

Job description Trainee congress support



The European Federation of National Association of Orthopaedics and Traumatology (EFORT) is the platform organisation linking Europe's national orthopaedic associations and works on behalf of the European orthopaedic and traumatology community to restore and secure mobility, musculoskeletal health and quality of life.

As part of its activities and mission to focus on education and research, EFORT organises an annual congress gathering around 7,000 participants.

Main Function:

The Trainee mainly assists the Congress Manager in supporting and coordinating the organisation of all the logistical aspects of the EFORT annual congress. She/he will also support the Scientific Programme Manager in handling the abstract management of the annual congress. The Trainee shall report to the Congress Manager.

Key responsibilities:

- Congress registration, housing and social events
 - VIP communications and follow-up
 - Organisation of travel arrangements and transfers
 - HQ hotel: rooming list
 - Social events: invitations and follow-up
 - Manage third party requests
- Abstract management support:
 - Sort and check the data of submitted and accepted abstracts in the event tool
 - Answer queries related to submitted, accepted or rejected abstracts
 - Review the abstract related data entered in the event tool to prepare final online and printed programme
 - Admin support tasks related to poster area logistics
- Pre- and onsite congress meetings: organise and follow-up with participants and suppliers
- Congress marketing and promotion
 - Collect topics for congress newsletter and final programme
 - Follow-up content congress website
- General administrative congress support: update of existing listings and filing
- Onsite support during the congress

Qualifications/job requirements:

- Trainee/student for event/congress management or similar
- Ability to work independently, great attention to details and tight time constraints
- Fluent English and French, other languages an asset
- Team player and good organisational skills, computer literate

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If you are a team player and appreciate the assets of a small team and are ready to challenge the fast moving requirements of a leading European educational platform, we are looking forward to receiving your application.

Please note that the internship is for a limited period of time only (6 months), starting in January 2018 until June 2018.

To apply please send your CV, including a motivation letter and references to: **hr@efort.org**