

**American Epilepsy Society**  
**Director, Meetings and Events**  
<https://www.aesnet.org>

**The Organization**

The American Epilepsy Society (AES) is one of the oldest neurological organizations in the country. The mission of AES is to advance research and education for professionals dedicated to the prevention, treatment and cure of epilepsy. The society promotes interdisciplinary communication, scientific investigation and exchange of clinical information about epilepsy. With a membership of 5600, AES represents clinicians, scientists investigating basic and clinical aspects of epilepsy and other professionals interested in epilepsy, seizures and related disorders, as well as industry employed members and patient advocates. Members represent both pediatric and adult aspects of epilepsy.

AES is located in downtown Chicago, has a staff of 29 with an operating budget of \$11.6M.

**Position Overview**

The Director, Meetings and Events, is responsible for strategic development, oversight, and execution of all aspects of logistics for live conferences, meetings, and educational programs, and for logistical aspects of execution of hybrid digital events. Oversees the meetings team operations to ensure that all events are successful, cost effective, and aligned with organization goals, and collaboration across departments is maintained.

The AES Annual Meeting has an attendance of approximately 6,000, an expense budget of \$2.8M and revenue of \$6.8M.

This position is Hybrid, based in Chicago.

**Position Responsibilities**

- Identifies critical success factors for AES Annual Meeting and other in person events and develops strategies and tactics to assure goals are met.
- Direct site search, bid process, selection, and contract negotiation for venues and hotels for the Annual Meeting and ancillary location contracts for other in person meetings, through contracted housing vendor or independently as appropriate.
- Oversee Senior Manager Meeting and Events in assigned negotiation of terms and conditions with venues and vendors to meet service expectations and ensure appropriate expense management.
- Present analysis and recommendations for sites to executive staff and for hotels and other meetings and special event venues.
- Plan and conduct site inspections.
- Direct optimal room and space assignments, fulfillment of technical requirements, faculty ready rooms and staff/convention services spaces to support session and plenary

requirements, and digital programming needs to meet event objectives and manage fiscal impact.

- Direct logistics for Annual Meeting, Board meetings, other in person and hybrid digital event programming, working with contracted vendors and other staff to assure optimal participant experience, planning and meeting production timelines, and cost-effective execution.
- Oversee strategies for room blocks, attrition, and comp rooms/space, assuring optimal fiscal impact.
- Conduct core staff team and vendor meetings as needed, prior to and on-site at meetings.
- Oversee sourcing for major annual meeting vendors according to the AES contract policies, including scheduled RFP cycles and process.
- Oversees and coordinates orientation of new vendors to AES requirements to ensure a successful partnership.
- Contributes strategic insight to Annual Meeting Committee planning process, including sharing of event experience best practices.
- Collaborate with industry relations and exhibitor management staff on optimal planning and execution of logistical aspects of sponsorships opportunities, including recommendations for optimal placement & visibility.
- Work collaboratively with Marketing and Education to ensure accuracy of marketing materials.
- Manages organization, pre-con, on-site and time of event logistics to ensure optimal delivery of services and support, including effective team meetings as needed.
- Develops, track and reconciles the meeting expense budget.
- Ensures that systems supporting meeting management are optimal for efficient and effective operations.
- Ensures development and maintenance of operating procedures and other project management documents and timelines for event management.
- Ensures maintenance of overall meeting history records, maintains accurate and updated files.
- Supervises trains, evaluates and develops meetings and events teams.
- Special projects as assigned.

### **Position Qualifications**

- Bachelor's Degree required. Certified Meeting Planner (CMP) certification required.
- Minimum ten years meeting management experience.
- Experience in medical education environment, either with an association or other medical education provider preferred with meetings of comparable size and complexity
- Seven years of staff management experience
- Overall experience in initiating, preparing, and developing meetings and programs, including budget preparation and monitoring, space and site selection and on-site management.
- Experience with vendor contract review, analysis and negotiation.
- Expert knowledge of events industry best practices.
- Ability to analyze information and present well-supported recommendations.
- Maintain confidence and trust of executive leadership and key vendor partners.

- Proactive and effective problem solver.
- Experience with eShow or similar relational on-line database for managing meetings.
- Exceptional organizational and project management skills with successful track record of directing multiple projects in a fast-paced, deadline-driven environment.
- Able to prioritize and managing responsibilities independently, respond quickly and completely to inquiries, and oversee and coordinate the work of others.
- Collaborative, solution-oriented approach to work.
- Skilled at working effectively across an organization and with all level of vendor teams.
- Travel required- seven days for annual meeting and four-six days annually for site visits.

### **AES Vision**

The vision of the American Epilepsy Society is to eradicate epilepsy and its consequences.

### **AES Mission**

The mission of the American Epilepsy Society is to advance research and education for professionals dedicated to the prevention, treatment and cure of epilepsy.

### **AES Values**

- We are dedicated to improving the lives of people with epilepsy.
- We embrace innovation and strive for excellence in everything we do.
- We are an inclusive, collegial community, which enriches the experiences of all involved.
- We value collaborating with other organizations that are aligned with our mission to achieve higher results

AES is an Equal Employment Opportunity employer. Equal Employment Opportunity is a fundamental principle of the American Epilepsy Society, where employment is based upon personal capabilities and qualifications without discrimination based on race, color, sexual orientation, gender identity, religion, sex, age, national origin, military history, disability, genetic information or any other protected status. This policy of Equal Employment Opportunity applies to all policies and procedures relation to recruitment, and hiring, compensation, benefits, termination and all other terms and conditions of employment. The American Epilepsy Society prohibits employee conduct that results in discrimination. Each manager and supervisor is responsible for implementing and supporting this policy. Anyone who violates another's rights in any of these areas is subject to dismissal. Discrimination is not tolerated in any form by AES and appropriate disciplinary action may be taken against any employee violating this policy.

**Search Process:** Submit resume with cover letter in confidence to Mary McMahon  
[marymc.enteract@rcn.com](mailto:marymc.enteract@rcn.com)