



2nd LSGL ADMINISTRATIVE MEETING

19 July 2016, Chicago

Northwestern Pritzker School of Law

LSGL Administrative Group includes professional services staff working in the LSGL member institutions to facilitate the administrative work, advance and promote the professional recognition and development of the League.

09:00

WELCOME

Juliann Cecchi – Northwestern Pritzker School of Law

Janet A Garesche- Northwestern Pritzker School of Law

Introduction of Group Members

- Maria Christina Canaveira de Castilho – FGV Sao Paulo, International Relations Coordinator
- Juliann Cecchi – Northwestern Pritzker School of Law, Assistant Dean, External Partnerships
- Isabel Garcés Correa- IE Law School, International Activities Coordinator
- Janet A Garesche- Northwestern Pritzker School of Law, Director Executive LLM and Tax Programs
- GOH Mia Yang – National University of Singapore, Faculty of Law Associate Dean
- Ileana Jinich Mekler- ITAM Director of International Office
- Esra Özcan- Koç University Law School, Academic and Administrative Coordinator
- Adam Tupper- King's College London, Senior Partnerships & Projects Officer
- Irena Wasserfall – Cape Town University, Professional Development Project Manager
- LYU Yong- China University of Political Science and Law, Deputy Director of International Office
- Mary Anne Leenheer – ITAM, Head of Academic Exchange
- Burcu Sarsilmaz – Koç University, Executive Manager of International Programs Office
- Sedef Erçetin- Koç University, Exchange Programs and Partnerships Coordinator/ Team Leader



09:30 - 12:00

**Objectives and Work Progress
of Administrative Group**

ROUND TABLE DISCUSSION

- Workshop “LinkedIn – Its Value to You as an Administrator in Higher Education”, presented by Mary Maher, Associate Director
- Presentation of annual work plan and achievements
- Presentation of ITAM on next year’s events planning
- Event Management and Cooperation within the League
- Share knowledge and best practices associated with the League’s events management with the next year’s host institution.
- Participation and representation of the members in previous years
- Encourage more staff from member institutions to take part in the League’s events
- How to make the League a common area to discuss and disseminate notifications from the members
- Share tasks in reaching non-active members
- Challenges experienced in communication with the members of the League.
- Staff Mobility