

EVENTS MANAGEMENT INTERNSHIP

About EASL

EASL is a medical society and the leading liver association in Europe. It aims to promote liver research and improve the treatment of liver disease throughout the world. In the fifty years since EASL was founded, it has grown from a small organization to becoming a leading liver association with over 4000 hepatology experts as members. EASL has an impressive track record in promoting research in liver disease, supporting wider education and promoting changes in European liver policy. EASL's conferences include the International Liver Congress™, EASL Monothematics, Special conferences, Masterclass, Clinical and Basic Schools of Hepatology.

EASL events:

- *The International Liver Congress™* (ILC) is the annual congress of EASL. It lasts 5 days and attracts around 10,000 participants. 2018 ILC will take place in Paris, France.
- *The EASL Monothematic conferences* - twice a year, welcome around 200 participants.
- *The EASL Special conferences* - once a year, welcome around 450 participants.
- *The EASL Clinical and Basic Schools of Hepatology* - twice a year, welcome around 30 participants.
- *The EASL Master Class* - once a year, welcomes around 30 participants.

JOB DESCRIPTION

Position title: Events Management Intern
Reports to: Congress and Events Manager
Supervises: /
Duration: one year internship
 Start date: June - July 2017

I. POSITION SUMMARY:

Provide general support to the events department on all events including the annual congress with a focus on EASL's faculty members logistical needs.

II. MAJOR DUTIES AND RESPONSABILITIES:

Registration and hotel bookings

- Provide support to the events coordinators in handling small events registrations, hotel bookings and flights for all events with a main focus on faculty members especially for The International Liver Congress™
- Keep faculty management databases for all events up-to-date
- Handle e-mails of generic outlook addresses (small events, faculty)
- Provide support in liaison with service providers when applicable
- Maintain liaison with the Education and science department on faculty logistical related matters
- Executive lounge/faculty registration desk coordination on-site

General Congress support

- Provide regular administrative support to the events team
- Possibility to take over specific tasks/responsibilities depending on interest and skills
- Provide support for on-site material and registration

III. SKILLS AND ABILITIES:

- Education in the events or hospitality business
- Fluent in English (working language). French or any other language is a plus
- IT skills (including advanced MS Office, Internet, email); database management knowledge a plus
- Ability to demonstrate flexibility and integrity;
- Ability and willingness to work with a "hands on" and solution oriented attitude
- Work precisely and within deadlines according to procedures, rules and regulations
- Experience in communication with high profile counterparts is a plus

IV. OTHER:

- **A valid working permit in Switzerland is required**
- In case of interest, please send your CV and motivation letter in English to nathalie.huguenin@easloffice.eu