We are looking for a

Conference Coordinator

Global Planning Solutions is seeking an experienced Conference Coordinator - a core member of the project team. Working under the supervision of one or more (Senior) Conference Managers and often across multiple concurrent projects, this role owns the abstract and program lifecycle and the speaker experience end-to-end — from the first invitation through on-site delivery and post-event reporting. The Program and Speaker Manager may also support tour and social event coordination, or exhibitor and sponsorship fulfillment, depending on project needs. You have a strong ability to lead clients through the planning process and keep them on track.

The successful candidate will bring experience within a Professional Congress Organizer (PCO) or conference management environment and understand the scope of scientific program management.

This is a role for someone who is highly organized with strong attention to detail and the ability to manage multiple projects, priorities, and deadlines simultaneously and takes real ownership of outcomes.

A BIT ABOUT US

Global Planning Solutions (GPS) is a Canadian conference, event, and marketing management company with more than 55 years of experience delivering national and international programs. We partner with associations, corporations, and organizations to manage complex conferences and events from strategy through execution. Our services span conference management, exhibitions and sponsorship, corporate events, marketing and design, and digital solutions. As a long-standing member of the International Association of Professional Congress Organisers (IAPCO), GPS combines decades of industry experience with a forward-looking approach to technology, innovation and client service.

THE TASKS

PROGRAM & ABSTRACT MANAGEMENT

- Attend regular Program/Scientific Committee meetings, prepare meeting minutes, and manage client and committee requests and expectations.
- Coordinate the abstract submission and review process, including building and testing the abstract portal, setting deadlines with the Scientific/Program Committee, and managing reviewer invitations and assignments.

- Assist clients with abstract-related reports and technical questions; provide regular submission and review status reports.
- Draft and send abstract notifications including presentation guidelines.
- Coordinate abstract and program book / proceedings development, pocket program content, and final program updates and addenda.
- Allocate accepted abstracts to sessions, assign presentation order and timing, and maintain the session information grid.
- Coordinate Continuing Education/CME credit requirements and applications with the client or accreditation provider, as applicable.
- Support session chair and moderator activities, including instructions, session flow, and materials.

SPEAKER MANAGEMENT

- Own and maintain the Speaker Management Grid as the single source of truth for speaker contact details, session assignments, entitlements, technical requirements, and materials deadlines.
- Manage invited speaker outreach: invitations, speaker agreements, and confirmation tracking.
- Collect and track required speaker materials — bios, headshots, presentation titles/summaries, disclosures, and presentations — and follow up on outstanding items ahead of deadlines.
- Coordinate speaker registration.
- Arrange speaker travel and accommodation where required, including VIP hotel arrangements and welcome packages for keynote speakers.
- Prepare moderator instructions, speaker reference sheets, holding slides, and show flows for plenary, opening, and closing sessions.
- Manage speaker honoraria, travel reimbursements, and expense claims, and prepare the post-event speaker report.
- Coordinate special or high-profile sessions which may include VIP's, keynotes, show production and show flow.

ONSITE DELIVERY

- Lead pre-conference and day-before preparations: AV coordination, room setup review, speaker/moderator run-throughs, and venue walkthroughs.
- Manage speaker check-in, badge collection, and session-room readiness.
- Act as the onsite point of contact for speakers and moderators, resolving last-minute changes, technical issues, and no-shows.
- Monitor session timing across concurrent rooms to keep the program on schedule, escalating conflicts as needed.

SOCIAL EVENTS AND GENERAL COORDINATION

- Support social events and tour/field trip management — budgets, F&B, AV, transportation, entertainment, décor etc. — and onsite execution, as assigned.
- Support sponsorship and exhibitor fulfillment, including show services RFPs, booth allocation, and exhibitor manuals, as assigned.
- Apply quality control procedures before and during events
- Communicate proactively and regularly with internal teams, clients, and committees to keep all stakeholders aligned.

WHAT YOU BRING

- 2-5+ years of related experience in coordinating different event types: scientific/academic conferences, social events, field trips/tours, webinars, and virtual conferences within a 3rd party conference management company / PCO environment.
- Demonstrated experience multitasking and prioritizing is a must
- Highest level of professionalism in communicating with clients and internal teams
- Strong problem-solving skills
- Excellent attention to detail
- Ability to work with multiple teams and supervisors
- Tech-savvy, including confidence in learning new software
- Experience with EventsAIR is considered a strong asset.
- Excellent oral and written communication skills in English; bilingualism (English/French) is considered an asset
- Proficiency in Microsoft Office (Word, Excel, Outlook)

WHAT WE OFFER

- Currently a remote-first role, balanced against in-person time for onsite delivery at conferences, industry and client meetings. Possibility of moving to a hybrid model.
- Health and wellness benefits package extended (eligible after 3 months)
- Vacation: 2 weeks paid time off
- Holidays: 9 paid statutory holidays plus office closure between Christmas Eve and New Years Day
- Extras: Paid time in lieu (when applicable)
- Professional development for career progression
- IT equipment
- Internet allowance
- A collaborative, senior team environment where your judgment and ownership are valued

- Room to shape processes and contribute to the company's growth

HOW TO APPLY

Qualified candidates are invited to submit their **resume** and **cover letter**, along with **salary expectations**, **by email to** careers@globalplanning.ca. Please include "Conference Coordinator" in the subject line. Tell us why you feel you are the right fit for the role and highlight your experience in relation to our requirements. Global Planning Solutions encourages applications from candidates of all backgrounds. Please note that only candidates who are considered for an interview will be contacted.

ADDITIONAL INFORMATION

Position Type: Non-Management
Location: Remote (preferably based in Ontario, GTA), travel required for on-site conference delivery, client meetings and company meetings if required.
Reports To: President and Director of Operations
Job Status: Permanent Full-Time
Application Deadline: When filled
Salary: CAD 55,000 – 60,000 annually
Candidates must be legally eligible to work in Canada and to travel internationally (valid passport required; no travel restrictions to key conference destinations)