# **[Insert TIMP Area] TIM Responder Training**

The Colorado Department of Transportation (CDOT) is continuing to review and monitor the performance of the **TIMP Area** Traffic Incident Management Plan (TIMP)**.** The next TIM Responder Training has been scheduled for **[Insert Date and Time]**

An agenda for the meeting will be distributed prior to the meeting. Please submit additional agenda items prior to **[Insert Due Date]**.

**Register Now!**

**[Hyperlink to Registration Link]**

**Reminder**

**[Insert any pertinent reminders, such as training registrations or upcoming events]**

**IMPORTANT!**

Don't forget to click on "Add to Calendar" in the top left corner to have the invite added to your personal calendar.

**[Insert screen shot of “Add to Calendar” hyperlink]**

## When

**Date**

**Time**

**Add to Calendar [Hyperlink to Calendar]**

## Where

**Location**

**Address**

**City, Colorado Zip**

## Contact

**Name**

**Firm**

**Phone Number**

**Email [hyperlinked]**

**[Insert TIMP Area]**



## When

**Date**

**Time**

**Add to Calendar [Hyperlink to Calendar]**

## Where

**Location**

**Address**

**City, Colorado Zip**

## Contact

**Name**

**Firm**

**Phone Number**

**Email [hyperlinked]**

**Project Contacts**

For questions or additional project related information, please contact:

**CDOT Contact Name**

**Position**

**Phone**

**Email [Hyperlinked]**

or

**Consultant Contact Name**

**Firm**

**Phone**

**Email [Hyperlinked]**

**Meeting Map & Parking**

**[Insert map of meeting location and parking information]**