



Meeting, convention, and event planners

Coordinate activities of staff, convention personnel, or clients to make arrangements for group meetings, events, or conventions. For terms and definitions in this profile, see [definitions of major terms](#).

Cognitive and mental requirements

The qualifications that workers need to use judgement, make decisions, interact with others, and adapt to changes in jobs. In 2025, work was controlled by people for 39.2 percent of meeting, convention, and event planners. Work was self-paced for 60.8 percent.

Table 1. Percentage of meeting, convention, and event planners with cognitive and mental requirements, 2025

Requirement	Yes	No
Ability to pause work (and take brief unscheduled breaks)	91.5	8.5
Supervising others	19.0	81.0
Working around crowds	23.9	76.1

Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

Education, training, and experience requirements

The minimum level of formal education required, credentials necessary, on-the-job training, and prior work experience necessary for average performance in jobs. The time associated with these requirements is combined to calculate the specific vocational preparation level needed for the job.

In 2025, prior work experience was required for 80.7 percent of meeting, convention, and event planners and on-the-job training was required for 86.6 percent. A bachelor's degree was required for 53.9 percent of meeting, convention, and event planners.

Environmental conditions

The various hazards or difficulties that are in the area where workers perform their critical tasks. In 2025, a loud noise exposure was present for 3.3 percent of meeting, convention, and event planners, and less than 0.5 percent were exposed to very loud noise. Personal protective equipment (PPE) was used by less than 25 percent of workers to mitigate noise exposure and was not used by greater than 75 percent.

Physical demands

The physical activities required to perform tasks in jobs. The presence and, in some cases, duration of these activities are published.

In 2025, reaching at or below the shoulder was required for 28.5 percent of meeting, convention, and event planners and was not required for 71.5 percent. For 2.6 percent of workers, reaching at or below the shoulder was seldom required, for 25.9 percent reaching at or below the shoulder was occasionally required, for less than 0.5 percent reaching at or below the shoulder was frequently required, and for less than 0.5 percent reaching at or below the shoulder was required constantly.

Performing work in low postures was required for 9.3 percent of meeting, convention, and event planners and was not required for 90.7 percent.

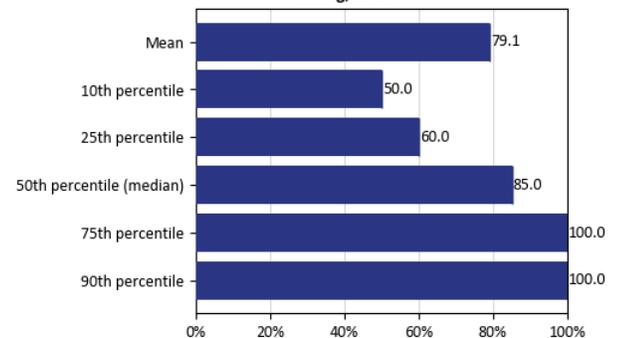
The choice to sit or stand when performing critical tasks was available to 71.3 percent of meeting, convention, and event planners. On average, workers spent 79.1 percent of the workday sitting and 20.9 percent of the workday standing.

Table 2. Percentage of meeting, convention, and event planners with physical demands, 2025

Requirement	Yes	No
Ability to choose to sit or stand for tasks	71.3	28.7
Climbing structure-related ramps or stairs	17.9	82.1
Driving	27.5	72.5

Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

Chart 1. Meeting, convention, and event planners by percent of workday sitting, 2025



Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey