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# Example of Conference Planner Job Description

Our company is hiring for a conference planner. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for conference planner

* Work with internal and/or external vendor on the registration process, and setting up/testing of the registration website
* Acts as strategic project manager for assigned programs
* Works with client to develop program agenda consistent with enterprise goals and objectives
* Responsible for providing preliminary budgets for client approval and working to stay within this budget as the program progresses
* Responsible for post-meeting evaluations, sharing results with clients and tracking results for reporting purposes
* Responsible for creation and appropriate distribution of program’s statement of work (SOW)
* This position requires travel approximately 30-40% of the time
* Researches potential conference venue information for final decisions, negotiates key contractual terms, performs room block management, manages food and beverage needs, manages the exhibit area, and manages/coordinates the registration process
* Maintain statistics and scheduling, provide guidance to the production of the technical program and its content, ensure on-site tasks are carried out
* Collaborates with other departments within ComSoc and Technical Activities to ensure all necessary areas are developed and implemented

## Qualifications for conference planner

* Personal computer knowledge and skills
* Some experience in graphic design for invitations and E-blast
* 2-3+ years of conference/event planning required
* Must be able to effectively manage across volunteers and staff
* Demonstrated performance in a fast paced, constantly changing environment
* Ability to travel domestically and internationally—20%-30% travel required