**Company name:** ACPE Coordinating Committee

**Participants & roles**:

* Kittipong Deevee - Chairperson
* Phu Jongsaratis - Secretary and participant
* Raviporn Akekunanon - Participant
* Puwadol Vichitbandha - Participant
* Nopdanai Sayamnet - Participant

**Date:** March 16, 2021

**Time:** 1:30 - 2:00 PM

**Venue:** Zoom meeting (meeting ID and password will be sent along with email confirmation)

**Topic of meeting:** Find the conference venue suited for the ACPE international conference in June 2022.

**Meeting objective:** The objective of this meeting is to discuss, analyze and come to a consensus on the conference venue suited for the ACPE international conference in June 2022.

**Items on agenda:**

* **Welcome**

- Greetings

- Checking participants

- Reviewing the agenda/objectives

- Stating procedure and roles

- Timing agreement

* **Reviewing pros and cons of each conference venue in terms of venue properties**
* Discuss and analyze each conference venue pros and cons about properties and facilities available in the conference venue
* **Reviewing pros and cons of each conference venue in terms of location**
* Discuss and analyze each conference venue pros and cons about these factors
  + Accommodation
  + Other local places
* **Conclusion**

- Concluding each conference venue advantages and disadvantages

- Comes to the consensus, the conference venue suited for the ACPE international

conference in June 2022

* **Meeting Close**

- Closing remarks