

Hospitality and Tourism Cluster



Hospitality and tourism encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.

Data Sources
Bureau of Labor
Statistics
CareerInfoNet
CareerClusters
The College
Board
Tracer

Meeting and Convention Planners

Travel far and wide. Meet fascinating people from all over. You'll also shoulder a lot of responsibility and work under extreme pressure, most of which comes from juggling the countless details involved in planning an event. Have enough total

If you are interested in a career that combines programming and problem solving, a career as a **meeting and convention planner** may be for you.

Meeting and convention planners organize events for businesses and other organizations, making sure they run smoothly and meet goals.

Are You Ready To...?

- Work independently
- Coordinate the activities of a wide range of people
- Meet strict deadlines and keep your cool under pressure
- Travel
- Make a budget and stick to it
- Find meeting sites

It Helps To Be...

Someone who is a personable, organized communicator who pays close attention to detail, thrives under pressure and loves working at a fast pace.

A Day In The Life...

- Arrange teleconference calls
- Complete itinerary of planned meetings or activities
- Consult with customers concerning needs
- Coordinate banquets, meetings or related events

Salary and Opportunity in the Austin-area

Median Hourly Wage: \$26.26

*That comes out to more than
\$54,629 a year.*

**In 2016, we had
1,175 Meeting and Convention
Planners.**

By 2026, we'll need 1,405.

Could you be one of the 230?

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Meeting and Convention Planners

After High School...

In addition to a high school diploma, many employers look for meeting and convention planners with a **bachelor's degree**.



Top 5 Industries for Meeting and Convention Planners

1. Religious Organizations
2. Traveler Accommodation
3. Colleges, Universities and Professional Schools
4. Business, Professional, Labor, Political and Similar Organizations
5. Special Food Services

For more Career Profiles, visit our website:

[http://www.wfscapitalarea.com/YouthServices/
CareerPlanning.aspx](http://www.wfscapitalarea.com/YouthServices/CareerPlanning.aspx).

Related College Majors

- Business Administration and Management
- Communication and Rhetoric
- Hospitality Administration and Management
- Hotel and Motel Management
- Marketing
- Public Relations
- Tourism and Travel Management

Related Industry Certifications

- Certified Global Meeting Planner
- Certified Internet Meeting Professional
- Certified Meeting Professional
- Certified Planner of Professional Meetings

Related Careers

- Arts Administrator
- Directors
- Food Service Managers
- Human Resources Managers
- Lodging Managers
- Public Relations Specialists
- Travel Agents

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