



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

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

### **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 & tradeshows. Our work is very purposeful - we are “connecting people to facilitate change in the world.”

### **Remote-First Work Environment**

ICS employees work in a remote-first work environment. Our employees truly enjoy the flexibility that remote work brings, and we work hard as a company to stay connected through weekly all-hands meetings and annual in-person get-togethers. Remote work is an important part of our business strategy. There is an opportunity to work from our Vancouver, BC office.

### **The Culture**

With over 80 staff working remotely across North America, Europe, and Asia, we are a diverse international team, and we leverage the strengths that our diversity brings. Everything at ICS is accomplished through the unit of “team” and teamwork is incredibly important to us - trust, support, and empowerment of other team members are defining aspects of our culture. We take pride in what we accomplish as a team, and we regularly celebrate each other as individuals and collectively. ICS is a great fit for people who are results-oriented self-starters, who are energized by a fast-pace of work and who would describe themselves as innovative, solution-oriented and able to think outside of the box.

### **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 interact with senior professionals appropriately and professionally 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

### **The Benefits of Working at ICS**

- Our employees work remotely on a permanent basis.
- As an employee you are provided all hardware including company laptop, monitor, headset, mouse, keyboard, and internet-based phone
- In addition to salary, we offer a monthly work from home allowance to help cover the cost of your home internet and home office expenses
- In addition to vacation time, employees receive a paid day off on their birthday each year

- An excellent benefits package including Extended Health Coverage, Dental and access to our EFP is provided after 3 months
- Fun in-person employee get togethers each year
- ICS prides itself in providing career development opportunities

## What's next?

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