ELX COMMUNITY GUIDELINES



ELX is a unique community, unlike any other in the events industry. Rooted in the belief that genuine insights come from shared experiences, ELX fosters an environment in which senior leaders from large organizations can exchange ideas and best practices with peers facing similar complexities in their work.

We are proud to offer a wealth of resources, opportunities, and connections to our members without requiring a financial commitment.

To ensure a collaborative and thriving community, we currently have a membership limit in place of 250 senior leaders. As such, we seek members who are not only representing their brands but who also actively contribute to our small, vibrant network.

By upholding the principles outlined in this Community Commitment, you'll help us sustain a thriving, inclusive, and supportive community.

We value your engagement and look forward to your meaningful participation.

1. In-Person Event Participation

Attend at least one in-person meeting per year. Choose from:

- IMEX Frankfurt: One day of ELX-dedicated content and one day of hosted buyer activities.
- ELX Annual Congress: Our largest event takes place in North America in the summer.
- IMEX Americas: One day of ELX-dedicated content and one day of hosted buyer activities.
- ELX European Summit: Takes place annually in Europe every winter.

2. Virtual Participation:

Join a minimum of four virtual meetings per year. Options include:

- Bi-weekly Off The Record Calls: 60-minutes of open discussion.
- ELX Think Tanks: 90-minutes (30-minutes of opening content and 60-minutes of open discussion). Member-led, member-driven content meant for actionable outcomes.
- Ask the Expert Sessions: 90-minutes of content and discussion presented by industry thought leaders.

3. Member Collaboration:

- Lead conversations where you have subject matter expertise. Share resources for
- the library and respond to surveys to contribute to ELX topics. Make new members
- feel welcome Provide constructive feedback to ELX

4. Partner Engagement:

- Engage with our partners because without their generous support ELX would not exist.
- Partners derive value from their investment by having the ability to be part of the conversation and
 understanding the needs of this community, this happens through their networking, thought leadership,
 and content contributions.
- Partners agree to adhere to ELX's non-sales environment policy. If any partner directly approaches you with an unsolicited sales pitch, please promptly inform Nicola Kastner, ELX CEO.

5. Use of Slack:

As part of the ELX community, Slack serves as a central platform for collaboration and communication. Members are expected to follow these additional guidelines when using Slack to ensure a professional and productive environment:

5a. Channel Etiquette:

- Post content relevant to the channel's purpose (e.g., discussions in #event-strategy, file sharing in #tools-and-resources).
- Use threads for responses to keep conversations organized and avoid cluttering the channel.

5b. Confidentiality:

 All discussions in Slack adhere to the Chatham House Rule, unless explicitly stated otherwise, to foster open and candid sharing.

5c. Professional Communication:

- Be concise and professional in your messaging.
- Avoid overusing tags like @channel or @here unless it's truly necessary to notify everyone.

5d. File Sharing and Resources:

- Use the #tools-and-resources channel for temporary file sharing (messages are deleted after 90 days).
- Tag Hannah Elston if a resource needs to be added to the permanent library.

5e. Message Retention:

 Slack messages and files are only retained for 90 days. Please save any important information locally if needed.

5f. Respectful Interactions:

• Treat all members with respect and courtesy, and maintain a collaborative tone.

Failure to follow these Slack-specific guidelines may result in a review of your participation on the platform, in line with our broader community guidelines.

6. Chatham House Rule:

- The ELX community is a safe space where all conversations operate under the Chatham House Rule.
- Adhere to the Chatham House Rule for confidentiality: Information from discussions may be used, but participants' identities and affiliations must not be disclosed.

7. Privacy:

- Do not record meetings, events, and other interactions. This constraint encompasses a range of artificial recording methods and similar technologies.
- When and where appropriate ELX will capture the relevant discussion topics, then anonymize the content before distributing. You will be informed in advance if this will take place in case you wish to remove yourself from the discussion.
- ELX takes data privacy very seriously and if you use, sell, or share members' information your membership will be terminated immediately.

8. Community Growth:

Help us build ELX into the most meaningful and impactful community by investing your valuable time. Our ask is that members contribute as much value as they get out of the community. Follow ELX and engage with its content on LinkedIn. Promote your pride in your ELX membership whenever possible. Refer appropriate industry colleagues to ELX.

9. ELX Alumni Policy

As part of our commitment to fostering a vibrant and supportive community, we have updated our policies to clearly support our members through professional transitions.

Whether you're changing jobs, retiring, or even stepping away from the industry, these guidelines are designed to keep you connected and informed.

When You Change Jobs

- Eligibility Maintained: If you're transitioning to a new role within our industry, please update your contact details so we can keep you in the loop on all ELX activities and opportunities.
- Eligibility Reviewed: Should your new role place you outside the eligibility criteria of our community, we will reach out personally within two weeks to discuss your membership status.

If You Retire

• Continued Involvement: Retired members are valued for their experience and wisdom. You are welcome to stay active within our community as an alumni member for at least 12 months, with potential extensions reviewed annually.

If You Leave the Industry

- Permanent Exit: If you decide to step away from the industry, we will contact you to discuss the conclusion of your active membership.
- Temporary Exit: Members in transition who intend to return to the industry are supported for up to 12
 months as they seek new opportunities. Once you secure a new position, the guidelines for changing
 jobs will apply. Please note that during this time you are not allowed to leverage the community for any
 advice to support temporary consulting assignments.

Our collective success at ELX depends on each member's commitment to these principles. You play a crucial role in maintaining the integrity and vibrancy of our community. By adhering to this Code of Conduct, you contribute to a safe, respectful, and enriching environment where all members can thrive.

We thank you for your commitment and look forward to creating exceptional experiences together.