Dana Nassar

Conference and Association Event Planner

conference-event-planner@example.test · Doha, Qatar

Experience

Conference Event Planner

Copper Dhow Events | 2021-05 – Present

- Delivered a two-day conference for 286 delegates with 14 breakouts. Reserved session capacity, booked interpretation and agreed chair and technical checks with venue staff.
- Kept a separate estimate, commitment and final invoice register. Event supplier spend closed 4% under budget after auditing overtime and consolidating equipment hire.
- Walked the step-free route between registration, stages and breakout rooms with the venue contact. Assigned temporary signage and briefed staff on the quiet room and accessible help point.
- Prepared 23 speaker packs with call times, remote dial-in details and accessibility requests. Confirmed technical rehearsals before marking the speakers ready.
- Built the show-day briefing for 18 venue, registration and production staff. Assigned an owner to each room reset and kept a live schedule for any session running behind.
- Reviewed 74 delegate feedback forms with the association’s programme lead. Agreed separate changes to the check-in instructions and room signage before bookings opened for the next event.

Meetings Coordinator

Dafna Forum Services | 2018-09 – 2021-04

- Maintained supplier and rooming lists for training meetings. Reconciled accommodation changes with cut-off and cancellation terms before confirming changes.
- Produced daily registration counts, incident notes and final charge schedules for the lead planner to approve.
- Tested the online registration form against three ticket types and sent exception cases to the planner before invitations went out.

Summary

Conference planner for professional associations and in-house client meetings. Scopes room use, accommodation, interpretation and supplier requirements, then coordinates registration, rehearsals and final accounts.

Conference delivery

286 delegates — Checked in across two days at a professional association conference.
4% under budget — Final supplier spend against the approved budget, excluding client-paid travel.

Education

BA Events and Hospitality Management

Palm Creek Institute | 2018

Skills

Venue and supplier coordination · Conference registration · Accessible event planning · Invoice reconciliation

Languages

Arabic · English