



The Academy of International Business (AIB) holds a single association-wide annual conference each year for the benefit of its members. This statement outlines the various practices and policies that apply to this general conference.

In addition, AIB regional chapters and special interest groups may hold their own meetings. AIB may also schedule smaller, topical or regional special meetings, in addition to its annual conference. The general policies in this document do not necessarily apply to those meetings.

The AIB Executive Board has the final decision-making authority regarding the location and timing of the AIB annual conference. The Board's decision is typically guided by the recommendations of the AIB Secretariat, which has the authority and responsibility for conducting the necessary feasibility analysis, as well as all contract negotiations with host schools, venues, and vendors. Local hosts can only serve in an advisory capacity in these discussions and do not have any authority to negotiate or sign contracts on behalf of AIB, unless given explicit written authorization by the AIB Secretariat.

The Executive Board and the Secretariat are generally guided by past practices, and a set of general principles, outlined below, for determining the appropriate location and dates for the annual conference. AIB recognizes that not all of these general principles can be satisfied simultaneously. By rotating the annual conference location across different international locations (and on different continents), AIB tries to achieve the greatest good to the greatest number of its members.

1. HOST INSTITUTION

The AIB Executive Board regularly invites proposals from local institutions (such as universities, local associations, scientific agencies, or other similar research focused institutions) interested in serving as a local host for an AIB Annual Meeting in their city and/or region.

Hosts typically bring much required local expertise and contacts to properly infuse local content to both the conference program and social events. They also ensure local regulations and customs are followed, as necessary. Local hosts can also help AIB reduce overall costs; for example, by sponsoring the gala dinner or contributing to other conference costs. Serving as a host institution comes with certain responsibilities and commitment, as well as several benefits. Interested parties can contact the AIB Secretariat to learn more about these responsibilities and benefits.

While AIB recognizes the importance and value of the presence of a local host institution, it may also decide to go ahead with the organization of an annual conference without a host institution, if the Executive Board and the Secretariat decides that this is the best course of action for the organization.

2. TIMING

AIB normally holds its annual conference in late June (preferred) or early July of each year. The exact timing may depend on factors such as:

- Availability of possible venues for the AIB conference
- Other city-wide events such as large conventions and trade shows, festivals, and national holidays that may limit availability of lodging options.
- Venue rental and lodging rates for the various possible dates
- Host institution preferences to ensure speaker and faculty availability

3. LOCATION

General principles for location selection include:

- **Core values:** AIB is committed to high standards of professional conduct and ethics in choosing its conference locations. Conference locations should be congruent with AIB's core values as outlined in its Mission, Vision and Values Statement. AIB may eliminate from consideration locations where government policies or local customs threaten AIB's pursuit of these core values. However, we recognize that holding the conference in non-conventional locations can help our members to directly experience and develop a more nuanced understanding of host nations and societies. Locating a conference in a specific country does not imply AIB's endorsement of political regimes or policies.
- **Rotation of sites:** The AIB annual convention shall rotate such that the conference remains accessible to members from different regions around the world. Given that a significant portion of its membership is in North America, AIB shall normally follow a rotation pattern that revisits North America every 2-3 years. However, it should be noted that the Board believes in maintaining some flexibility in this policy to take advantage of any opportunities that may emerge to visit other locations of strategic importance to the organization.
- **Accessibility:** The annual convention shall be held in a location that can be reached by a majority of AIB members. The site must have an international airport hub that is convenient to the conference location. The site must not have overly stringent or complicated visa requirements that would prevent a large contingent of AIB members from participating in the conference. It should provide ample local transportation and a variety of meeting venues and lodging options, as well as high-quality infrastructure critical to having a successful conference (e.g., reliable electricity, air conditioning, internet connection, and audio/video equipment).
- **Cost:** When evaluating locations AIB must keep its annual budget in mind; site locations should be chosen to limit costs for both the participants and AIB as an organization. By rotating sites, AIB attempts to diversify travel costs and time commitment for participants from different regions.
- **Safety and security:** The selected site shall not expose participants to undue personal risk. Locations may be eliminated from consideration due to factors such as armed conflict, documented environmental or health risks, or political uncertainty.

4. CANCELLATION

Because conference locations are selected several years in advance, political and environmental situations may change such that the conference must be cancelled or moved. The main reasons for cancelling an event should be limited to "safety and security" issues such as armed conflict, violent protests, natural disasters, life-threatening diseases, epidemics, or newly imposed government policies. To guide the decision-making process, AIB uses public information sources like news feeds, national health authority advisories, and advice from subject matter experts. The cancellation decision must be made by the AIB Executive Board, in consultation with the AIB Secretariat and the host institution, if such issues would place a significant number of delegates under considerable risk or make it impossible for them to travel to the location.