



Manager of Meeting & Sponsorship

Primary Job Functions

- Supervise Meetings and Sponsorship staff
- Manage sponsorship opportunities with corporate pharmaceutical/device companies
- Ensure sponsorship prospectuses (Exhibits, National Levels, Eat Drink & Learn, Symposia, etc.) are updated for distribution
- Create a monthly sponsorship report for President
- Negotiate and manage contracts for assigned company conference/meeting venues including banquet orders and accommodations
- Participate in planning calls for all company conferences/meetings, as needed
- Travel to company conferences/meetings and other programs, as needed
 - Onsite management of exhibits at company conferences/meetings

Duties

- Manage all aspects of exhibits for company conferences/meetings
 - Develop and maintain relationships with exhibitors
 - Procure signed agreements and payment from exhibitors
 - Complete necessary agreements and applications, with discretion, that may be required by companies seeking to exhibit
 - Maintain tracking list of exhibitors per location
 - Provide direction for exhibit hall layout and registration to the venue and onsite staff
 - Management of exhibit hall layout and registration, as needed
- Research and negotiate contracts for venues and banquet orders for company conferences/meetings
 - Research potential venues and develop cost/benefit comparisons charts for President
 - Negotiate and secure contracts with venues to meet conference requirements
 - Provide direction on conference requirements to venue staff throughout the planning, as needed
 - Provide room layout diagrams to venue staff to meet conference requirements
 - Review and secure final banquet orders

- Schedule meetings with venue staff and HCME onsite staff prior to each company conference/meeting to review program requirements
- Serve as onsite liaison to venue staff, as needed
- Review all final charges from the venue
- Ensure final payments are delivered to the venue

- Travel to company conferences/meetings and other programs, as needed
 - Serve as HCME representative to learners and other CME partners
 - Manage exhibits onsite at company conferences/meetings
 - Onsite management of all HCME responsibilities

- Maintain accurate records of exhibit/sponsor registrations, recording of payments, etc.

- Ensure sponsorship materials are completed and ready for distribution in a timely manner
 - Prospectus, National Sponsorship, Eat Drink & Learn, Symposia, and other sponsorships available

Preferred 3 years + Experience:

- ✓ CME-Continuing Medical Education a plus
- ✓ Conference/Meeting planning
- ✓ Exhibit Management
- ✓ 4-year college degree

Please submit your resume to: marsha.jack@horizoncme.com