



JOB DESCRIPTION – REQUEST FOR PROPOSALS FROM QUALIFIED APPLICANTS
Professional Meeting Planner (PMP) ○

The World Institute of Pain® (WIP) a professional membership society specializing in global certification and educational activities for pain medicine physicians, seeks to employ full-time a hands-on Professional Meeting Planner (PMP) to join its professional staff headquartered in Winston-Salem, North Carolina, USA. The PMP is expected to work in a cohesive manner with the WIP staff, Board members, Program Directors, Scientific Program Chairs and associated Faculty and Volunteers to plan, promote, and execute official WIP conferences and symposia; as well as liaise with the WIP Professional Congress Organizer (PCO) staff on the biennial WIP World Congress. The ideal candidate will possess a broad skill set, with the ability to work in both a hands-on manner as part of the work team and as a manager and leader who can direct, motivate, and inspire members of the work team as well as a diverse network of stakeholders of WIP.

Essential Attributes

1. Attention to detail, with ability to prepare and execute concise program and marketing plans, with checklists, and within budget and deadlines.
2. Ability to listen, understand, and communicate with the Program Director(s) and associated faculty; taking the staff lead in executing all details associated with meeting and events management.
3. Passion for working with people, all people, without prejudice.
4. Flexibility to accommodate the needs and demands of the Program Director(s) and associated expectations, often involving different world clocks and time zones.
5. Constant preparedness, including planning for contingencies.
6. Ability to stay cool, calm, and collected under pressure.

Principal Accountabilities

1. Venue selection and contracting: Facilitate venue site selection, bid solicitations from venue and service providers, contracting and associated tasks.
2. Facilitate program faculty/guest invitations, handle correspondence, and collect disclosure forms, bios and presentation materials.
3. Facilitate marketing and promotion of meetings and events, designing/preparing artifacts and/or utilizing existing staff and contract staff for leaflets and graphic content; digital media channeled through WIP's existing website and social media outlets, and as supplemented for event-specific demographic targets. Staff available for assistance.
4. Complete all documentation and fulfillment required for CME accreditation. Staff available for assistance.
5. Exhibition and Sponsorship prospectus planning and execution, currently for small to modest meetings and events; working with PCO on World Congress with emphasis on North American sales recruitment.
6. Registration management, utilizing existing licensed event software product. Will train.



World Institute of Pain®

150 Kimel Park Dr, Ste 100A * Winston-Salem, NC 27103 USA

E: wip@worldinstituteofpain.org | T: 1.336.760.2933

7. Onsite management of participant registration, CME fulfillment, etc.; managing staff and volunteers at events and recruiting additional as needed for specific events.
8. Social Program events management responsibilities, as directed by Program Director.
9. Transportation logistics, including ground transportation between hotel and training facility.
10. General requirements, as directed by Program Director and Scientific Chairs, WIP Staff.
11. Administration/Financial Management, working cohesively with WIP accounting and administrative staff; offering expertise and direction to help ensure success.

Minimum Qualifications

1. Prior experience planning no fewer than three medical education conferences or workshops, for which CME credit was awarded to the participants.
2. Strong knowledge of CME accreditation rules and regulations.
3. Minimum of a Bachelor's degree from an accredited university.
4. Professional certification as a meeting planner or willingness to obtain on the job.

Please send confidential resume, including a list of all medical education conferences and workshops you have helped organize in the past three years identifying number of participants and demographics as well as your role in those activities, with letter of introduction and compensation expectations to: Ms. Dianne Willard, Executive Officer of WIP, via Email: dianne.willard@worldinstituteofpain.org .

Thank you.

Craig T. Hartrick, MD, FIPP
President
World Institute of Pain®
150 Kimel Park Drive, Suite 100A
Winston-Salem NC 27103
USA

www.worldinstituteofpain.org