

Event Planner

The Event Planner coordinates and provides logistic support for meetings and webinars for customers in the Americas region (North, Central, and South America).

Responsibilities and Duties include:

Content Strategy:

- Provide input to Content Strategy process regarding performance of content activity (e.g., evaluation and survey data, attendance, revenue) from a logistics & exhibits perspective.
- Contribute to the development of data collection tools.
- Make recommendations for collaborations and co-sponsorships.

Content Planning:

- Make recommendations for best platform/environment to support content delivery.
- Participate in and support the site contracting process by recommending potential sites
- Provide specifications for RFP's, review contract proposals, finalize and obtain approvals for contracts, and document experience with selected sites for future reference.
- Maximize financial benefit to ____ by leveraging multiple events in contract negotiation.

Content Design and Development:

- Ensure event planning is in compliance with negotiated contract terms.
- Communicate extensively with committee members, chairs, speakers, hotel event coordinators and vendors to ensure completeness of all logistical preparations.
- Comply with all continuing education requirements including scanner/sign-in sheet preparation and use and attendee validation reconciliation.
- Manage speaker management process including A/V onsite requirements and reimbursement arrangements as appropriate.
- Manage logistics for the presentation and delivery of programs and webinars, including participant materials, shipping equipment and materials, speaker accommodations and presentations, signage, on-site registration, badge printing, audio-visual support, food and beverage functions, and preservation of program content.
- Respond to customer inquiries regarding rooms/logistics.
- Manage tabletop exhibit arrangements in collaboration with Exhibits team; provide on-site support for exhibiting companies to ensure smooth exhibits experience for vendors and attendees.

Content Delivery:

- Monitor and document program expenditures around logistics; promptly escalate significant variances or issues.

- Manage content delivery (on-site and online): ensure delivery of the planned program including set up and administration of attendee pre-registration, AV and room set-ups or Webex set up, onsite registration and payment collections, speaker support, monitoring and guidance of venue staff and services, supervision of additional (company name) or temporary staff, and overall trouble-shooting.
- Complete pre-event preparation and onsite execution related to the distribution of speaker material.
- Support the Annual Meeting as needed (attendance at June Annual Meeting is required of all Event Planners).

Wrap-up:

- Reconcile expenditures for program closeout procedures.
- Complete post-meeting activities, including but not limited to posting presentations, meeting closeouts, evaluations, review of registration and financial data according to standard procedures.
- Process speaker reimbursements.
- Other duties as assigned.

Team Responsibilities and Duties:

- Participate in Content Team meetings.
- Create a team environment that encourages team participation, open communication, and task follow-through.
- Determine dates/locations of events.
- Manage budget of assigned event with particular attention to logistics (i.e., F&B, A/V, materials, exhibits).
- Monitor attendance and discuss marketing activities to add/adjust if needed.
- Analyze & discuss evaluation data.
- Participate in wrap-up/debrief sessions.
- Self-manage against timelines (project management).
- Identify opportunities for collaborations & co-sponsorships.
- Provide input to content strategy team – in parts by area (e.g., logistics).

Supervisory Responsibilities and Duties: None.

Qualifications and Skills:

- Bachelor's degree in Hospitality or CMP preferred.
- Experience in meeting management or event coordination.
- Experience with, or show aptitude and willingness to learn, various media and audio-visual equipment in the presentation of content.
- Experience interacting with high-level, pharmaceutical executives, scientists, doctors and regulatory/agency authorities.
- Excellent written, verbal and interpersonal communication and negotiation skills.
- Excellent relationship-building skills.
- Ability to interact effectively and appropriately with individuals of various levels, professions, and cultures.
- Ability to solve difficult problems with effective solutions.

- Ability to work both independently and as a team member.
- Detail-oriented with the ability to multi-task and meet deadlines in a fast-paced environment.
- Computer skills: Microsoft Windows, MS Word, Excel, PowerPoint, SharePoint, and AMS Personify.
- This position requires significant travel (approximately 10-12 times per year).
- English/Spanish bi-lingual a plus.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This position reports to the Associate Director, Event Planning & Exhibits.