

# 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**

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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}}

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#### iLRN2026 Quick Links

- Call for Papers and Proposals
- Keynote & Featured Speakers

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Revision #1

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