



October 30, 2024

Dear Sarah,

It is my pleasure to inform you that the Selection Committee of the Transit Cooperative Research Program (TCRP) has selected you to be part of the 2025-2027 Ambassador cohort! There were many qualified applicants, and the selection process was very difficult. Your selection is a testament to your impressive credentials and outstanding application.

As part of your Ambassadorship, you will assist in exploring the latest developments in advanced technologies, innovative management techniques and best operating practices as investigated by TCRP. You will also educate agencies on the TCRP research process, how their transit professionals can participate, and how they can utilize the program's research products.

The first activity for you and the others will be an Ambassadors' Orientation and Training Seminar in Arlington, VA at COMTO Headquarters on **Thursday, December 5<sup>th</sup>**. You will soon be receiving more information which will detail travel arrangements, hotel accommodation, transportation and travel expense reimbursements. The agenda for the seminar will involve areas such as:

- An overview of TCRP, the research process and products
- Information and activities to develop and improve presentation skills
- Review of Ambassador roles and responsibilities
- An open exchange of ideas and experiences with other Ambassadors

Over the next two years, you will be expected to spend as many as ten (10) days on TCRP business, including the Ambassador's Orientation Seminar. We ask that you please submit a headshot, a short biography and use this link to complete an Ambassador Travel Form: <https://forms.office.com/r/1iP16PJXiT>. **Please complete this by Friday, November 8, 2024.**

Should you have any questions, contact Tiara Fisher, [tiara.fisher@comto.org](mailto:tiara.fisher@comto.org) or 202-998-3357. Once again, I congratulate you on being selected as a TCRP Ambassador and look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "April Rai", with a stylized flourish at the end.

April Rai, President & CEO