

Job posting

Congress Manager



EFORT, the European Federation of National Associations of Orthopaedics and Traumatology, is the platform organisation linking Europe's national orthopaedic associations. Its aims reflect the will to promote the exchange of scientific knowledge and experience in the field of prevention and both the conservative and surgical treatment of diseases and injuries concerning the musculoskeletal system.

Its mission is to work on behalf of the European Orthopaedic and Traumatology Community to restore and secure mobility, musculoskeletal health and through this, quality of life.

Its strategy focusses on four pillars that support education, harmonisation of guidelines & standards, influencing European health policy, and finally research.

The educational portfolio is fronted by our flagship event, the EFORT annual congress (gathering between 4,000 and 6,000 surgeons, other healthcare professionals and industry representatives) but also encompasses training courses & webinars in designated fields, fellowship programmes and the scientific open access review journal EFORT Open Reviews (EOR).

EFORT's ambition is also to promote awareness of the burden of musculoskeletal disease in Europe to professionals and policymakers who hold influence on the European agenda and to strive for increased prominence in research and public health activities, for the ultimate benefit of our patients and the taxpayer alike.

As part of its activities and mission EFORT has an immediate opening for the position of:

Congress Manager

Main Function:

Coordinate the organisation of all the logistical aspects of the EFORT annual congress and liaise with internal and external partners. Facilitate the various processes and ensure the EFORT brand is at the forefront of standards in the delivery of educational programmes and initiatives.

Key responsibilities include:

The management of the overall tasks linked to the coordination with the chosen PCO

The implementation of the range of activities, which are insourced vs. the ones given in mandate to outside suppliers and making sure that the outcome contributes to an outstanding and innovative congress experience for the participant

The integration of exempted services into the registration scheme and institutional work of the various committees and stakeholders

The inclusion of the different EFORT portfolio products such as individual membership programme, grant management, educational activities from awards to alumni gatherings of fellowship programmes

The negotiation and pre-screening of third parties offers, structuring logistical and free booth assignments of the member society based community of EFORT



Primary duties and responsibilities:

- Planning and onsite management
 - design distinctive zones, allocate main areas of activities such as educational programmes (e.g. session rooms, posters,...), registration, exhibition floor and maximise interconnection
 - plan for meeting facilities (governance meetings)
 - place technical provider(s) and anticipate IT & connectivity needs
 - Onsite management includes but is not limited to, the supervision of all committee and societies' meetings, staff rotation and schedule of operation teams
 - Together with the business development department PCO onsite management and daily staff and suppliers status meetings
 - Coordinate and conduct site visits
 - Organise scientific planning meetings for the EFORT annual congress
- Registration, housing and social events
 - Implement operational structure following possible insourcing of registration management, alternatively build on regular reporting system ensuring transparency and risk mitigation
 - Build VIP list in line with committee work activities & other stakeholders
 - Manage HQ hotels
 - Select venues, organise and host
- Technical support for high quality delivery of educational activities
 - Speaker's preview centre and derived products
 - CME tracking system and live polling
 - User friendly state-of-the art programme consultation features
 - Evaluation and survey mechanisms
- Financial management
 - Develop and deliver an agreed annual budget
 - Provide comprehensive and regular reports on revenue, expenditure and budget implication
 - Ensure the EFORT annual congress is appropriately resourced

Communication and community relations:

Develop an integrated marketing and communication plan in liaison with other key activity departments and membership network

Coordinate the promotion of the full range of products & services of EFORT and reflect the organisation's scope via the EFORT Plaza, booth space that is adapted each year depending on content and space

Produce print material from 1st announcement to final programme

Define press activities and select media

Support future strategic developments of the EFORT annual congress and innovative approaches in meeting design

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Qualification & experience

The successful candidate will have at least 3 to 5 years of professional experience in the management of international healthcare congresses. You hold ideally a bachelor degree in tourism with a specialisation in event management or equivalent degree. Strong written and oral communication skills in English and French (other European language an asset).

Additional requirements:

- You are used to work independently, multitask and handle fluctuating deadlines
- You possess the ability to engage with diverse volunteer and related groups
- You can identify, summarise and clearly report on trends, concerns and potential solutions
- You know the meaning of decision making processes within the not-for-profit environment aimed at consensus driven solutions
- You are a team player, appreciate the assets of a small team
- You are ready to challenge the complexity of joint venture projects
- Solid, hands-on, budget management and analytical skills
- Willing to travel

How to apply:

Please send your CV, including a motivation letter and references to:

hr@efort.org | or through **www.jobup.ch**

Application deadline is Friday, 08 February 2019.

Only shortlisted candidates will be contacted.