**Wednesday, January 11, 2017**

**8:00 AM - 9:45 AM​**

**Marriott Marquis, Howard University (M1)**

1. Call to Order and Introductions (8:00-8:10)
2. Minutes from the last meeting (8:10 – 8:15)
3. Report on preparations for the 15th TRANSED conference in Taipei in 2018 (8:15-9:00)
	1. Schedule
	2. Facilities
	3. Committees
	4. Other
4. TRANSED Permanent Secretariat – Report and update on website (9:00-9:15)
5. 16th TRANSED conference in 2021: Bid information and request for submittals (9:15-9:30)
6. Other business (9:30-9:45)
7. Adjournment (9:45)