

JOB OPENING

Conference Meeting Planner For Non-Profit Membership Trade Association



IPATA is a non-profit international membership association of professional pet shippers that transport pets for families that are relocating. Started in 1979 in Chicago, it was grown from 6 members to over 450 members in more than 85 countries. The international headquarters is in Hawkins, Texas.

SKILLS:

- Experience in site selection, planning international conference (budgets, F&B, AV, Speakers, networking activities, etc.)
- Experienced in project management and deadline oriented.
- Must be proficient in all Microsoft Office products particularly Word, Excel, Outlook and Publisher.
- Graphics design skills a plus

COMPENSATION: Full-time (flextime available) 40 hours a week in the Hawkins office (telecommuting *may* be an option at a later date); compensation negotiable depending upon experience.

JOB DESCRIPTION

ANNUAL INTERNATIONAL CONFERENCE: Held in Sept/Oct/Nov each year with 225-250 attendees from 40+ countries. Currently conferences rotate each year: Europe, Asia, North America and “anyplace”. For example:

2015 – Rome, Italy (Europe)	2016 – Kuala Lumpur, Malaysia (Asia)	2017 – Dallas/Ft. Worth (N.America)
2018 – Melbourne, Australia (Anyplace)	2019 – Chicago (40 th Anniversary)	2020 – Frankfurt, Germany (Europe)
2021 – Asia	2022 – N. America	2023 - Anyplace

REGIONAL MEETINGS – Held in Feb/Mar/Apr in each region (Europe, Asia, Oceania, North America, Latin America, Middle East/Africa). Usually a one-day regional meeting (10-50 attendees depending upon the region) and, periodically, a separate one-day basics workshop is held in conjunction with the regional meeting.

Primary Responsibilities for both the annual conference and regional meetings:

- 1) Hotel Selection (Coordinate hotel research, conduct on-site inspection for annual conference locations, review hotel contracts)
- 2) Budget development and budget compliance including establishment of registration fees and, for the regional meetings, preparation of the registration form in Excel.
- 3) Conduct conference calls to coordinate the networking activities and program content (working with the Education Committee who would suggest topics and speakers or the Regional Director for the regional meetings)
- 4) Conduct conference calls to coordinate outside activities (working with local members); contracting with vendors
- 5) Supervision of website content & printing design (coordinating with IPATA’s graphic designer)
- 6) Marketing to members (in cooperation with IPATA’s Communications Director)
- 7) Soliciting and confirming sponsorships, exhibits, advertising, door prizes
- 8) Coordinating with the hotel (menus, room layouts, AV and AV-tech, room blocks)
- 9) Coordination of materials to be ordered (tote bags, folders)
- 10) Coordinating with website coordinator and Admin on FaceTime app (for one-on-one meetings at the conference)

BOARD MEETING – Held Apr/May each year; 2-day meeting for 12-15 people

- 1) Hotel Selection (Coordinate hotel research, review hotel contracts)
- 2) Research and contract for outside activities (such as group dinners)
- 3) Coordinating with the hotel (menus, room layouts, AV, AV-tech, room blocks)