

## JOB SPECIFICATION

JOB TITLE:	Conference Chairman, Energy Intelligence Forum
REPORTS TO:	Energy Intelligence President
DIRECT REPORTS:	None
DEPARTMENT:	Conferences
LOCATION:	London - Hybrid
CONTRACT:	Permanent, Full-Time
	The candidate must have the right to work in the UK.

## COMPANY

Energy Intelligence is an independent provider of energy and geopolitical insights, data and research. The company's reputation is built on uncompromised independent analysis, backed by our access to primary sources of information and data. The news, analysis, data and research teams provide a unique platform and an integrated approach, which gives clients differentiated information that they cannot find with other providers. With over 70 years of expert energy coverage, Energy Intelligence continues to show clients how to navigate today's obstacles and take advantage of tomorrow's opportunities.

Energy Intelligence has offices in eight locations around the world: London, New York, Washington, Houston, Dubai, Beirut, Singapore and Moscow.

## OVERVIEW

The vacancy is for **Conference Chairman** of the Energy Intelligence Forum, one of the world's most important energy conferences. Held annually in London for more than 40 years, the Forum attracts the highest-level speakers from the industry, government and finance, and is a must-attend for serious players in the energy industry. It is an unparalleled platform for networking with the world's top energy decisionmakers.

We are looking for an experienced, creative, connected, engaging and organized executive to create the world-class agenda that attendees expect. The **Conference Chairman** will be responsible for planning and executing all aspects of the conference program, including the conference theme, topics for panel and one-on-one discussions, securing speaker participation and ensuring support of the commercial goals for the event.

The right candidate will have deep knowledge of all aspects of energy, from fossil fuels to renewables and nuclear. They will be well connected in the energy space, with a deep contact book in industry, government and civil society. They will work closely with Energy Intelligence's board, management and deep roster of experts to build the program aligned with the theme of the event.

### **KEY RESPONSIBILITIES**

- Identify and secure CEOs, ministers and senior executives to speak at the event
- Formulate the theme of the conference
- Curate a program with diverse speakers to bring together different perspectives and opinions
- Balance the schedule between one-on-one and panel discussions
- Formulate the topics for all panel sessions
- Identifying appropriate speakers for each session
- Lead outreach to those speakers to secure participation in a timely manner
- Coordinate with the editorial, events and sales teams to balance the editorial, operational and commercial needs of the conference.
- Manage multiple projects, stakeholders, and deadlines
- Develop and deliver other Energy Intelligence events
- As part of a growing and dynamic team, you may also be required to carry out any other duties that may reasonably be required of you.

**Some travel required.**

### **SKILLS/EXPERIENCE**

- Previous experience in organizing content for a high-level conference or event
- Extensive network of high-level contacts in energy – companies, government and civil society
- Previous career in management at the C level, minister or Board level in energy or related industries
- Deep knowledge of all forms of energy – fossil fuels, renewables, nuclear, etc.
- An entrepreneurial and creative drive
- Team player able to effectively meet multiple near-term and long-term deadlines
- Effective communication skills to interact with high-level stakeholders and their support teams
- Excellent written and verbal communication skills

This job description is not exhaustive and may be updated to reflect relevant changes in line with business requirements.

*Energy Intelligence is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. Energy Intelligence will not discharge or in any manner discriminate against applicants or employees because they have enquired about, discussed, or disclosed their own pay or the pay of another applicant or employee. Nothing in this job posting should be construed as an offer or guarantee of employment.*