



Call Notes for the ELISA Summit Committee

Wednesday, July 14th, 2021

10:00AM Eastern / 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
- Siya Ntutela, PhD, International Council of Biotechnology Association (ICBA)
- 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

Great utilization of WhatsApp for brainstorming ideas

Focus Topic:

Confabs

Revise the speaker invitation template

The committee and ELISA Team revised the [speaker invitation template](#) to contain the following information:

- Date, time, and location of the event
- Information about ELISA
- Duration of the keynote remarks
- Proposed program of the event
- Invitation for a meeting to know more about the event/ ELISA



This is the template that the team and committee members will use when reaching out to the proposed speakers. The committee agreed that the speaker after speaking about their journey can choose to leave or stay for the rest of the Confab.

Prioritize speakers and send invitations

Ruva created a spreadsheet with the suggested speaker names. Scott shared the spreadsheet and the committee reviewed and prioritized the presented names. Ruva shared with the committee the spreadsheet via email.

Set dates and promote the confabs

Scott oriented the committee to where they can find the Confab dates and asked if the committee had any suggestions regarding the published [Confab dates](#). The committee helped outline the flow of events for the Confabs to include:

- Introduction and welcome remarks - 5 minutes
- Key-speaker note - 10 minutes
- Questions and Answers - 10 minutes
- Breakout rooms - 25 minutes

Other & Action Items

The committee agreed to throw in theme suggestions and concepts in the WhatsApp group to continue with the conversation. The next meeting will focus on better defining the purpose of the ELISA Summit and the outcomes intended. Scott reminded everyone that the next ELISA Summit Committee meeting will be Wednesday, September, 1 2021. Please plan on 45-minutes for this call. Visit <https://elisanetwork.com/> for more information about ELISA.

Upcoming Calls

Wednesday, September 1, 2021, 10:00 AM Eastern | 7:00 AM Pacific
Wednesday, November 3, 2021, 10:00 AM Eastern | 7:00 AM Pacific