



We are Recruiting! – Conference Junior Manager (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 & 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. 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 Junior Manager (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.