



Call Notes for the ELISA Summit Committee

Wednesday, September 8th, 2021
7:00AM Pacific / 5:00PM CAT (Central Africa Time)

The following Committee members were in attendance:

- Kemoy Liburd-Chow, Embassy of St. Kitts and Nevis
- Preetivi Ellis, Revna Biosciences
- Marie-Ange Noue, EMD Serono
- Scott May, ICPD
- Dustielyn Savage, ICPD
- Elisabeth Valerio, ICPD
- Ruva Chindara, ELISA

Welcoming remarks & introductions: BOLD ITEMS WILL BE COVERED DURING THE CALL. For a more in-depth briefing or if you are unable to attend a meeting but would like a debrief, contact Elisabeth Valerio at evalerio@icpdprograms.org.

Scott May welcomed the committee members to the ELISA Summit committee meeting and introduced Marie-Ange as the committee chairperson. Scott oriented (through screen-sharing) the committee members to the web-based resources. Scott asked the committee members to go the website www.icpdprograms.org, select "Committees" from the "Select an ICPD site" drop-down menu at the top right side of the page. Scott told the committee members that they could locate the meeting agendas, past meeting notes and supporting documents for the meeting on the ELISA Summit Committee Tab. Marie-Ange led the committee through the [agenda](#) for the Committee.

Marie-Ange then invited everyone on the call to introduce themselves.

ELISA Summit Committee

Updates and recent developments

The first Confab was hosted on August 18th. Over 50 people had registered.

Focus topic

Debrief on the August Confab

The committee and the team thanked Marie-Ange for being a great host for the confab. Ruva shared positive experiences of the breakout rooms she had been placed in. Scott reported that over 50 people had registered for the event through the promotional work that Shamah and Ruva had done. He explained to the community that the team is learning how to promote the events to increase attendance. Since the event was the first one ever hosted, the next one will be better coordinated and promoted.

Despite the limited time to network during the breakout session, Ruva and Shamah connected with a lady who works for Enactus which is a company that works with students who are entrepreneurs. The committee agreed that the time given to breakouts was limited and it was unfortunate that the breakouts ended abruptly.

The committee suggested that the breakouts have a countdown timer when the session is about to end so that the attendees can conclude. Dustie explained that most people log out of the meeting when it was time for breakout rooms, the committee suggested that the host explains what the attendee should be doing in the breakout rooms to avoid confusion and for better flow of the program.

During the week of the promotion of the Confab there was a rise in the number of Portal visits, Scott highlighted. The new content is increasing traffic and growing the ELISA following.

Firm up the upcoming 2021 Confabs, review and prioritize the list of speakers

The committee revised the Confab run of show to include the following:

- Introduction and welcome remarks - 5 minutes
- Keynote speaker - 10 minutes
- Questions and Answers - 10 minutes
- Breakout rooms - 15 minutes
- Closing remarks - 5 minutes

Kemoy provided an update regarding the speaker requests that has been sent out. The following were agreed upon for the next Confab events:

- Pascal Murasira (Managing Director at Norrskan East Africa) for October 6th
- Anita Erskine (EP-Anita Erskine Media & BossLady Inc.) for November 10th

Marie-Ange asked Kemoy if she would be available to moderate the Confabs. Kemoy responded saying she might not make it. Scott and the committee agreed to ask Elisabeth or Preetivi to moderate the events as Marie-Ange also will not be able to make it.

Kemoy let the committee know that she will be reverting to the speakers about the briefing call and confirmed the time with the team. She suggested asking for the speaker biography during the briefing call instead of sending a separate email. Scott suggested that Kemoy copy the ICPD team on the emails.

Other & Action Items

ICPD to meet with the confirmed speakers in preparation for the event ICPD to provide to attendees in advance all Confabs - a Bootstrap Brief and questions for the networking breakouts.



The next meeting will include a report on the geographic location of Confab attendees, goals, and objectives of the ELISA Summit for 3 key audiences: Summit attendees, ELISA community and Africa. Marie-Ange reminded everyone that the next ELISA Summit Committee meeting will be Wednesday, November 3, 2021.

Please plan on 45-minutes for this call. Visit <https://elisanetwork.com/> for more information about ELISA.

Upcoming Calls

Wednesday, November 3, 2021, 10:00 AM Eastern | 7:00 AM Pacific