

Board Planning Meeting Agenda

Athens, Greece

June 15–17, 2026

Meeting Times: 10:00 AM – 3:00 PM (Daily)

Lunch: 12:00 PM – 1:00 PM (On Your Own)

Day 1 – June 15

10:00 AM – 10:15 AM

Welcome & Opening Remarks

- Introductions
- Meeting Objectives

10:15 AM – 11:00 AM

Fall 2027 Conference Location Selection

- Final site reviews
- Venue availability
- Budget comparison

11:00 AM – 12:00 PM

Conference Theme & Keynote Strategy

- Proposed theme discussion
- Identify potential keynote speakers

12:00 PM – 1:00 PM

Lunch (On Your Own)

1:00 PM – 2:00 PM

Tracks & Call for Papers Development

- Review existing tracks
- Add / edit track topics (AI, DEI, Industry Panels, etc.)

2:00 PM – 3:00 PM

Marketing & Outreach Strategy

- Branding and promotional materials
- Website and social media timeline

Day 2 – June 16

10:00 AM – 11:00 AM

Sponsorship & Budget Planning

- Tiered sponsorship packages
- Grant opportunities
- Registration fee discussion

11:00 AM – 12:00 PM

Publishing and Proceedings

- Partner journals
- Format and indexing
- Submission deadlines

12:00 PM – 1:00 PM

Lunch (On Your Own)

1:00 PM – 2:00 PM

Logistics and Operations Planning

- AV needs
- Room assignments
- Staffing and volunteer support

2:00 PM – 3:00 PM

Action Plan & Assignments

- Next steps
- Timeline for deliverables
- Set next meeting date (virtual or in-person)
- Wrap-up and finalization of resort accommodations

Day 3 – June 17**10:00 AM – 11:00 AM**

Final Wrap-Up & Miscellaneous Items

- Open discussion of unresolved topics
- Confirmation of decisions made
- Risk review and contingency planning
- Final documentation review
- Closing remarks