

Board Planning Meeting Agenda

Mallorca, Spain

July 25–26, 2025

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

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

Day 1 – Friday, July 25

10:00 AM – 10:15 AM

Welcome & Opening Remarks

- Introductions
- Meeting Objectives

10:15 AM – 11:00 AM

Fall 2026 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 – Saturday, July 26

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 & 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)

Day 2 – Sunday, July 27

10:00 AM – 11:30 AM

Meeting wrap-up and finalization of resort accommodations