



Request for Applications

Commercial Agent

The *Société Internationale de Chirurgie Orthopédique et de Traumatologie (SICOT)* (based at Rue de la Loi 26 - b.13, 1040 Brussels, Belgium) is currently requesting bids for a Commercial Agent to fulfil the following tasks:

- Recruit exhibitors and sponsors, in particular surgical and pharmaceutical companies, for the annual SICOT Congress and possibly other events
- Raise funds for the SICOT Foundations
- Recruit sponsors for other SICOT activities including but not limited to the e-Newsletter and website
- Develop sponsorship packages
- Create sponsorship brochures
- Negotiate the trade exhibition and rental price of exhibition grounds and services
- Coordinate exhibition logistics, including rental prices, services included in rental price, logistics for shipping exhibition material (including handling customs formalities if required), setting up and dismantling of the exhibition
- Help promote the annual SICOT Congress
- Participate in congresses of national and international societies if and when requested
- Provide SICOT with monthly progress reports and maintain a list of recruited exhibitors and sponsors
- Finalise the negotiations and signed agreements with exhibitors and sponsors
- Create and issue invoices to all industry partners and follow up on overdue invoices
- Provide SICOT with sales summaries and commission statements
- Provide SICOT with on-site assistance to industry partners throughout the Congress
- Provide industry partners with any assistance they may require for accommodation and Congress registration
- Provide SICOT with an annual industry report after the Congress
- Assist SICOT in settling amicably any dispute that may arise in connection with the sales agreement
- All communications, correspondence and documentation are written in the English language and fluency in English is therefore essential

All applications including qualifications, experience, and past successes should be sent to hq@sicot.org.