

# Congress and Conference Manager

Job ID

REQ-10056423

Jul 21, 2025

India

## Summary

Drive the strategic planning and execution of US medical booths, above brand pipeline communications at congresses.

## About the Role

**Location – Hyderabad #LI Hybrid**

### Major Responsibilities:

- In matrix environment, represents US Medical interests across multi-disciplinary teams [e.g., Content Development teams, medical strategy teams, and field medical to ensure alignment and maximization of SciComms tactics in support of the US medical strategy for medical congresses
- Collaborate with US commercial CS&O & CMAR to drive comprehensive congress narrative and prioritizations.
- Implement innovative and impactful medical communication tactics working closely with Digital Strategy, Scientific Communication leads, medical/legal/regulatory review teams in compliance with Novartis policies and facilitate best-practice sharing and operational excellence.
- Support vendor management and selection for third party medical communication activities in line with Novartis policies.
- Oversee the lifecycle management of virtual and in person Congress assets that includes and not limited to:
  - Communicating review and approval timelines for assets
  - Routing assets to agency partners for channel execution
  - Maintaining the master graphics grid for both in person and virtual Congress updates as aligned with US Scientific Communications Leads
  - Contributes to key activities related to strategic conference management (e.g., contributes to the development of medical messaging and pipeline priorities at key medical congresses as aligned with medical priorities)
  - Provides strategic input on medium of content development
  - Ensures consistency in the design elements and technical applications of booth and digital congress booth

materials to ensure cohesion across US Medical.

## **Minimum Requirements:**

### **Education**

Bachelor's degree or equivalent education/degree in life science/healthcare.

### **Experience Required**

> 6 years pharmaceutical industry, with primary focus on Medical Communications

### **Skills/Qualifications**

Understanding of Medical Communications processes and principles in the US Healthcare and Pharma/Biotech industries preferred

Ability to communicate and lead in a cross-functional environment

Solid understanding of procurement processes, budget, and resource management

Strong understanding of medical congress planning and booth planning

Experience in managing 3rd party agencies

Medical Communication Expertise

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**You'll receive:** You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

### **Commitment to Diversity and Inclusion:**

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Division  
Finance  
Business Unit  
Universal Hierarchy Node  
Location  
India  
Site  
Hyderabad (Office)  
Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited  
Functional Area  
Research & Development  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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