

iLRN2026 Leadership meeting updates

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Conference Leadership Update Template

This **Conference Dev Dashboard Codex template** incorporates a practice that many associations use (IEEE, ACM SIG conferences, SXSW-style multimedia events) use for their cadences, where the **emphasis is on**

[Redacted]

[Redacted]

[Redacted]

- - - - - Conference Leadership Update
Template - - - - -

Leadership Sync Update — {{Date}}

From: General Chairs

To: iLRN2026 Organizing Committee

Meeting Type: Leadership Sync (GC + PC + ET)

1. **Headline** (1–2 sentences)

One clear sentence about the focus of this week’s leadership meeting and the main outcome.

Example: “We finalized the Call for Papers launch date and agreed to coordinate social media assets with the Sponsorship team.”

2. **Progress Since Last OC Meeting**

- {{Short bullet #1}}
- {{Short bullet #2}}

- {{Short bullet #3}}

3. Key Decisions

- **Decision:** {{Plain sentence, e.g., "Abstract deadline moved to Nov 15."}}
- **Owner:** {{Person/Role}}

4. Current Focus / What's Next

- {{What leadership is working on now}}
- {{Upcoming milestone (date)}}

5. Asks for the Organizing Committee

- {{Ask #1, e.g., "Track chairs: confirm review board by Oct 10."}}
- {{Ask #2}}

6. Risks / Needs Attention (Optional, ?2 bullets)

- {{Briefly note only if something requires wider awareness.}}

Next Leadership Sync: {{date}}

iLRN2026 Quick Links

- Call for Papers and Proposals
- Keynote & Featured Speakers

iLRN2026 Leadership Meeting, Dec 10 2025

iLRN2026 Leadership Meeting - Dec 10, 2025 (template ready)

Leadership Sync Update — 10 Dec 2025

From: General Chairs

To: iLRN2026 Organizing Committee

Meeting Type: Leadership Sync (GC + PC + ET)

Attendance:

- Daphne
- Tassos
- George
- Julie
- Jonathon

1. **Headline** (1–2 sentences)

- Special issues have been accepted by the Publications team-Editors to communicate with GG and coordinate announcements
- Prepare a message to go out with the notification to authors about:
 - the **social program** and **to book accommodation early - done**
 - **Jonathon to prep a paragraph for the members invitation, action to Julie to complete the message and send it out to authors - To be done.**
 - **Timeline for messages:**
 - **Dec 15th author acceptance message**
 - **Membership bonus message not agreed**

2. **Progress Since Last OC Meeting**

- Venue update and codex created [[Codex link](#)]

- Web site updates for keynotes, program updates - Codex has been updated by Daphne
- Social Media team has been provided the keynote/feature speakers cards and message to be announced on social media with reminder for DC extension, iLEAD deadline and encourage participants to make booking soon [[Discord link](#)].

3. Key Decisions

Allocate more reviews to GG to have the 3 required

4. Current Focus / What's Next

- Finalising reviews and decisions

5. Asks for the Organizing Committee

- **Upcoming milestones:**
 -

6. Risks / Needs Attention (Optional, ?2 bullets)

- Risk of delays in website updates impacting early promotion.
- Limited time window for accommodation booking—needs prominent communication to authors.

Next Leadership Sync: {{date}}

Next leadership meeting

iLRN2026 Quick Links

- Call for Papers and Proposals
- Keynote & Featured Speakers

iLRN2026 Leadership Meeting, Nov 26 2025

iLRN2026 Leadership Meeting - Nov 26, 2025 (template ready)

Leadership Sync Update — 26 Nov 2025

From: General Chairs

To: iLRN2026 Organizing Committee

Meeting Type: Leadership Sync (GC + PC + ET)

Attendance:

- Daphne
- Tassos
- George
- Julie
- Jonathon

1. **Headline** (1–2 sentences)

- Local team created content with images and descriptions for the venue and available equipment. Access to the venue with public transportation. The Website needs to be updated accordingly. [[Codex link](#)]
- Preparing the pre-conference information [[Codex Link](#)]
- Prepare a message to go out with the notification to authors about the **social program** and the **become members** [**Daphne to prep a short paragraph fro the social program participation, to book accommodation early, and Jonathon to prep a paragraph for the members invitation, action to Julie to complite the message and send it out to authors**]
- **Timeline for messages:**
 - **Dec 15th author acceptance message**
 - **Membership bonus message not agreed**

2. Progress Since Last OC Meeting

- Venue update and codex created [[Codex link](#)]
- Web site updates for keynotes, program updates
- Social Media team has been provided the keynote/feature speakers cards and message to be announced on social media with reminder for DC extension, iLEAD deadline and encourage participants to make booking soon [[Discord link](#)].

