

Assessing customer needs and developing a suitable plan designed to target your market while determining the most effective way to promote your business all while keeping the business vision, mission and beliefs in the forefront. With her energy, optimism and vibrant attitude she brings to the workplace every day, Kristen a wonderful addition to the Events In Sync, Inc. team.

MEMBERSHIPS

Canadian Society of Professional Event Planners (previously known as IMPAC - Independent Meeting Planners Association of Canada, Inc.

Ellen Maracle-Benton: President, 1999 – 2000, and 2000 – 2001; Vice President, Communications, 1996 – 1999 and Member 1996 – Present

CURRENT AND PAST EVENTS AND OFFICE MANAGEMENT *(Most current to past events)*

CANADIAN ACADEMY OF PAIN MANAGEMENT

2021, 2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009

Office management including membership management and annual renewals, office correspondence through email, phone, fax and general enquiries; financial management and record keeping

ADVANTAGE ONTARIO

2021, 2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, Ontario locations

Tradeshaw and sponsorship management for 95+ tradeshow booths, selling, co-ordination, management, on-site services.

ONTARIO LONG TERM CARE CLINICIANS

2020, 2019, 2018, 2017

Office management for this Association of 400+ members; annual conference management, planning, exhibit and sponsorship sales and management; Medical Director Curriculum, 2013, 2015, 2017 – Management and organization of a three-day event occurring twice yearly.

ONTARIO LONG TERM CARE PHYSICIANS

2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012

In 2016, OLTCP reformed as a Charity Organization. From 2016 onwards, this organization will be run as a Charity and provide funding for Educational Events to other organizations. Membership has been modified to a small fee donation. Members that were with OLTCP are now with OLTCC, who has taken on the membership, conference, education and advocacy from OLTCP.

OTTAWA PAIN DAY

2018, 2017, 2016, 2015, 2014, 2013, 2012

Assistance with this annual event for marketing and registration services

ONTARIO ASSOCIATION OF CHILDREN'S REHABILITATION SERVICES

2018, 2017

Conference of 275+ - Management, Registration, Onsite and Speaker Management

HEALTHCARE INSURANCE RECIPROCAL OF CANADA

2019, 2018

Conference of 450 delegates, plus a one-day specialized topic for 150 delegates

CANADIAN PAIN COALITION

2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006

Office management, membership management, board meetings and communications, financial management and record keeping. Annual Gala and event planning throughout the year, plus the coordination of national Mall Pain Awareness Information Booths and National Pain Awareness Week activities. Attending and organizing Trade Show participation at events.



CANADIAN PAIN FOUNDATION

2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007

Management of funds into the Foundation and issuing charitable tax receipts. Financial records and management with annual audit

CANADIAN PAIN SOCIETY – SOCIETY MANAGEMENT

2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004

Society office management, membership, board meetings and communications

CANADIAN PAIN SOCIETY – CONFERENCES

2014 – Quebec City, Quebec

2013 – Winnipeg, Manitoba

2012 – Whistler, British Columbia

2011 – Edinburgh, Scotland, joint conference with the British Pain Society

2011 – Niagara Falls, Ontario

2010 – Calgary, Alberta

2000 – Quebec City, Quebec

2008 – Victoria, British Columbia

2007 – Ottawa, Ontario

2006 – Edmonton, Alberta

2005 – Halifax, Nova Scotia

2003 – Toronto, Ontario

Annual Conference for 500 people. Conference logistics and management, posters, exhibits, and sponsorships

CANADIAN PAIN SOCIETY – SPECIAL INTEREST GROUPS

2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004

Management of correspondence, emails, phone, faxes, meetings, membership management, financial management and general enquires for these groups:

- Acute Pain
- Education
- Interventional Pain
- Neuropathic Pain
- Nursing Issues
- Pain in Older Persons

ABBOTT LABORATORIES

2013

Annual Sales meeting held in San Francisco, California for a sales team of 75. Planned, managed and provided onsite management and coordination of the 3 day sales meeting, including off-site events, team building exercises

CANADIAN NEUROMODULATION SOCIETY

2009, 2008, 2007

Membership management, annual renewals, website management and revisions

RONALD MELZACK RECEPTION

2010, Montreal, Quebec

Reception and recognition evening for 150 people

UNIVERSITY OF TORONTO – SATELLITE SYMPOSIUM FOR IASP INTERNATIONAL CONGRESS

2010, Toronto, Ontario

Symposium planning and management for 150 people

ONTARIO LITERACY COALITION (OLC)

2010, Toronto, Ontario

Queen's Park Day

2010, Toronto, Ontario

Eastern focus conference for 400 people



2009, Toronto, Ontario
Queen's Park Reception for Ontario MPP's

2009, Toronto, Ontario
Plan and manage a book launch for February 2009 including working with the author, tracking all RSVP's, food and beverage and book selling

2010, 2009, 2008 Toronto, Ontario
Conference planning and management for 250 attendees including registration and processing and the coordination of over 80+ presenters, plus over 60 concurrent sessions. Launch of the Tradeshow and Sponsorship opportunities with the development, planning, selling and management of exhibit space and sponsorship sales

