Thank you for agreeing to serve as the leader or co-leader of the discussion groups at the NSF Workshop on the Bridges of the Future. The general deliverable from the workshop is a fairly detailed action plan with milestones and measureable indices for future implementation of innovation in bridge engineering. The report will also need to summarize the discussions leading to these action plans.

- Dedicate the first half of Session 1 to brainstorming.
- Generate brief bullets on the computer/LCD.
- Be open and list all ideas.
- In the second half of the session select ideas from the above list for detailed discussions.
- Might eliminate or combine about one-half of the ideas.
- After the coffee break, the chair or co-chair from each group will present a 12-minute Power Point progress report to all participants.
- In Session 2, start discussions on selected ideas and focus on the selected ideas for further refinement. The goal is to reduce the number of issues and ideas to 5 to 8 and start detailed discussions on those, with detailed notes. Start developing draft immediate (6 months to a year), short-term (one to three years) and long-term (four years and beyond) action plans.
- Further discussions of the selected ideas and action plans will be held in Session 3 with two goals: (i) to converge on cohesive and practical ideas, and (ii) to develop descriptive details for each (approximately one half to a full page, single-spaced). By the end of this session, the group leaders should have all the material needed to write the recommendations of their groups.
- The agenda includes an hour and 15 minutes after lunch on the second day for the leaders and co-leaders to compose their report and prepare a summary. A 12-minute Power Point presentation will be given to all participants at the end of the second day.