FEDERATION OF AMERICAN SOCIETIES FOR EXPERIMENTAL BIOLOGY

Position Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Status</th>
<th>Reports to (Position)</th>
<th>Department</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meetings Coordinator</td>
<td>Non-Exempt</td>
<td>Senior Meetings Manager</td>
<td>Office of Scientific Meetings and</td>
<td>1/30/2015</td>
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<td></td>
<td></td>
<td></td>
<td>Conferences</td>
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**PRIMARY FUNCTION**

Provides administrative support for the management of meetings and conferences.

**MAJOR DUTIES AND RESPONSIBILITIES**

- Coordinates Client Programs with direction from Senior Meetings Manager. Coordinates client communication; prepares RFPs and obtains quotes for meeting supplies and services; negotiates contracts and pricing, prepares diagrams and floor plans for meeting rooms and offices; prepares sign order; prepares set-up instructions for meeting space and poster sessions; assists with space assignments, food and beverage selections, entertainment, audiovisual needs; adheres to established budget and project/production timelines; assists with preparing facility and supplier orders; assists with the review and coding of invoices and prepares disbursement requests; reviews and prepares speaker and awardee honorariums and disbursements; handles general correspondence; coordinates shipment to/from meeting.

- Maintains Website/Mobile App/Program Development with oversight from Senior Meetings Manager:
  1) Sets up and/or updates abstract submission site, instructions, and guidelines.
  2) Collects bios, abstracts, registration.
  3) Coordinates the review of abstracts with various committees.
  4) Coordinates abstract notifications.
  5) Maintains speakers and awardee spreadsheets and prepares letters and reimbursement forms/procedures.
  6) Drafts text, updates, and posts information on meeting website and mobile app.
  7) Drafts and sends eblasts for various meetings.
  8) Drafts call for abstracts, save the date, promotional material, flyers and forms.
  9) Collects material for development of Program and Addendum.
  10) Prepares schedule, general information, and special functions section of Program.
  11) Updates mobile app content and sends push notifications.

- Coordinates, prepares and distributes agenda/minutes for committee/client conference calls and meetings.

- Works with hotels and/or housing provider in development of housing website and procedures; coordinates special block of rooms for Society Officials, invited speakers and staff; makes reservations and sends confirmations; assists participants with special needs in accordance with ADA requirements.

- Assists with answering telephone.

- Assists Director, as needed.

Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.
### MAJOR DUTIES AND RESPONSIBILITIES (Continued)

#### REPORTING RELATIONSHIPS

<table>
<thead>
<tr>
<th>Supervision Received:</th>
<th>Position Titles of Direct Reports</th>
<th>No. Supervised by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Direct Reports</td>
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</tbody>
</table>

- □ General Guidance
- ☑ Managerial Direction
- □ Direct Supervision
- □ Immediate Supervision

#### PRINCIPAL WORKING RELATIONSHIPS

**Internal:**
- **Position:** Meeting Manager
  - **Department:** OSMC
  - **Purpose:** Obtain, provide or exchange information.
- **Position:** Director
  - **Department:** OSMC
  - **Purpose:** Obtain, provide or exchange information.
- **Position:** Staff
  - **Department:** IT, Publications, Mailroom, OSMC, Accounting, Marketing
  - **Purpose:** Provide information, give direction or instructions

**External:**
- **Position:** Suppliers
  - **Organization:** Various
  - **Purpose:** Distribute and retrieve information/orders. Negotiate costs.
- **Position:** Clients
  - **Organization:** Various
  - **Purpose:** Obtain, provide or exchange information with oversight from Meetings Manager

### POSITION SCOPE

<table>
<thead>
<tr>
<th>Area/Item</th>
<th>Annual Measure</th>
<th>Area/Item</th>
<th>Annual Measure</th>
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### MINIMUM QUALIFICATIONS

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Subject/Major</th>
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<tbody>
<tr>
<td>High School Diploma required</td>
<td>Business/Hospitality</td>
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<td>Bachelor’s Degree preferred</td>
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**Experience**
- 3-5 years meetings experience. Scientific meetings experience preferred.

**Skills**
- Written & Verbal Communication: Proficient
- Ability to Multi-Task: Proficient
- Organizational Skills: Proficient
- Attention to Detail: Proficient
- MS Excel: Proficient
- MS Word: Proficient
- Ability to Meet Deadlines: Proficient
- Interpersonal Skills: Novice
- Budget Management: Novice
- Contract Negotiations: Novice
- MS Access: Novice

### COMPLETED BY:
- Name: __________________ Position: __________ Date: __________

### APPROVED BY:
- Name: __________________ Position: __________ Date: __________