



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

## **We are Recruiting! – Conference Coordinator**

**(with a focus on Speaker & Abstract Management)**

### **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 collective accomplishments. We pride ourselves on being innovative, solution-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**

The Conference Coordinator (focusing on Speaker & Abstract Management) is a critical role supporting our conference operations. This role includes the exceptional opportunity to regularly interact with some of our key client stakeholders including expert speakers and various professionals from a medical and scientific background. Another key responsibility is managing a high volume of speaker communications, presentations and scientific abstracts and organizing these important records and documents in custom software programs. This role combines the best of many worlds – interacting with key client stakeholders - being a critical part of the conference operations function – all while having the ability to work quite independently and organize your own workday.

### **Key Tasks & Duties**

#### **Support for Scientific Programs**

- Setting up and managing online system for speaker abstract submission, review, scheduling, and notifications

- Communication with organizing committee, speakers, abstract presenters, and all stakeholders involved in the program development
- Coordinating speaker invitations and all correspondence independently and in a timely manner, tracking responses and coordinate replacements
- Managing collection of all required speaker materials
- Interacting with marketing department for production of promotional campaigns (ie. website, flyers, social media posts) and onsite materials (ie. program and abstract book, mobile app)
- 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 including any conference key dates for abstract submission deadlines etc.)
- Offering suggestions and expertise to clients and Project Managers on best practices and best program formats

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

- Experience in a conference and/or events management setting is preferred
- Experience with scientific program management and/or speaker and abstract management is a definite asset
- Relevant education or coursework in events management is an asset
- Strong technical skills including intermediate Excel skills and proficiency and a demonstrated ability to learn new software quickly
- Very strong communication skills, and an ability to appropriately and professionally interact with senior professionals in the scientific and academic realms
- Exceptional attention to detail, and focus on preciseness
- Highly organized with an ability to handle a high volume of emails and incoming communications
- Understanding of CME (Continuing Medical Education accreditation) requirements is preferred

**Note:** Travel to in-person conferences in the future may be required

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

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