



MEETING PLANNER

The Meeting Planner supports Project Directors, Managers, and Project Leads in performing LPE client contracts and infrastructure support activities.

The Meeting Planner is responsible for executing meeting planning functions at a professional level, managing multiple virtual events, government meetings, and conferences concurrently for federal and corporate clients.

The Meeting Planner may also coordinate travel, lodging, and expenses for travelers and consultants. This position requires strong attention to detail, excellent oral and written communication skills, and a proven ability to deliver outstanding customer service. It requires demonstrated proficiencies in establishing and maintaining positive relationships with clients and suppliers, connecting with clients to identify their needs and ensure customer satisfaction, working in a fast-paced environment, and making quick decisions while remaining calm under pressure.

Key Responsibilities

Logistical Support

- Provide meeting planning assistance for all events, including registration, room scheduling, calendar maintenance, and research.
- Assist in the organization of meetings by notifying participants, preparing agendas, and required informational materials
- Develop logistical letters
- Coordinate travel arrangements for all participants
- Work collaboratively across teams and contracts
- Organize conference databases and data entry procedures
- Prepare and distribute meeting materials
- Prepare meeting minutes for clients, as requested
- Provide pre-meeting, on-site, and post-meeting logistical support
- May involve frequent travel as needed for in-person meetings
- *Process invoices and reimbursements:*
 - Track all incoming invoices and compare them with order and budget expectations
 - Process travel reimbursement expenses for travelers and consultants
 - Review discrepancies with vendors



Virtual Events

- Serve as central coordinator for virtual events to set up and implement virtual meetings
- Ability to serve as live in-person Event Meeting Planner as required
- Experience facilitating different types of events, i.e., meetings, webinars, pre-recorded webinars, virtual conferences, virtual training, hybrid or in-person meetings or conferences
- Meet with clients to understand their event's requirements
- Coordinate and collaborate with other project team members, panelists/speakers, and co-organizers, including government clients
- Develop slide decks for meeting hosts and presenters
- Obtain event items needed--bio, headshot, credentials—along with due dates
- Create facilitator/speaker notes
- Ability to perform document conversions (Word to PDF, PPT to PDF, etc.)
- Retrieve webinar recordings and post to a shared repository for the project team
- Coordinate various communications with event teams
- Assign virtual event roles for live virtual event support (Chat Manager, Timekeeper, Backup Event Coordinator)
- Serve as live event support as Chat Manager, Timekeeper, and Monitor as requested
- Capture minutes/notetaking for meetings as requested
- Serve as backup to other support staff
- Coordinate with professional services for technical assistance and live captioning
- Execute dry runs/rehearsals in advance of live events to ensure speakers are ready and prepared
- Download and upload reports: registrant, attendee, chat, post-event assessment/evaluations and Q&A

Required Skills & Qualifications

- Knowledge of Federal Acquisition Regulation.
- Experience using virtual event platforms, including Zoom, Adobe Connect, WebEx, and Cvent.
- Proficiency in Microsoft Office.
- At least 3 years of experience coordinating logistics for the Federal government is required.
- At least (2) years of experience in virtual event planning is strongly desired.
- Certified Government Meeting Professional (CGMP) is preferred.
- Previous experience in government event or conference planning and execution is strongly desired.
- Experience in using project management software is strongly desired; Knowledge of Monday.com is a plus.