

**ACEC Briefing  
On  
OPEO Activities  
December 14, 2022**

ANDREA D'AMATO,  
ASSISTANT  
SECRETARY

KATE RILEY, OPEO

CARRIE  
LAVALLEE,  
HIGHWAY CHIEF  
ENGINEER

# Agenda



OPEO Update



OPEO Outreach and Engagement  
Activities



Partnering Needs



Observations & Tips



Invitation

# UPDATE

LOADING...

## Virtual Meeting - Update

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- OPEO accessible services research and support
- Consultants focus on skills you bring to projects development and execution
- Build upon our partnership to enhance complementary not competitive skills
- Public project meetings will stay virtual until further notice
- Piloting new hybrid techniques and tools

# Notable OPEO Process Changes

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- ❑ Taking the lead on internal coordination and external outreach to:
  - MPOs/RTAs
  - RMV
  - Target Populations: Disability, Age/Elders, and Cultural Groups
- ❑ Prepare zoom, outreach and QR codes for PPX deck
- ❑ Conduct the pre-recordings and accessibility checks one week prior to event



# OPEO - Building on Services

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## Definition of OPEO- Office of Public Engagement and Outreach

- ❑ **Outreach** – brings more voices to the table who have not traditionally had a seat – targeting underserved as opposed to municipal and advocacy unless otherwise directed by the PM
- ❑ **Engagement** – encourages more valuable interactive input from the community

## Expanded Team Nearly in Place

- ❑ Kate Riley – New Manager, OPEO
- ❑ New Program Coordinator Position – Coming in January
- ❑ One additional position coming soon after

# OPEO - Building on Services

A larger, more versatile and complete OPEO team means:

- ❑ Broader outreach capabilities
- ❑ More meaningful, dynamic engagement
- ❑ Ability to support PMs for all meeting types, including in-person (and soon - hybrid)

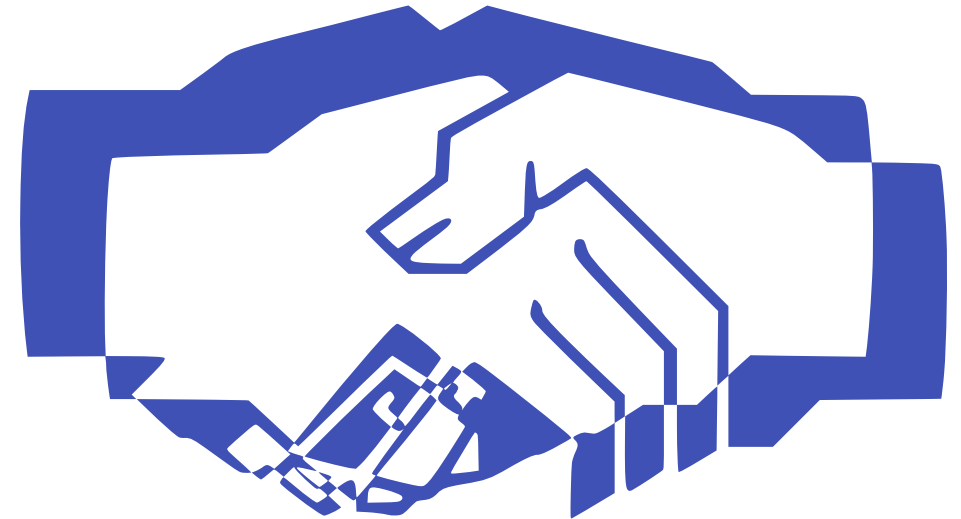


# Partnering Needs

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## Building on our outreach

- ❑ Advise on identifying underserved and target populations during preparation meetings
- ❑ Assist in outreach to local municipalities, utilities, and advocacy groups as directed by PM



# Partnering Needs

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## Building on our engagement

- ❑ Secure necessary accessibility services when requested
- ❑ Prepare the technical portions of the presentation deck and make sure it follows accessibility guidance and rules
- ❑ Offer opportunities for better engagement during meetings (polls, interactive meeting features)
- ❑ Send slide deck minimum of three (3) days prior to OPEO coordinator to enable pre-accessibility check, and posting prior to event



# Observations and Tips

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## Creating Slide Decks

- Use the most current version of template from PM as these are accessibility checked and compliant -- Please don't reuse an old deck
- Follow guidelines for creating technical portion of slide deck
- Use plain language whenever possible
- Maximize space on each slide with larger photos and text
- Use the notes section for detailed descriptions of slides

# Observations and Tips

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## Support Before/During Meetings

- Participate in rehearsals and make the team aware of any local issues with the project
- Be a co-host in case of technical difficulties
- Be prepared to answer questions as directed by the PM
- Look directly into the camera when addressing the audience
- State your name before answering a question
- Use simple terms whenever possible and limit acronyms



# Going Forward

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*BRIEFINGS AVAILABLE UPON REQUEST*