



Medical Congress Lead

A business partner and functional subject matter expert on scientific congresses who will advise MDs on how best to meet their objectives at congresses and see it through execution with close cross-functional alignment and collaboration.

The Medical Congress Lead will liaise closely with the Global Medical Directors, Scientific Partnership colleagues, Regional and Global Commercial congress leads, CMC, congress execution teams and agency partners to ensure the successful organization of all aspects of congress planning and execution. They will also engage with appropriate Legal and Regulatory colleagues to ensure all activities are ethical and compliant.

Responsibilities:

- Engage in scientific and strategic discussions to set medical congress strategy to support business priorities, partnering with MD and SciCom
- Leads and manages overall congress planning, including identifying key congresses and rationale for level of sponsorship and activities
- Drives strategic sponsorship selection and approval through grants/giving process
- Provide expert conference project management leadership for medical in partnership with commercial execution lead
- Co-leads execution teams to coordinate all elements of congress planning such as sponsorship activities, booth design and logistics, on-site pre-conference and other key meetings, scientific exchange activities, media events and competitive intelligence
- Ensures various congress narratives are aligned with the overall congress and TA goals
- Ensures congresses are delivered in an ethical and compliant manner
- Coordinate and manage external agencies and vendors
- Medical booth planning, design, and coordination, including booth content/materials and activities
- Leads booth crew selection and training
- Attends congresses and serves as booth captain
- Manages congress budgets and reconciliations
- Leads metrics/KPI capture and analysis of individual congress and partners on external market research and benchmarking with CMI
- Builds and maintains subject matter expertise on congresses
- Drives innovation and sharing of best practice across congresses
- Participate in ongoing, quarterly and annual evaluation and refinement, as needed, of scientific congress plans to ensure continuous effectiveness, on-time, on-target and within-budget results
- Develop and cultivate relationships with internal, cross-functional stakeholders and external vendor partners involved in scientific congresses

Qualifications:

- Excellent project management skills. Ability to work towards tight timelines and manage conflicting priorities while maintaining attention to detail
- Extensive experience in congress management, leading events management teams and external suppliers



- Knowledge of pharmaceutical congress industry, codes and practices
- Strong understanding of external stakeholders including physicians, payers and patients
- Significant experience in supplier engagement and supplier performance management
- Experience in working with and influencing Senior-level stakeholders
- Ability to understand, plan, and navigate in a highly matrixed and, at times, ambiguous environment
- Cultural sensitivity globally
- Strong interpersonal, communication and influencing abilities
- Demonstrates creativity and foresight in anticipating and solving complex project issues
- Demonstrated excellent written and verbal communication skills, negotiation, collaboration, conflict management and interpersonal skills
- Ability to travel globally including over weekends

Education:

- Bachelor's degree/post graduate qualification or equivalent