



POSITION DESCRIPTION

Position Title: Manager, Meetings

Department: Meetings

Reports To: Director, Meetings

Supervises: Non-applicable

FLSA Status: Exempt

Effective Date: October 1, 2021

General Description:

Manage and implement logistical aspects of Stand-Alone Conferences, Governing Board Meetings, The Liver Meeting® Headquarter Hotel, and Housing. The position supports the engagement of members and other hepatology providers through rigorous scientific in-person and hybrid meetings and other offerings.

Key Responsibilities:

Stand-alone Conferences

- Works closely with Education Department to determine meeting objective, timeline, and budget
- Manages hotel and vendor selection
- Manages logistics for in person and hybrid small conferences related budget line items associated with the meetings
- Provides internal stakeholders appropriate travel information and housing for the website
- Coordinate's meeting logistics for in person and hybrid small conferences including menus, audio/visual orders and room sets (estimated size 100-250 attendees)
- Prepares necessary collateral and logistics/shipping
- Manages housing blocks/pick-up and cut-off dates
- Travels to meetings to provide onsite logistics and registration management
- Prepares housing reports to be included in meeting history files
- Reviews, reconciles, and submit final billing for approval

The Liver Meeting® (Annual Meeting) Housing

- Negotiate and summarize housing contracts and room rates, present to the Director, Meetings & Sponsorship for approval
- Serve as primary contact housing service providers including RFP/evaluation, contract negotiation and management of work by vendors
- Develop conference room block and specialty subblocks for the meeting
- Work with housing partner to assign hotel rooms for VIP, staff, vendors, large groups, special guest, and invited speaker housing
- Manage comp room assignments and hotel concessions to maximize AASLD's benefits
- Oversee preferred housing list, amenities, and transportation arrangements for VIPs
- Creates marketing plan and works with AASLD legal counsel to deter housing poachers/pirates
- Maintain historical records of room blocks along with documentation on upgrades and benefits for board members, VIPs, Speakers and partners
- Negotiate any attrition or cancellation fees and prepare documentation for legal counsel if applicable

The Liver Meeting® (Annual Meeting) Headquarter Hotel

- Oversee hotel meeting room space assignments
- Manage AASLD meetings/special event requirements and specs with staff liaisons
- Manage specification, temporary staff and resources for Early Morning Workshops, Meet the Professor seminars and any additional education assigned at the Headquarter Hotel
- Manage meeting logistics to include event resumes/specs, food & beverage, audio visual set up, internet, electric meeting space, as well as all special needs (meals, scooters, interpreters, etc.)
- Coordinate AASLD Foundation events at The Liver Meeting® including logistical needs for onsite presence, VIP Donor Lounge and industry meetings



- Develop hotel resume and event specification for review and execution by facility and vendors
- Implement timelines/deadlines for annual meeting logistics
- Prepare materials for and lead the month-out and onsite daily meetings with the HQ hotel
- Serve as primary on-site contact for AASLD events at the HQ hotel
- Review, reconcile, and submit final bill(s) for approval
- Manage recognition receptions (outside of the members reception) in coordination with other AASLD stakeholders
- Manage all VIP transportation and amenities
- Travel for The Liver Meeting® and month-out planning meetings as appropriate
- Prepare all signage needed for Headquarter Hotel
- Manage logistics related budget line items associated with the HQ hotel
- Develop and implement appropriate logistical timelines/deadlines

Governing Board

- Work with Director, Meetings and VP, Meetings and Sponsorship on site selection
- Conduct meeting facility research, create RFPs, review proposals, and negotiate hotel and vendor contract
- Manage meeting logistics to include event resumes/specs, food & beverage, audio visual set up, meeting space, transportation, and off-site dinners, as well as all special needs (meals, scooters, interpreters, etc.)
- Monitor policies and procedures for meeting participants and staff with Travel Agency
- Manage housing blocks/pick-up and cut-off dates
- Manage the budget associated with the meeting for logistical needs
- Prepare logistical fact sheet and online housing form for attendees
- Review, reconcile, and submit final bill(s) for approval
- Responsible for post-meeting reporting and follow-up
- Develop and implement appropriate logistical timelines/deadlines
- Organize all group activities
- Coordinate with People and Strategy Department for governing board meeting to ensure seamless correspondence with Board members

General:

- Participates in planning/committee meetings and conference calls as needed
- Travels to The Liver Meeting®, smaller conferences, and month-out planning meetings to coordinate onsite logistics, registration, and other responsibilities as appropriate or required

Other duties as assigned.

Education and Experience

- Bachelor's degree in relevant area, or other related field equivalent work experience
- The job requires a minimum of 5 years' experience in a similar role and relevant subject matter expertise
- Experience in hospitality, hotels, nonprofit preferred
- Experience working in a virtual environment and technology like Zoom, MS Teams, and Slack
- Experience managing meetings and housing blocks for meetings of 8,000+ attendance



Skills Needed in Position

- CMP, CMM or DES preferred.
- Excellent editing and proofreading skills.
- Strong organizational and project management skills; adept at working under tight deadlines and managing multiple projects simultaneously and ability to meet deadlines.
- Communication skills: Clearly and effectively communicating ideas verbally and in writing, including the ability to edit the writing of others. Commitment to keeping stakeholders informed.
- Strategic thinking and problem-solving skills: Anticipating future consequences and trends, making decisions congruent with the organization's strategic direction, mission and goals, and developing new approaches to solve problems or improve processes.
- Planning and organizing skills: Determining priorities, developing plans to assure the achievement of objectives, and allocating time and resources effectively.
- Supervisory/management skills: Setting clear performance objectives and directions; delegating appropriately; and providing clear, behaviorally specific performance feedback, effective coaching, and development opportunities
- Interpersonal skills and emotional intelligence: Skill in building and maintaining effective interpersonal and team relationships with a diverse network of colleagues inside and outside the organization, and with other relevant individuals with whom the organization works (members, the media, other organizations, funders etc.)

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Duties and responsibilities may be changed or expanded at any time to accommodate the needs of AASLD and the AASLD Foundation.