDTCMPO.org](mailto:NewVisions@CDTCMPO.org) or (518) 458-2161.