

## May 2019 Conference Organizer, Facilitator, and Manager



**POSITION:** Global Health Practitioner Conference Organizer/Facilitator/Manager – May 2019

**REPORTS TO:** Executive Director (ED)

**LOCATION:** Washington, DC / Remote

### BACKGROUND

CORE, Inc. (CORE Group) is a leader in global community health, working to end preventable maternal, newborn, and child deaths around the world. We have a comparative advantage through collaborative action to promote and safeguard health in communities and create new models for reaching the most marginalized populations. As a neutral, trusted platform for a coalition of more than 100 members, we work together with the broader global health community to foster collaboration and learning, strengthen technical capacity, develop innovative tools and resources, and scale evidence-based approaches to improving health. Learn more here: [www.coregroup.org](http://www.coregroup.org).

### JOB DESCRIPTION

The May 2019 Global Health Practitioner Conference will be held May 6-9, 2018 in Bethesda, MD. The conference is open to all those working in community health, including CORE Group Member NGOs and Associates, academics, advocates, donors, private sector representatives, and has approximately 300 attendees. The conference content is member driven and combines state-of-the-art technical updates, skill building sessions, Working Group planning time, and networking time, combining plenary, concurrent, and networking sessions. The conference follows a member-selected overall theme, which will be determined by CORE Groups Membership, with guidance from the consultant and CORE Group's Executive Director (ED). The conference must meet the global community's expectations, be focused on improving the quality of community health, and offer practical tools and information to improve practitioner skills.

The Conference Organizer will lead CORE Group staff and membership in choosing and developing a theme and related tracks; collecting and assessing session submissions (abstracts); selecting and communicating with presenters; finalizing the agenda; and organizing any special requests from presenters and panelists. The Conference Organizer will also help with coordination of responsibilities at the conference, including support of presenters and facilitation of sessions where necessary. The consultant will also help support Working Groups, oversee online evaluations, and write and support production of a final report post conference. The consultant will be asked to report out on discussions, key messages and next steps that occur during plenaries and concurrent sessions, as well as offer a strategy to best capture these points.

CORE Group, specifically the Operations & Accounts manager, will handle the logistical arrangements including hotel contracting, registration, supplies, travel for the consultant, and staff support during the conference, with assistance and input from the consultant. General communications, including the program booklet, will be handled by CORE Group's communications team, with assistance and input from the consultant.

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General responsibilities will include, but not be limited to the following:

### **PRIOR TO THE CONFERENCE**

1. In collaboration with CORE Group Staff, lead the content of the conference planning and coordination with CORE Group Members and Associates.
  - Meet with CORE Group staff to verify roles / responsibilities.
  - Meet with the CORE Group Executive Director to understand history, strategy, and vision of the conference
  - Lead Planning Committee calls.
  - Encourage and facilitate input and support agenda development.
  - Provide input into conference objectives related to the selected theme and input.
  - Solicit and recommend ideas to make the conference energizing and participatory.
  - Participate in discussions of any pre- or post- Conference sessions as needed.

### **DELIVERABLES 1 – DECEMBER 2018:**

- Draft conference description and objectives, in accordance with conference theme, to guide planning process for staff and membership.
- Plan timeline for roles and responsibilities of planning committee and CORE Group Staff, where needed.
- Revise template and plan for session submissions, after theme is determined and explained.

2. Work with the Session Organizers, Working Group Co-Chairs, and CORE Group Staff to:
  - Assist in the organization and selection of the Concurrent sessions with a technical committee and the ED
  - Supervise design of concurrent and plenary sessions with identified Session Organizers.
  - Coordinate design and solicitation of feedback on draft agenda content and the final agenda content.
  - Design one or more sessions if needed.
  - Provide input to conference advertising strategy to maximize participants/attendance

### **DELIVERABLES 2 – JANUARY 2019:**

- Plenary and concurrent session selection (in coordination with Executive Director and Technical Review Committee)
- Draft conference agenda
- Session design, support and guidance where needed

3. Work with plenary, concurrent and all other point people and presenters (New Info Circuit, 90-Second Science, Posters, etc.) to:
  - Ensure each person receives CORE Group guidance on session design, requirements, participation, etc.
  - Ensure that all Point People are on track in terms of recruiting others and designing a session that includes, at a minimum, one participatory activity and other required criteria.

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- Ensure that all presenters are aware of the CORE group mission and philosophy, and that content being presented is in line with the collaborative nature of the CORE Group Membership.