3. Key Decisions

- **Decision:**
- **Website:** Update all keynote and feature speaker details; request web team to create pages for in-person (academic & social) and online program. (Action: Daphne) **Done**
- **Social Media:** Share final graphics for speaker announcements and begin rolling promotions. (Action: Daphne) **Done**
- **Author Communication:** Remind authors to book accommodation early when sending decision notifications. (Action: Daphne) **Done** [a message was sent to Julie to be included with the authors notification of acceptance + a message on social media when announced keynotes]

Registration for **academic paper authors and presenters** is required by **February 15, 2026**. At least one author who will present the paper must be registered in the **“Academic Paper Author & Presenter”** category (regular or student) for the presentation to be scheduled in the program and the submission to be published in the Conference Proceedings. [Please follow the registration link to complete your registration.](#)

As the end of June marks the peak tourist season in Greece, we strongly recommend booking your flights and accommodation as early as possible, as prices and availability will be affected. We also encourage you to join the social trip to **Nafplio on Friday, June 26, 2026**—a fantastic opportunity to experience a beautiful part of Greece outside Athens. As buses must be booked in advance and places are limited, participation will be on a **first-come, first-served** basis, so please proceed with your conference registration early to avoid disappointment.

“Academic Paper Author & Presenter” this needs to be change to **iLEAD** categories when the iLEAD team will communicate the notification of acceptance

- **Program Update:** Remove Aitherion Experience; replace with visit to the Science & Technology Museum located near the venue. (Action: George K.) **Done** [Web team has been informed](#)
- **Promotional Materials:** Create a promotional video for Athens, online components, and DC. (Action: Tassos & George) *in progress, Tassos assigned this task to a team*
- **Awards Process:** Communicate with the Awards Team to ensure shared understanding and workflow alignment. (Action: Daphne) *in progress*

4. Current Focus / What’s Next

- Finalising content for program webpages (in-person and online).
- Preparing coordinated promotional campaign (keynotes, DC, Athens, online program).
- Drafting the webinar plan and video script for promotional materials.
- Confirming chairs for Publications, Social Media & Marketing, International Engagement, and shadow Academic Program Chairs.

Upcoming milestones:

- **Nov 20:** Website updates for program pages completed. - Not completed yet
- **Nov 25:** First social media push for speaker announcements. - Not completed yet
- **Dec 1:** Draft promotional video and webinar outline ready for review. - In progress

5. Asks for the Organizing Committee

• Upcoming milestones:

- **Track Chairs:** Confirm review boards and ensure all reviewers are active by **Nov18 - Done**
- **Web Team:** Prioritise creation of in-person schedule pages and online program structure.
- **Social Media Team:** Begin rolling campaigns for keynotes, features, DC extension, and venue promotion - timeline has not been agreed, graphics and text has been created and communicated in [[Discord link](#)].
- **Local Team:** Confirm logistics for the Science & Technology Museum activity and provide details for inclusion in the program. George is working on this

6. Risks / Needs Attention (Optional, ?2 bullets)

- Risk of delays in website updates impacting early promotion.
- Limited time window for accommodation booking—needs prominent communication to authors.

Next Leadership Sync: {{date}}

Next leadership meeting

iLRN2026 Quick Links

- Call for Papers and Proposals
- Keynote & Featured Speakers

iLRN2026 Leadership Meeting - Nov 14, 2025

Leadership Sync Update — Nov 14 2025

From: General Chairs

To: iLRN2026 Organizing Committee

Meeting Type: Leadership Sync (GC + PC + ET)

Attendance:

- Daphne
- Tassos
- George

1. **Headline** (1–2 sentences)

- Finalization of keynote and feature speakers and web site updates
- Decided on final design for keynotes and feature talks for social media [link to canvas]
- Create the web pages for in-person academic and social
- Create the online program
- Discussed the gift content of the conference bag which is another sponsorship of local sponsors
- Finalised that the conference welcome will be at the Main presentation room at Propylaia at 9-11 and the rest of the presentations will start at 11 using lecture theaters A and B (118 and 125 people).
- Finalised the conversation about the rooms to be booked.
- Identify publications chair, social media & marketing, international chair, academic program chairs shadowing.
- Organise a webinar and create a video to promote Athens and online and DC.
- Communication with the awards team to explain the process.

2. **Progress Since Last OC Meeting**

- Update the <https://www.immersivelrn.org/ilrn2026/call-for-papers/> page with the name of the keynote and feature speakers and provide the link <https://www.immersivelrn.org/ilrn2026/keynote-featured/>
- **Keynote in person - Professor David Brown**
- **Keynote in person - Professor Eleni A. Kyza**
- **Keynote in person - Professor Guido Makransky**
- **Feature in person - Dr. Elina Megalou**

- **Feature in person - Daniel Mitelpukt**
- **Feature in person - Professor Michalis Paraskevas**
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- **Keynote online - Professor Barney Dalgarno**
- **Feature online - Professor Panayiotis Koutsabasis, Assos Spyros Vosinakis**
- **Feature online - Jeehon**
- **Feature online - Vassiliki Bouki**
- From the the CFP page [<https://www.immersivelrn.org/ilrn2026/call-for-papers/> take

