

THE MEETING PLANNERS

JOB DESCRIPTION

POSITION TITLE: Conference Co-ordinator

RESPONSIBLE TO: Conference Manager

POSITION PURPOSE:

- To support the Conference Team in all operational aspects of conference management
- To assist the Conference Manager with all operational tasks
- To ensure Company objectives are met

DIMENSIONS/REQUIREMENTS:

Qualifications and Experience Required:

- A tertiary qualification preferably in Tourism or Hospitality Management or
- A minimum of 2 years work experience in a related field.
- AMIAA / AMM accreditation must be obtained (at employees own expense), when a qualifying period is passed

Special Skills:

- Organisational skills
- Interpersonal skills
- Good planning skills
- Ability to look at the big picture
- Willing to work to deadlines – may require after hours work
- Ability to handle difficult clients and delegates
- Ability to multitask
- Ability to work under pressure
- Good attention to detail
- Good communication skills – written and verbal
- Problem solving skills
- Initiative
- Flexibility in work practices
- Advanced computer skills
- High standard of written expression (sentence formulation, grammar, spelling)

RESPONSIBILITIES include but are not limited to:

Marketing:

- Set up marketing strategies and systems to record marketing areas.
- Obtain possible marketing opportunities from committee.
- Set up tracking system for marketing opportunities.
- Correspond with all relevant journals and associations to promote the conference.
- Liaison with graphic designer and committee for design of printed materials.
- Develop all printed materials such as expression of interest, registration brochure, conference program.
- Proof reading of all marketing materials.
- Sourcing promotional materials.
- Arrange distribution of promotional & printed material.
- Maintain marketing schedule.
- Develop and maintain website.

Venue:

- Liaise with venue regarding initial booking requirements.
- Develop and maintain event order.
- Liaise with venue for all operational aspects of the conference.
- Liaise with suppliers regarding requirements eg. audiovisual, signage.

Program:

- Liaise with registration coordinator regarding all program aspects.
- Manage speaker requirements.
- Manage speakers papers received both electronically and via hard copy.
- Track progress of program and report to committee.
- Maintain abstract processing and author liaison.
- Liaise with supplier regarding production of abstract book / proceedings.

Delegate Liaison:

- Proof confirmation letters.
- Answer delegate enquiries.
- Provide committee with relevant delegate reports.
- Maintain records of delegate correspondence.

Onsite and Post Event:

- Preparation of onsite requirements.
- Desk supervision and delegate contact point.
- Supervise speaker and program operations.
- Attend onsite as required (extended hours, weekends often involved).
- Prepare conference report.
- Archive files.

General:

- Supplier liaison and negotiation.
- Supplier invoicing and payment.
- Point of contact regarding the conference in Managers absence.
- Attend committee meetings and write & distribute action notes.
- Reception relief and general office requirements.
- Assist other team members and other teams when required.
- Attend training sessions.
- Comply with company procedures & policies.

- **Undertake training as directed**

- **Ensure the company's best interests are maintained**