

MEETING PLANNER

CAREER INFORMATION

WHAT DO MEETING PLANNERS DO?



- Meet with stakeholders to understand objectives and audience
- Site research & selection
- Procure speakers and talent
- Generate marketing and invitations
- Ensure customers and vendors are dealt with professionally
- Arrange for sponsors
- Ongoing communication with attendees, speakers, vendors, etc.
- Negotiate Hotel rates & perks
- Travel to meetings
- Organize all details of meeting including but no limited to:
 - Food & Beverage selection
 - Audio-Visual
 - Meeting room setup
 - Budget management
 - Lighting & decor
 - Prepare collateral material
 - Manage registration process
 - Transportation
 - Arrange for off-site activities

WHAT MAY THE WORK ENVIRONMENT BE LIKE?

Usually works in an office environment or from remote location



Works some nights, weekends

May travel 20-50% of the time for research trips and to execute meetings



Onsite meeting management may take place at hotels, resorts or other unique venues

Spends many hours on feet at events



WHAT QUALITIES SHOULD A MEETING PLANNER HAVE?



Detail-oriented and well organized

Strong communication skills with all levels of management



Grace under pressure

Creativity



Ability to Multitask

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