



Meeting, convention, and event planners

Coordinate activities of staff, convention personnel, or clients to make arrangements for group meetings, events, or conventions.

Cognitive and mental requirements

The qualifications that workers need to use judgment, make decisions, interact with others, and adapt to changes in jobs.

In 2023, verbal interactions were required constantly (every few minutes) for 14.6 percent of meeting, convention, and event planners, and were required not constantly, but more than once per hour for 71.1 percent.

Table 1. Percentage of meeting, convention, and event planners with cognitive and mental requirements, 2023

Requirement	Yes	No
Pace: Pause control	95.3	4.7
Interaction with general public	>99.5	<0.5
Working around crowds	32.7	67.3
Telework	33.7	66.3
Work review: Supervising others	29.1	70.9
Work review: Presence of supervisor	59.9	40.1

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

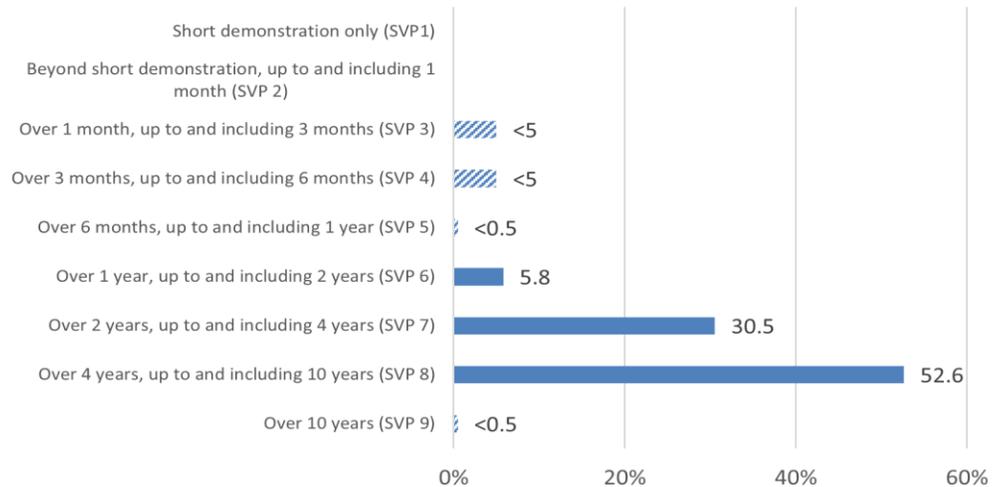
Education, training, and experience requirements

The minimum level of formal education required, credentials necessary, on-the-job training, and prior work experience necessary for average performance in jobs.

In 2023, credentials were required for 44.0 percent of meeting, convention, and event planners. Prior work experience was required for 84.3 percent and on-the-job training was required for 70.7 percent.

A high school diploma was required for 34.5 percent of meeting, convention, and event planners and a bachelor's degree was required for 56.9 percent.

Chart 1. Percentage of meeting, convention, and event planners by specific preparation time (SVP) level, 2023

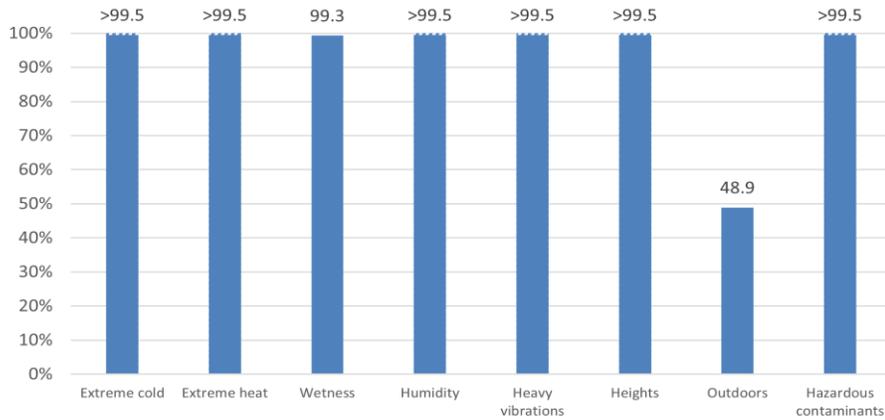


Note: Striped bars represent range estimates where precise value is unpublished.

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



Chart 2. Percentage of meeting, convention, and event planners without exposure to environmental conditions, 2023



Note: Striped bars represent range estimates where precise value is unpublished.
Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

Environmental conditions

The various tangible or concrete hazards or difficulties that are in the vicinity of where jobs' critical tasks are performed.

In 2023, greater than 99.5 percent of meeting, convention, and event planners were not exposed to extreme cold, and greater than 99.5 percent were not exposed to extreme heat. Wetness was not present for 99.3 percent, greater than 99.5 percent were not exposed to heavy vibrations, and 48.9 percent were not exposed to the outdoors.

Physical demands

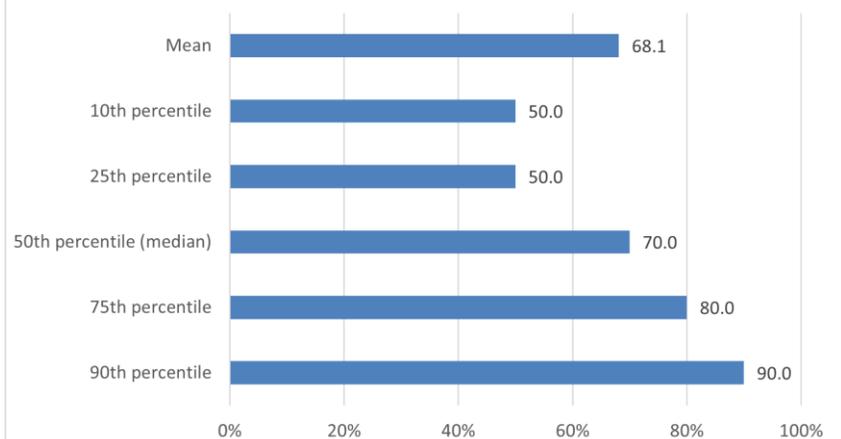
Refer to the physical activities required to perform tasks in jobs. The presence and, in some cases, duration of these activities are published.

In 2023, keyboarding was required for greater than 99.5 percent of meeting, convention, and event planners and was not required for less than 0.5 percent.

Performing work in low postures was required for 37.5 percent of meeting, convention, and event planners and was not required for 62.5 percent.

The choice to sit or stand when performing critical tasks was available to 64.0 percent of meeting, convention, and event planners. On average, workers spent 68.1 percent of the workday sitting and 31.9 percent of the workday standing.

Chart 3. Meeting, convention, and event planners by percent of workday sitting, 2023



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

Table 2. Percentage of meeting, convention, and event planners with physical demands, 2023

Requirement	Yes	No
Choice of sitting or standing	64.0	36.0
Driving	39.2	60.8
Climbing structure-related ramps or stairs	17.2	82.8

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