



Changes to Leadership Institute Sponsored Meetings 2023

2022 was the year for Chapter Leaders to reunite and reemerge together and it was wonderful to see so many volunteers in person once again. PMI meetings in 2022 included unique elements designed to keep attendees safe and healthy, and to recognize the financial challenges chapters may have faced as we all emerged from pandemic conditions. While we will continue to follow conditions that may impact the health and safety of our community, and will adapt as needed, many of the elements implemented in 2022 are changing in 2023.

Below is a summary of the LI sponsored meeting elements that are changing:

**The Leadership Institute, which operates under the Volunteer Engagement department of PMI, provides training and development for PMI volunteers.*

LI Sponsored Meeting Elements Changing in 2023

2022 LI Region Meeting	2023 Regional LIM
Restricted number of attendees.	No restrictions on number of attendees due to health concerns, although only Chapter Leaders from the region attend.
Vaccination requirements.	Covid-related requirements will be determined based on current situation and meeting location.
Full financial support for 2 Chapter Leaders to attend LI Region Meetings (airfare and hotel).	Leadership Institute Travel Grant (LI TG) will provide reimbursement to chapters for specified travel expenses to certain LI-sponsored events. More information will be provided in the coming weeks.
Travel and lodging arrangements made by PMI for 2 Chapter Leaders to attend Region Meetings.	Attendees will be responsible for making their own travel and lodging arrangements to attend PMI events. Hotel group rates will be available on a first come basis for contracted hotels.
No registration fees for the LI Region Meetings.	2 complimentary registrations per chapter; and a nominal registration fee for additional people from a chapter to attend certain LI-sponsored events.
Leadership Institute partnered with the region to present 1.5-day Region Meetings in each managed region.	Leadership Institute will sponsor 2.5-day in most regions. The LI team will partner with regional staff in support of program development and execution.

Tentative Schedule for 2023

Region	NA	MENA	LatAm	AP/S Asia	SS Africa	Europe
Date	April	June	June	July	September	November

Meeting Location Selection

PMI works with professional meeting planners, globally and regionally, to source the ideal locations for its meetings. Considerations include accessibility by major transportation, visa requirements, safety of location, travel costs, space/venue availability, number, and quality of sleeping rooms, proximity to attractions, price, and other key factors.

PMI does not accept bids or pitches from individuals, chapters, regions, or cities. Once a location is selected, PMI's meeting planners may connect with chapters near a host city for recommendations and guidance, and Leadership Institute planners will invite local chapters to introduce the city to attendees during the event.

Travel Grant to Support LIM Attendance

The PMI Leadership Institute Travel Grant (LI TG) provides financial assistance to PMI Chapter Leaders to attend a Leadership Institute Meeting (LIM) in their region and/or a global Leadership Institute sponsored meeting offering content related to chapter management. PMI's goal is that every chapter have a representative attend at least one event per year for training and development related to chapter management; the LI TG program supports this goal.

Travel Grant Amounts

- Travel grant amounts will be determined per meeting and per region.
 - **NOTE:** THE TRAVEL GRANT MAY NOT COVER THE ACTUAL COST OF AIRFARE AND HOTEL. In this case the individual or chapter is responsible for the remainder of the costs.
- Travel grant amounts will be shared with Chapter Presidents prior to event registration.

Chapters Eligible to Use the LI TG

- Chapters in good standing with PMI, including potential chapters and chapters in formation.
- *Chapters on probation are not eligible.*

Eligible Expenses

- **IMPORTANT:** Hotel costs are eligible ONLY if booked with the PMI host hotel and only if the hotel booking is made by the posted deadline.
- Costs associated with travel, such as airfare, train fare, car mileage and tolls.
- All expenses must be supported by paid receipts; unpaid invoices will not be accepted.
- All expenses will be reviewed and approved or denied by PMI.
- *Examples of expenses NOT eligible include food and drink, internet fees, any type of entertainment, tips, fitness, or sports fees.*