



Are we looking for you? Or are you looking for us? We are looking for...

## We are Recruiting! – Conference Coordinator

### Location

ICS employees work in a predominantly remote work environment.

### The Company

A highly respected player at an international level, International Conference Services Ltd. (ICS), is a Professional Conference Organizer in business for over 45 years that works with national and international associations, and organizations, to host conferences, events & tradeshow. Our work is very purposeful - we are truly “connecting people to facilitate change in the world.” With over 80 staff working remotely across North America, Europe, and Asia, we are truly an international team, and we leverage the strengths that our diversity brings.

### The Culture

ICS operates in a true “team” environment - trust, support, and empowerment of each other are very important to our culture. We know that we work better as a team and we regularly celebrate our collectively accomplishment. We pride ourselves on being innovative, solutions-oriented and are able to think outside the box, which keeps us all learning and growing as professionals together. We care deeply about creating exceptional experiences for our clients and pride ourselves in our many long-term relationships we have cultivated.

### Role Overview

In the role of Conference Coordinator, you will be involved in scientific program management...

#### Scientific Program Development and Implementation

- Setting up and managing online system for abstract submission, review, scheduling and notifications
- Communication with program committee, speakers, abstract presenters and all stakeholders involved in the scientific program development
- Managing speaker invitation and all correspondence with program faculty independently and in a timely manner, tracking responses and coordinate replacements with program committee
- Managing collection of all required speaker materials
- Providing content required by the marketing department for production of promotional campaigns (ie website, flyers, social media posts) and onsite materials (ie program and abstract book, mobile app)
- Collaborating with other departments on the appropriate onsite set up and delivery
- Managing onsite experience for speakers including but not limited to registration and AV requirements, slide submission, speaker protocol

### **Leadership and Management**

- Timeline development and management (internally and externally)
- Advising clients and Project Managers on best practices and best program formats

### **Education, Experience & Skills required**

- **Conference and/or events management experience is preferred**
- **Scientific program management including abstract and speaker communication for professionals**
- Relevant education in events management is preferred
- Excellent organizational skills
- Very strong verbal and written communication skills
- Ability to interact with high-level scientists, a plus
- Proven ability to multi-task, prioritize, and meet deadlines
- Great attention to detail
- Ability to work autonomously *and* as part of a team
- Ability to work with a complex software used to manage our educational program
- Ability to manage a high volume of email communication
- Understanding of CME requirements is preferred

**Note:** Travel to congresses may be necessary

### **What's next?**

Please send your resume and cover letter to [careers@icsevents.com](mailto:careers@icsevents.com).