3. Key Decisions

- **Decision:**
- **Website:** Update all keynote and feature speaker details; request web team to create pages for in-person (academic & social) and online program. (*Action: Daphne*)
- **Social Media:** Share final graphics for speaker announcements and begin rolling promotions. (*Action: Daphne*)
- **Author Communication:** Remind authors to book accommodation early when sending decision notifications. (*Action: Daphne*)
- **Program Update:** Remove Aitherion Experience; replace with visit to the Science & Technology Museum located near the venue. (*Action: George K.*)
- **Promotional Materials:** Create a promotional video for Athens, online components, and DC. (*Action: Tassos & George*)
- **Awards Process:** Communicate with the Awards Team to ensure shared understanding and workflow alignment. (*Action: Daphne*)

4. Current Focus / What's Next

- Finalising content for program webpages (in-person and online).
- Preparing coordinated promotional campaign (keynotes, DC, Athens, online program).
- Drafting the webinar plan and video script for promotional materials.
- Confirming chairs for Publications, Social Media & Marketing, International Engagement, and shadow Academic Program Chairs.

Upcoming milestones:

- **Nov 20:** Website updates for program pages completed.
- **Nov 25:** First social media push for speaker announcements.
- **Dec 1:** Draft promotional video and webinar outline ready for review.

5. Asks for the Organizing Committee

- **Upcoming milestones:**
 - **Track Chairs:** Confirm review boards and ensure all reviewers are active by **Nov18.**
 - **Web Team:** Prioritise creation of in-person schedule pages and online program structure.

- **Social Media Team:** Begin rolling campaigns for keynotes, features, DC extension, and venue promotion.
- **Local Team:** Confirm logistics for the Science & Technology Museum activity and provide details for inclusion in the program.

6. Risks / Needs Attention (Optional, ?2 bullets)

- Risk of delays in website updates impacting early promotion.
- Limited time window for accommodation booking—needs prominent communication to authors.

Next Leadership Sync: {{date}}

Next leadership meeting

iLRN2026 Quick Links

- Call for Papers and Proposals
- Keynote & Featured Speakers

iLRN2026 Leadership Meeting, February 4th, 2026

Leadership Sync Update — February 4th, 2026

From: General Chairs

To: iLRN2026 Organizing Committee

Meeting Type: Leadership Sync (GC + PC + ET)

1. Headline

We worked on a plan for updating the iLRN2026 Cost Model and using that to determine discounts for Organizing Committee members' registrations. Also identified Organizers tasks that should be focused on now: Awards, Local Org costs, non-presenter Attendee wayfinding on the iLRN website, online campus development

2. Progress Since Last OC Meeting

- Estimated 15 members of DSAI / TechEDU have submitted papers to iLRN (8 of them are iLRN Organizing Committee members).
- Registration pathways in Cvent have been approved with comments (esp. Al Bodzin)

3. Key Decisions

- **Decision:** General Chairs to work with Tryfon Sivenas and Apostolos Kostas to get a more complete & current cost estimate for costs for attendance in Athens (one-time costs & per-person costs) to get a better picture of our overlay before registration opens. We can then share with Patrick and update our Cost Model.
- **Owner:** General chairs

- **Decision:** Whitelist of DSAI / TechEDU members with papers to be shared
- **Owner:** Tassos

- **Decision:** Reach out to Sai re: Awards development and engage Organizers to assist: Jule, Program Chairs, Campus Coordinator (Charlene)
 - Jury Panels
 - Award certificates in Athens & Campus digital image / exhibit (for taking selfies -> social media)
 - Online & Athens scripting and resourcing for the events
- **Owner:** Jonathon

4. Current Focus / What's Next

- **Need to go live with the registration.**
- Outstanding issues:
 - ETPE discount. Need to create an interest form. Who should it go to? (Tassos, George?)
 - Name, ETPE registration info, ???
 - Are there going to be dinner options (vegetarian, gluten-free, etc.)? People need to select this during registration.
- Need a clear view of the budget with best estimates of online vs Athens registrations with FULL number of Organizing Committee members and their modality (Athens vs Online)

5. Asks for the Organizing Committee

- We need feedback from "naive" first-timers to our website to see how usable / navigable the site is to:
 - Generate interest in the conference as a non-presenter
 - Find the relevant information as an attendee (online AND in Athens)
 - How to contact the organization if questions / by category or type of question
- Program planning templates for Athens and Online
 - Athens:
 - Organize by day / time
 - Organize by track
 - Organize by room / venue
 - Online
 - Organize by time zone
 - Organize by track
 - Organize by online mode (FrameVR vs Zoom vs Roblox, etc)
- Awards planning for Online and Athens
 - Location
 - Staging
 - EmCee / announcements
 - Preparations
 - Run-of-Show (timeline with specific details in sequence for the event)

Next Leadership Sync: February 18, 2026

- Jonathon will be traveling & not be available