



LESI Committees:

End of Year Report for the 2022 International Management and Delegates Meeting – May 8, 2022

Submitted: March 23, 2022

Committee Name	Meetings Committee
Chairs and Vice Chairs	Co-Chairs: Thomas Adocker, Alexander Haertel, Laura MacDonald Vice Chairs: Bob Held, Sue Muggleston, Georgina Busku
LESI Board Liaison	Sergey Dorofeev

Future Annual Conferences:

The main goal was to prepare recommendations for the Annual Conferences in 2025 – 2027.

Proposals from 3 European national groups (Britain/Ireland; Dublin; Switzerland: Geneva; Spain/Portugal: Madrid) were obtained. From outside Europe – where it is intended to have the next Annual Conference in 2026, as in 2025 it is planned to have it in Europe – a preliminary proposal was received from LES Singapore, and an expression of interest was received from LES India.

In calls with the respective national groups, they were asked to amend their proposals in a way that a recommendation for the hosting city in 2025 can be provided by the Meetings committee to the Board. Such proposal was proposed to the Board beginning of April.

Database support:

As a key work it was identified that the Meetings Committee shall provide databases for future conferences that contain a list of

- Speakers
- Sponsors
- PCOs
- Locations

of the Annual Conferences but also of major regional conferences that took place in the last years.

A database regarding speakers was already provided end of 2021 and put into the “library” of the new LESI online tool.

Main future activities:

- Gather proposals for Annual Conferences after 2025 and prepare recommendations to the Board
- Continue database support activities, as outlined above
- Set up a new, “streamlined” and more user-friendly Meetings Manual and guidelines
- Work with USA & Canada on the creation of Co-Host agreement that would be implemented for the 2023 Montreal meeting hosted by USA & Canada. This agreement would also be used in other years with other LESI societies.

Committee structure:

To meet the goals in future and to enable the best output possible, the Committee will continue to work in the following structure of 3 sub-groups that follow the working goals specified below:

a) Content

- Provide ideas for topic
 - Use experience from past events to curate hot topics that are engaging
- Provide ideas for speakers
 - Use network of members of the meetings committee as well as the Industry advisory boards to identify speakers on certain topics
- Engage with other committees to facilitate exchange

b) Strategy

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- Planning of timeline of Events
 - Annual Meeting coordination
 - Maintain overview of events
 - Outbound Strategy
 - Define targets and ways to attract them:
 - Audience
 - Industry
 - Coordinate after-event marketing:
 - Contact potential new members
 - Maintain contact to other societies/organisations
 - Evaluation of Industry demands
 - Inbound Strategy:
 - Define internal values/targets
 - Price
 - Revenue
 - Internal coordination with LESI Board

c) Guidance

- Provide guidelines for all types of events:
 - Physical
 - Virtual
 - Hybrid
 - Update/Replace meetings manual
 - Provide budget-templates
 - Maintain database of:
 - Participants
 - Sponsors
 - Speakers
 - Events
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