ONTARIO NETWORK OF EMPLOYMENT SKILLS TRAINING PROJECTS (ONESTEP)

2008, Niagara Falls, Ontario

2007, Toronto, Ontario

Conference management and planning of the annual conference for 750 attendees including registration, venue selection, event coordination with the venue, coordination of over 100+ presenters and 58 concurrent sessions, including exhibitor and sponsorship planning, selling and management

ECONOMIC DEVELOPMENT COUNCIL OF ONTARIO (EDCO)

2007, Toronto, Ontario

Regional Economic Development Update Meetings – Chatham, Orangeville, Belleville, Thunder Bay and North Bay

ONTARIO ASSOCIATION OF NON-PROFIT HOMES & SERVICES FOR SENIORS

2004, Toronto, Ontario

Annual convention on-site services. Oversaw and managed the Convention on-site, including breakouts, reception, banquet, exhibit hall and registration

ONTARIO ASSOCIATION OF NON-PROFIT HOMES & SERVICES FOR SENIORS

2005, 2004 - Toronto, Ontario

Long Term Care Reception - Sponsorship management and selling for major sponsorship of a "black-tie" event

ALTUS GROUP

2006, Montreal, Quebec

Upscale Reception

TOURISM FEDERATION OF ONTARIO, ANNUAL FORUM

2006, 2005, 2004, 2003, 2002, 2001, Ontario Locations

300 delegates - Conference Coordination services including site selection, contract negotiations, AV requirements, food and beverage, logistics and on-site services

YEOMAN AND ASSOCIATES

2002, Toronto, Ontario

Christmas event for 60+ people.

PLAIN LANGUAGE ASSOCIATION INTERNATIONAL

2002, Toronto, Ontario

Annual Conference, 200 delegates - Event Coordination services and consulting for all aspects of Conference including logistics, on-site and registration services

HUMAN RESOURCES DEVELOPMENT CANADA

2002, Toronto, Ontario

Annual Conference for mature workers 40+. Pre-conference and on-site registration

IEEE/IEE INTERNATIONAL ENERGY CONFERENCE

2002, Toronto, Ontario

150 Delegates pre-conference and on-site registration services including acceptance of credit card payments, tracking and



revenue reporting and production of Speakers Papers

FACULTY OF NURSING, UNIVERSITY OF TORONTO (INTERNATIONAL CONFERENCE)

2001, Toronto, Ontario

Conference Management and Coordinator for 400 people, including 120 concurrent sessions, call for papers and poster displays

ONTARIO ASSOCIATION OF CAREER COLLEGES

2000, 1999, 1998, Ontario Locations

Annual Conference - Exhibit Hall planning, selling and management, Sponsorship program development, selling and management

CANADIAN MANAGEMENT CENTRE

2000, Toronto, Ontario

Launch of a series of 8 conference. Sponsorship program development and selling in conjunction with each conference

THE ASSOCIATES

1999, Toronto, Ontario

Co-ordination of 8 restaurant locations for 400 people

ASSOCIATION OF ONTARIO LAND ECONOMISTS

1999, Toronto, Ontario

Site selection and proposal for profit-making seminar, 75 people

PROVIDENCE HOUSE

1999, Toronto, Ontario

Sneak preview, tours and reception of new facility for major donors of Providence House

ASSOCIATION OF ONTARIO LAND ECONOMISTS

1998, Toronto, Ontario

Seminar development, site selection, speaker co-ordination, registration, promotion, audio-visual, graphic design of promotional material including flyers and registration brochure

COOPERS & LYBRAND

1997, Calgary, Alberta, Montreal, Quebec and Toronto, Ontario

Three - city meeting, contract negotiations, meeting logistics including audio-visual, food and beverage and coordination

COOPERS & LYBRAND

1997, Ottawa, Ontario

All Partners Conference. Assisted with conference logistics, registration, hotel co-ordination, meetings, and on-site services for 500 people

CANADIAN PROPERTY TAX ASSOCIATION

1984 - 1995 -Toronto, Ontario

Executive Director & Conference Manager - Annual conferences for 175 held across Canada in all major cities and resorts

OTHER EVENTS INCLUDE:

- PBA Insurance Company – Strategic Planning Meeting – Co-ordination and Logistics
- CAUBO (Canadian Association of University Business Officers) – Administrative VIP Assistance
- BAAN World Users’ Group Conference in Florida (950 attendees) – Supervision & Registration 2003, 2002, 2001 & 2000
- Eleganza 2000 – Trillium Health Centre Foundation (Gala Fundraiser) (750 attendees)
- CANARIE’s 5th Annual Advanced Networks Workshop International Conference (475 delegates) 1999

CIGRE International Meeting (for Ontario Hydro) (45 attendees very high profile)

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REFERENCES

Provided Upon Request



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THANK YOU

Thank you for your interest in Events In Sync, Inc.

