



CONFERENCE PLANNER

Independent Contractor Position

Location: Remote **Contract Type:** Independent Contractor

Travel Required: Ottawa, ON Canada (June 18-26, 2026)

Duration: March – July 2026

Position Overview

We are seeking an experienced Conference Planner to join our planning team as an independent contractor in support of a client's annual conference. The Conference Planner will work collaboratively alongside other team members throughout the planning process, serving as a key contributor to the overall success of the event. This individual's primary responsibilities will center on managing all logistical details with the contracted convention center and hotels, with some responsibility for off-site events as well. The ideal candidate brings a proven track record managing multi-hotel room blocks, convention center logistics, and on-site execution for large-scale citywide association conferences.

Key Responsibilities

Financial Management

- Monitor all actual expenses throughout the planning process and work with the Client to achieve desired financial outcomes.
- Review all post-event invoices for accuracy and reconcile them for timely payment processing.

Housing Management (Multi-Hotel, Citywide)

- Review hotel contracts and develop standardized promotional language for housing links, deposit requirements, and cut-off date information for the conference website.
- Establish and maintain sub-blocks for staff, speaker, and VIP reservations via rooming list; coordinate with the hotel(s) to assign room upgrades, amenity orders, and any special accommodations for Staff and VIPs in accordance with Client preferences.
- Monitor room block pickup throughout the planning cycle; collaborate with the Client to implement attrition mitigation strategies.
- Source and contract additional overflow hotel(s) as needed.
- Coordinate a post-event Room Block Audit with hotels to secure Client credit for reservations booked outside the official block.

Pre-Event Logistical Planning (Convention Center & HQ Hotel)

- Partner with the CVB to provide destination resources for conference attendees, including microsites, visitor guides, maps, and temp staffing resources.
- Review the Convention Center license agreement and coordinate logistics for all concurrent breakouts, exhibit hall breaks, breakfasts, and networking receptions.
- Review the HQ Hotel contract and coordinate logistics for General Sessions, Awards Luncheons, Board/VIP Dinners, and Board and Executive Committee meetings.
- Compile comprehensive Event Specifications covering:
 - Room assignments, room sets, and catering/F&B
 - Stage décor and furnishings for the General Session room
 - A/V equipment, production labor and session recording (including load-in/out schedules)
 - General Service Contractor (GSC) furnishings & production schedule (including load-in/out)
 - Exhibit Hall and General Session Security
 - Signage/Wayfinding
 - Utilities (power drops, internet)
 - Temp Staffing, as needed, for registration and session scanning
 - Shuttle bus staging locations and transportation plans for off-site events (golf tournament, spouse/guest tours, technical tours, ribbon cutting/dinner)
- Assist with sourcing Photographers and/or Videographers as needed.
- In collaboration with the Client, order all on-site registration equipment (self-check-in iPads, badge printers, badge stock, lead retrieval and session scanners).
- Review all final service orders and BEOs for accuracy; provide final guest counts and guarantees.

Special Events / Off-Site Events

- Source and negotiate contracts for the Golf Tournament for up to 36 golfers (tee times, cart/greens fees, breakfast/lunch and refreshments for post-tournament awards).
- Collaborate with the CVB to identify potential Spouse/Guest tour activities and coordinate up to (2) days of Spouse/Guest Tours, based on demand.
- Source and contract with transportation provider for all off-site events.
- Assist with the planning of the Ribbon Cutting/VIP Dinner at partner's offsite location (security, transportation, caterer, A/V, etc.).

On-Site Management & Execution

- Travel to conference location and serve as the primary on-site contact with venues and service providers.
 - Conduct Pre-Con meetings with all key stakeholders, venues, service providers, and staff.
 - Ensure all setup is completed on schedule (room resets, power drops, IT drops, F&B stations, etc.) in accordance with the Event Specifications Guide.
 - Oversee General Service Contractor (exhibits) and AV partner load-in; manage security plans, monitor F&B consumption, and ensure meeting rooms and food stations are refreshed in a timely manner.
 - Conduct pre-session checks of all room and A/V setups; ensure A/V technicians are on hand to support speakers.
 - Manage the transportation provider for all off-site events and direct passenger loading for the Ribbon Cutting/Dinner, Technical Tours, and Spouse/Guest Tours.
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Qualifications & Experience

- Minimum 7–10 years of experience in conference or event planning, with demonstrated expertise in citywide convention management for groups of 800-1000 attendees.
 - Experience working directly with convention centers, CVBs, and a broad range of event service providers.
 - Demonstrated ability to manage off-site events, transportation logistics, and complex run-of-show schedules.
 - Proven experience managing multi-hotel room blocks and proactively monitoring pick-up to prevent attrition.
 - Excellent organizational, communication, and vendor negotiation skills.
 - Ability to travel to Canada (valid U.S. Passport required) and work extended hours on-site during conference execution.
 - CMP (Certified Meeting Professional) designation preferred.
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Contract Details

This is an independent contractor position in support of a specific client event. The Conference Planner will work as part of a broader planning team, with scope, duration, and compensation negotiated based on experience and the requirements of the project. The contractor is expected to be available for regular team planning calls and full on-site coverage during the conference.

Interested candidates should apply online:

AspireMeetings.com/JoinOurTeam