



We are Recruiting! – Manager, Conference Educational Program

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 “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.

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.

Key Tasks & Duties

- Sets up online platform tailored to individual client requirements for submission of abstracts, abstract review, and author correspondence
- Advises on the development of program timeline
- Produces reports for the scientific committee and facilitates meetings as required. Supports and advises the program chair/program committee throughout the congress life-cycle
- Research CME accreditation and assists program committee in submitting applications, gathering requisite disclosures; advises appropriate departments to ensure the event is compliant
- Performs editing and formatting on abstract submissions to ensure compliance with guidelines; corresponds with authors or co-authors of incomplete submissions
- Organizes and facilitates review process; contributes to the drafting of reviewer guidelines and assists reviewers with technical issues
- Compiles review results, creates sessions per committee instructions, prepares notices of disposition for authors, ensures timely sending of notifications and instructions for presentation (oral, poster, etc.)
- Drafts and issues invitations and instructions to abstract session moderators; tracks responses and seeks replacements
- Facilitates best abstract selection where applicable

- Liaises with Registration department to track presenter registration status; advises program committee of status
- Coordinates travel, registration, housing and presentation for scholarship/award-winners where applicable
- Draft invited speaker and chair invitations and ensure that they are sent in a timely fashion; follows-up responses and advises committee of any replacements required; alerts committee to any issues regarding speakers
- Tracks registration, housing, travel and honoraria for invited program speakers and chairs, as per congress policy
- Writes and compiles content required by the marketing department for production of call for papers, final program, abstract book, website, congress app, etc.
- Advises Operations department on specific needs for meeting room assignment (liaison with program committee) and setup
- On-site during conferences: manage speaker preparation room. Determine speaker welcome and processing protocol, staffing needs, reviews AV requirements, trains staff and adjusts as necessary, provides daily reports to program committee, troubleshoots program issues (i.e., no-show speakers), ensures session tracking functions as required, produces certificates of presentation when required
- Drafts final report with session attendance, speaker issues, attendee evaluations, and recommendations for next congress
- Makes recommendations to supervisor concerning new contracts or renewals with suppliers of contracted services. Monitors operation of services according to agreements

Education, Experience & Skills Required

- 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
- Keen attention to detail
- Demonstrated ability to clearly transmit and receive information
- Client-focused, service-oriented, and able to work with all levels of staff
- Ability to work autonomously *and* as part of a team
- Demonstrated ability to work in a PC environment using databases, spreadsheets, mail merges, web research.
- Able to train and organize staff

Note: *Travel to in-person conferences, both domestic and international may be required*

You must also be familiar and have worked with the following tools:

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Willingness to learn new software systems as required

The Benefits of Working at ICS

- Our employees work remotely on a permanent basis. This will not change post-Covid!
- Company laptop, monitor, headset, mouse, keyboard, and internet-based phone are provided for your use while you are an employee at ICS
- In addition to salary, we offer a \$100 per month work from home allowance to help cover the cost of your home internet
- In addition to vacation time, employees receive a paid day off on their birthday each year
- An excellent benefits package is provided after the completion of the probationary period
- In-person employee get togethers each year
- Domestic and international travel to conferences
- ICS prides itself in providing career development opportunities

What's next?

Please send your resume and cover letter to careers@icsevents.com