### **DELIVERABLES 3 - FEBRUARY – MARCH 2019:**

- Updated draft agenda, as necessary (usually weekly)
- Edited session descriptions (especially plenary sessions) for promotion where available.
- Continuous follow-up with session organizers and presenters
- Assistance where necessary with session development and filling in presenters, expertise, etc.

#### 4. Support CORE Group Staff to:

- Collect information for conference booklet, including a brief description of each session, brief bios from all presenters, and any unique (not standard) materials / AV needs for each session (all due by end of March).
- Ensure final agenda and program information is available by April 1 and check information for accuracy continuously.
- Copyediting and proofreading of the program booklet, as necessary.
- Provide input for conference evaluations and review evaluation format.
- Lead creation of “Facilitator’s Agenda” including opening and closing activities, transitions, and other networking facilitation as necessary.

### **DELIVERABLES 4 - MARCH – APRIL 2019:**

- Final Agenda with all speakers confirmed and finalized descriptions, session plans as necessary
- Efficiently collect information for conference booklet, supporting CORE Group staff in collecting missing information as necessary
- Editing of session information, as well as making sure all presenters are captured and information is accurate for conference booklet.
- Plan to capture all needed information for report, and communication of associated responsibilities to staff and volunteers as necessary.

### **DURING THE CONFERENCE**

- Serve as the overall conference organizer, facilitator, and manager at the conference, May 6<sup>th</sup> through May 9<sup>th</sup>, 2019 in Bethesda, MD
- Coordinate with Operations & Accounts Manager to make sure volunteer responsibilities, as well as responsibilities and procedures for speakers and session organizers are clearly defined and communicated.
- Serve as a facilitator for one or more sessions depending on the final agenda.
- Help conduct energizers/ice-breakers that engage the audience, make daily announcements, keep time, introduce sessions, moderate plenary sessions and facilitate discussion as needed.
- Lead a process with CORE Group staff to make any daily scheduling adjustments if presenters’ availability changes or to respond to participant needs.
- Ensure all activities occur in a timely and efficient manner during the conference. Foresee possible issues and troubleshoot issues that may arise during conference as needed to run smoothly and on schedule.
- Support presenters, session organizers, and Working Groups as needed.

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- Support and ensure that plan for post-conference report is executed.

### DELIVERABLES 5 – MAY 2019:

- Successful conference – runs smoothly, engaging presentations, and any issues are taken care of quickly.

### AFTER THE CONFERENCE

- Support follow-up tasks post Conference
- Develop a report analyzing and summarizing evaluations, as well as key next steps and takeaways from the conference
- Participate in a debriefing activity with CORE Group staff.
- Send “thank you” emails and follow-up as necessary to presenters and session organizers

### DELIVERABLES 6 – JUNE 2019:

- Analysis and summary of evaluation results for staff, session organizers, and presenters
- “Thank you” emails to session point people within a week of the conference end
- Schedule and lead post-conference debrief discussion within a week of the conference
- Post-conference report, to be determined with consideration of conference content, and with guidance from Executive Director

### PAYMENT

The consultant will be compensated for services based on CORE Group’s acceptance of deliverables, based on an agreed upon schedule. Consultant rate will be verified by Biodata form. Payment will be made upon submission of a detailed invoice listing work by date with key tasks rendered on behalf of CORE and acceptance of any deliverable.

### PAYMENT FOR ADMINISTRATIVE AND OTHER EXPENSES

Administrative expenses for phone calls, parking for the duration of the conference at the venue, and other allowable expenses will not exceed an **agreed amount**. Travel arrangements and accommodations will be coordinated with CORE Group Staff and pre-paid by CORE Group when possible. Those expenses will be reimbursed up to the per diem rate with receipts, as well as meals and incidentals while traveling and on-site for the conference. CORE Group reserves the right to request documentation of all calls and invoiced time.

### EXPERIENCE REQUIRED

- Knowledge of community health approaches used in the NGO community
- Prior experience in global health event planning, meeting design and organization of agenda
- Prior experience in group facilitation and participatory action planning
- Excellent spoken and written communication skills in English
- High level of organization skills

### TO APPLY

Please send your CV and Cover Letter to [jobs@coregroup.org](mailto:jobs@coregroup.org). Please use Global Health Practitioner Conference Organizer/Facilitator – May 2019 as the subject line.