



FASEB

Federation of American Societies
for Experimental Biology

POSITION DESCRIPTION

General Information	
Position title	Conference Manager
Status	Exempt, 37.5 Hours
Reports to (title)	Director of Office of Scientific Meetings and Conferences (OSMC)
Department	OSMC
Date	October 2024

Primary Function
Manages assigned FASEB's in-person and online conferences, a portfolio of 100+ in-person and virtual conferences spread across two-year periods; conference attendance ranges from 100-300 attendee; is responsible for the planning, execution, and reconciliation of conferences to include budgeting, event logistics, program, website etc. Collaborates closely with internal and external stakeholders to ensure success of each conference.

Major Duties and Responsibilities		
Rank (add more as needed)	Duty/Responsibility	Percentage of time
1	CONFERENCE MANAGEMENT	50
	<ul style="list-style-type: none"> • Plans, executes, and reconciles 10 to 14 in-person conferences (mix in-person and online) annually per FASEB's business practices; this may include but is not limited to: <ul style="list-style-type: none"> ○ Event budgeting ○ Timeline management ○ Venue/vendor contracting/management ○ Website content development and management ○ Abstract submission/review, general program management ○ General event logistics, e.g. space assignments, BEOs, AV, photography, F&B ○ Exhibitor/sponsor fulfillment ○ Housing/block management ○ Offsite event/activity management ○ Conference app management/content Set Up ○ Conference material shipment ○ Onsite event management/training of onsite staff, including badge pick up, venue and vendor oversight, participant main contact, etc. ○ Evaluations ○ Data tracking, reporting, analysis ○ Reconciliation, including budget close out ○ Online specific: <ul style="list-style-type: none"> ▪ Assess project needs to inform platform selection, setup, and improvements. 	



	<ul style="list-style-type: none"> ▪ Creates, organizes, and prepares event content to the virtual platforms, ensuring all appropriate technical components and platform settings. ▪ Serves as technical guide to customers/internal team during planning including speaker rehearsals. ▪ Leads the production of virtual events/functions as production director during the event. <ul style="list-style-type: none"> • Implements FASEB conference policies and processes. • Maintains historical records on conferences. 	
2	FUNCTIONAL AREA SPECIALTY (IF ASSIGNED)	35
	<ul style="list-style-type: none"> • Manages specialized area of the conference management processes under direct lead of Directors, OSMC, and provides regular status updates. • Streamlines FASEB's efficiency and creates a FASEB standard by applying the same business practices/protocols to area of focus to benefit all conferences. • Develops and implements tactics to enhance productivity, effectiveness, and consistency in the assigned functional area. • Serves as the subject matter expert in the assigned functional area, providing guidance, insights, and recommendations to internal stakeholders. • Knowledge-shares with team members to enhance their knowledge and skills within the functional area. • Executes initiatives, projects, and process improvements to drive innovation and achieve operational excellence in the assigned functional area. 	
3	STAKEHOLDER COMMUNICATIONS AND CUSTOMER SERVICE	15
	<ul style="list-style-type: none"> • Leads Volunteer Conference Organizers through the event planning cycle/serve as main point of contact for Volunteer Conference Organizers. • Leads speaker confirmations/instructions/general correspondence, collection of speaker materials; sends poster presenter instruction. • Communicates with and prepares conference information/materials for conference participants as needed. • Closely collaborates with professionals in grants/sponsorship management, registration/customer service, marketing, and accounting on the success of FASEB conferences. • Pending area of specialty, interacts with/manages additional FASEB volunteers. 	

Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization's goals and FASEB's needs.

Direct Reports			
Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
N/A			



Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply		Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency
		High school		Contract Negotiations	C
		Prof/technical		Strong verbal and written communication skills	C
	X	College courses (Bachelor's degree preferred, or equivalent combination of education and experience)		Interpersonal Skills, Team Work, Collaboration	C
		Bachelor's degree			
		Master's degree		Strong organizational skills, Ability to manage multiple projects effectively, Ability to meet deadlines & changes	C
	X	Other	4+ years of meeting planning experience required	Customer Service, demonstrated proficiency in proofreading and English grammar Ability to retain composure in stressful situations	C
	X	Other	CMP, CMM, or other industry certification desired	Attention to Detail	C
				Budgeting	C
			MS Office Skills, project planning/sharing software, and Adobe. Experience with Office 365 a plus. Experience with Cvent and Zoom a plus.	C	
			Organizational Skills	C	
			Ability to retain composure in stressful situations	C	
			Conference App Management	A	

Key Decisions & Guidelines	Give two or three examples of decisions you make or actions you may take without prior approval.		Guiding program development with organizers, updating meeting websites, reviewing banquet event orders, selecting vendors to handle posterboard rental, photography, or group activities	
	Give two or three examples of decisions you refer to a higher authority.		Contract execution above authorized threshold. . Code of conduct violations during a conference. Conference cancellation	
	Indicate any special policies, formal procedures, or precedents that guide your work.		Speaker agreements, reimbursement policies, abstract guidelines, organizer handbook, vendor contracts, FASEB employee handbook and travel guidelines.	



	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
Working Relationships	Volunteer Conference Organizer	External	Provide information about logistics, abstracts, timeline and provide and exchange information regarding committee responsibilities and procedures.
	Director of Sales/ Director of Catering and Convention Services	Hotels/Convention Centers	Obtain, exchange of information, negotiation, and cost control.
	Accounting	FASEB	Vendor payments, budget tracking and reconciliation and sponsor inquiries.
	Publication	FASEB	Collaborates on joined efforts such as on-demand conference content production .
	Marketing	FASEB	Exchanges information, collaborates on promotions, and reviews promotional materials.
	Volunteers/Client	Various	Exchanges information, manages their conferences, and provides support through the application process and conference closeout.

Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"> • Occasionally requires lifting materials of approximately 20-30 lbs. • Requires computer work involving extensive use of keyboard, mouse and monitor. • Working long hours sitting, standing, walking onsite at conferences.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> • Dayshift hours primarily. • Travel (up to 20-25%) and other work-related assignments after hours or on weekends are expected intermittently. • This is a demanding position requiring the ability to multi-task for multiple stakeholders; constantly shifting priorities based on stakeholder/event needs and changes; motivating and prompting teams to follow through with timely delivery of projects; adhering to timelines and meeting project deadlines. Ability to maintain project deadlines under various working environments when traveling is expected.