



EVENT PLANNING AND MANAGEMENT SERVICES

Ingenicomm is a trusted provider of event management services for high-profile information exchange events, including conferences, colloquiums, symposiums, workshops, and advisory committee meetings. Ingenicomm's seasoned event coordinators provide a full spectrum of services including site, facility, and vendor selection and contract negotiation; registration website development and management; event material preparation; exhibit space design and exhibitor management; audio-visual and technology support; travel planning and logistics; and secretarial and transcription support.

Site and Facility Selection

Ingenicomm's event management team streamlines the site selection process, preparing a detailed, comprehensive, and unbiased report of available venues that meet your event's unique logistical and financial requirements. Site evaluation factors include facility and vendor costs; audio-visual requirements and costs; convenience of location and accessibility to shuttle services, local transportation, and restaurants; and travel and commuting costs. By presenting you with detailed side-by-side cost estimates and tailored recommendations, Ingenicomm's event coordinators will help you make the best selection for your event.

Online Registration

Ingenicomm makes online event registration easy by building professional registration websites tailored for your event. Attendees experience a simple and convenient method of registration that offers customized registration forms; manages break-out sessions and poster presentations; and provides customized reports, attendee lists, and event summaries.

Onsite Management and Audio-Visual Support

Ingenicomm's onsite team will handle the logistics, allowing you to focus on what really matters. Ingenicomm can manage the full range of on-site event details, including pre-event meetings with facility staff; meeting room setup for general sessions, break-out rooms, posters sessions, or exhibits; on-site check-in for pre-registered attendees and walk-in attendee registration; placement and inspection of signage and facility postings; and audio-visual equipment selection, setup, and support.

"I just wanted to thank you again for your patience and hard work in making the CORE workshop a reality. I'm really happy with how things went, and your efforts in the final weeks of preparation and in managing the event on site contributed greatly to that outcome. I look forward to working with you further in the future!"

Organizer, NASA Challenges and Opportunities for Research and Earth Surface and Interior Workshop

Travel Coordination

Ingenicomm's event management team has extensive travel coordination experience, having supported more than 12,000 travelers to government-sponsored events. Ingenicomm's event coordinators have a vast knowledge of the travel industry, are thoroughly familiar with the Federal Travel Regulations (FTR), and can arrange travel and lodging for supported and non-supported attendees.



Key Benefits

Ingenicomm's event coordinators can identify opportunities to reduce costs and negotiate with vendors to pass the savings on to you:

- Comprehensive site research includes thorough evaluation of all costs, including travel associated with your event.
- RFPs tailored to specific meeting requirements ensure you get the best value for your event.
- Leveraging historical tracking and forecasting helps to minimize exposure to facility attrition costs and limit your contractual obligations.
- Information is collected and compiled to a centralized location for easy tracking, reporting, evaluation, and planning.

Ingenicomm provides event management for NASA customers through the agency-wide PIKES contract. Each event is planned according to a task order that defines specific requirements and funded by a purchase order issued by your organization. Want to know more? Contact our PIKES Program Manager, Angela Clark-Williams, at aclarkwilliams@ingenicomm.com or +1-571-321-5311.

Ingenicomm, Inc. is a leading provider of ground equipment and enterprise engineering and support services for civil and commercial aerospace programs, as well as the defense and intelligence communities. To learn more about Ingenicomm's service and product offerings, visit <http://www.ingenicomm.net> or contact Ingenicomm at info@ingenicomm.net or +1-703-943-7236.