



MEETINGS MANAGER

The Transplantation Society (TTS) is searching for a Meetings Manager for its International Headquarters in downtown Montreal, for a contract of 20 months (February 2015 to October 2016). TTS is a not-for-profit organization providing focus for global leadership in the field of transplantation on the development of the science and clinical practice, scientific communication, continuing education and guidance on the ethical practice.

Summary

The Meetings Manager enables the successful conduct of a set of congresses, conferences and meetings for TTS and its Sections, managing all aspects of these meetings through both internal and external suppliers, and maintaining CME accreditation. The Meetings Manager works closely with the Director of Meetings and the organizing committees to obtain appropriate sponsorships to ensure financial success of the meetings.

The Meetings Manager reports to the Director of Meetings and works closely with the congress team as well as the other employees of the International Headquarters.

The congress team, headed by the Director of Meetings, is responsible for the planning and delivery of one international congress of 5,000 participants (the 2016 congress will be held in Hong Kong), 6 to 9 congresses of 150-700 participants, as well as several smaller expert meetings, over each cycle of two years.

Main duties:

ADMINISTRATION

- Act as Project Manager and manage day-to-day activities of assigned meetings, as well as assist the Director of Meetings and other members of the congress team for other projects.
- Develop detailed meeting plans following TTS procedures and practices (e.g. timelines, venue, suppliers, promotion, contractual obligations, and budget).
- Administer the Memorandum of Understanding (MoU) developed for each meeting.
- Develop a work plan and ensure timely execution of all activities necessary for assigned meetings.
- Develop and manage meeting budgets.
- Maintain all documentation – paper and electronic – in an orderly fashion so as to enable rapid and complete retrieval as needed.
- Maintain regular ongoing contact with organizing committees and TTS/Section leadership to ensure that their requirements are being properly met.
- Provide regular status reports to organizing committees as well as a detailed final report shortly after the closing of the meetings.
- Implement risk management strategies and regularly assess risk factors.
- Evaluate results and provide recommendations to ensure future optimization of resource allocation and management strategies
- Assist the Director of Meetings in the long term planning of the combined set of meetings.
- Adhere to processes established within IHQ to ensure operational efficiency, risk mitigation and proper financial governance.

MEETING PLANNING AND LOGISTICS

- Negotiate with venues, hotels and suppliers for best cost and conditions.
- Undertake site visits as needed.
- Liaise with the primary meeting sites.
- Develop meeting flow/floor plan in close collaboration with suppliers and organizing committees.
- Prepare Request for Proposals for bids and contracts by 3rd party suppliers as necessary. Supervise the delivery

Job posting date: January 13, 2015



of services by the sub-contractors of logistical services.

- Manage logistics linked to: audio-visual and technology; food and catering; equipment and furniture; registration; telecommunications; signage; freight forwarding and onsite set-up; staffing and volunteers; etc.
- Work with other team members in the management of exhibitions.
- Develop and coordinate social events in collaboration with local committees and hired suppliers.
- Manage the creation, organization and distribution of event materials onsite.
- Ensure timely delivery and exercise quality control of all logistical arrangements before and during the Congress

PROGRAM

- Provide program committees the necessary assistance and background information to develop educational scientific programs.
- Coordinate program committee meetings, publish action notes and update program documents as needed.
- Liaise with invited speakers and ensure their requirements are met.
- Oversee the online and print publication of preliminary and final programs.
- Manage room allocation and set-up in accordance to the program.
- Ensure CME compliance for assigned meetings with CME accreditation.

Related Duties:

- Supervise promotion/marketing and communication activities related to meetings.
- Support the development of all Congress documentation by drafting content and coordinating production with the organizing committees and the technologies team.
- Work closely with the Registration Coordinator and technologies team in the planning and monitoring of the registration process, successful promotion of the meetings, and hosting of registered participants and guests.
- Coordinate sponsor and exhibitor solicitation process and draft agreements.
- Ensure the servicing of sponsor and exhibitor agreements.
- Undertake all other tasks required under the MOUs and assigned by the Director of Meetings.

Requirements:

- This position requires at least 5 years of experience in the organization of association meetings and congresses.
- Candidate must have participated in the full planning life cycle of at least one scientific or medical congress.
- Specifically, direct experience in the following areas is a strong asset: program planning, registration coordination, handling registration/abstract management systems, sponsorship management, and exhibit management.
- Experience in organizing international meetings in foreign countries is a definite asset.
- Good computer skills (ideally in a Mac environment); superior knowledge of Word, Excel and database interfaces is required.
- Experience with meeting marketing activities, communication channels and social media an asset.
- A CMP designation would be a definite asset.
- Must reside in Montreal at time of hire or be willing to relocate to Montreal within two weeks.
- Fluency in spoken and written English; French and a 3rd language would be an asset.
- Professional written and verbal communication skills.
- Excellent interpersonal skills.
- Good negotiation skills.
- Ability to work harmoniously within a team, and independently as needed. Ability to coordinate the contributions of colleagues, suppliers and host.
- Ability to maintain a high level of accuracy and integrity.
- Ability to work well under pressure and meet set deadlines.



The Transplantation Society

- Good organizational, time management and prioritizing skills.
- Attention to detail in all areas of work.
- Ability to manage concurrent events in different stages of realization.
- Availability to work flexible hours if required (particularly during travel and as the Congress dates approach).
- This position requires periodic international travel for up to two weeks at a time.

What we offer:

- The opportunity to contribute to an organization that has a significant impact on people's lives.
- Salary commensurate with responsibilities and experience and full benefits.
- Working in a small dynamic team.
- The opportunity to travel internationally and work with passionate professionals in the transplantation field.

Applying:

Please submit a letter introducing your self and a your CV with 2 references and contact information (telephone and email) before February 1st 2015 at 23h59, to Geneviève Leclerc, CMP, Director of Meetings, at dm@tts.org.

Interviews will be conducted February 3-10, 2015 during business hours at our Montreal International Headquarters office.