



January 26, 2024

VIA CERTIFIED MAIL

Ms. Ashley Gatlin
Program Director of Rapid Response
Indiana Department of Workforce Development
Dislocated Worker Unit
10 North Senate Avenue, SE311
Indianapolis, IN 46204
and

Ms. Stephanie Terry
Mayor of Evansville, Indiana
1 NW Martin Luther King, Jr. Blvd
Evansville, IN 47708

**Re: Notice pursuant to the federal Worker Adjustment and Retraining
Notification Act**

Dear Madams:

Due to recent unforeseeable and unexpected business circumstances, Meetings & Events International (“MEI”) will be conducting a “mass layoff,” as defined under the Worker Adjustment and Retraining Notification Act of 1988 (“WARN Act”), at MEI’s Evansville, Indiana office located at 1314 Burch Road Evansville, Indiana 47725. Following the final layoffs, MEI anticipates that it will be permanently closing the business, which may constitute a “plant closing” as that term is defined under the WARN Act.

The expected date of the first of three permanent layoffs at the Evansville office will be on **March 31, 2024**. At this time, MEI anticipates that two additional permanent layoffs also will occur at the Evansville office: the second on **April 30, 2024**; and the third on **June 30, 2024**. After the final layoffs on June 30, 2024, MEI anticipates that MEI also will be permanently closing the business and ceasing all operations at the Evansville office on **June 30, 2024**.

The job titles of the affected positions and the number of employees in each job classification are identified on **Exhibit A**, which is attached to and made a part of this Notice.

There is no union representing any of the affected employees. Thus, bumping rights do not exist.

This Notice is based upon the best information available to MEI at this time. We will provide you with an updated notice if it becomes necessary to adjust these plans based on the ever-changing circumstances.

If you have any questions or want additional information concerning this matter, please contact me at rsimpson@meintl.com, 812-868-2500.

Sincerely,

Rhonda Simpson

Rhonda Simpson
Vice President of Human Resources

Employment End Date 3/31/2024		Employment End Date 4/30/2024		Employment End Date 6/30/2024	
Home Office	Number of Employees	Home Office	Number of Employees	Home Office	Number of Employees
Evansville, IN		Evansville, IN		Evansville, IN	
Account Manager	1	Client Services Supervisor	1	Executive Vice President of Finance	1
Compliance Associate	1	Compliance Specialist	2	I/T Manager	1
Compliance Specialist	2	Director of Graphic Arts & Materials	1	Sr. Finance Manager	1
Executive Vice President, Product	1	Enterprise Architect	1	Vice President of Human Resources	1
Finance Associate	1	Finance Specialist	3		
Finance Specialist	1	HR Coordinator	1	Remote, Reporting to Evansville, IN	
Graphic Arts Design Developer	1	Print Production Specialist	1	Director of Client Service Operations	1
IT Helpdesk Technician	1	Program Coordinator	6	Director of Compliance	1
Program Coordinator	2	Program Coordinator Team Lead	2	Director of Speaker Services	1
Program Logistics Coordinator	2	Senior Account Director	1	Senior Developer	1
Program Support Associate	2	Senior Account Manager	1	Senior Project Manager	1
Receptionist	2	Senior Art Director	1		
Speaker Service Coordinator	4	Senior Compliance Specialist	1	Evansville, IN Total	9
Speaker Travel Coordinator	1	Senior Data Analyst	1		
		Speaker Service Coordinator	4		
Remote, Reporting to Evansville, IN		Speaker Services Manager	1		
Accounts Payable Associate	1	Speaker Travel Coordinator	5		
Program Support Associate	1	Sr. Manager, Speaker Services	1		
Training & Communications Manager	1				
Evansville, IN Total	25	Remote, Reporting to Evansville, IN			
		Senior Account Director	1		
		Evansville, IN Total	35		