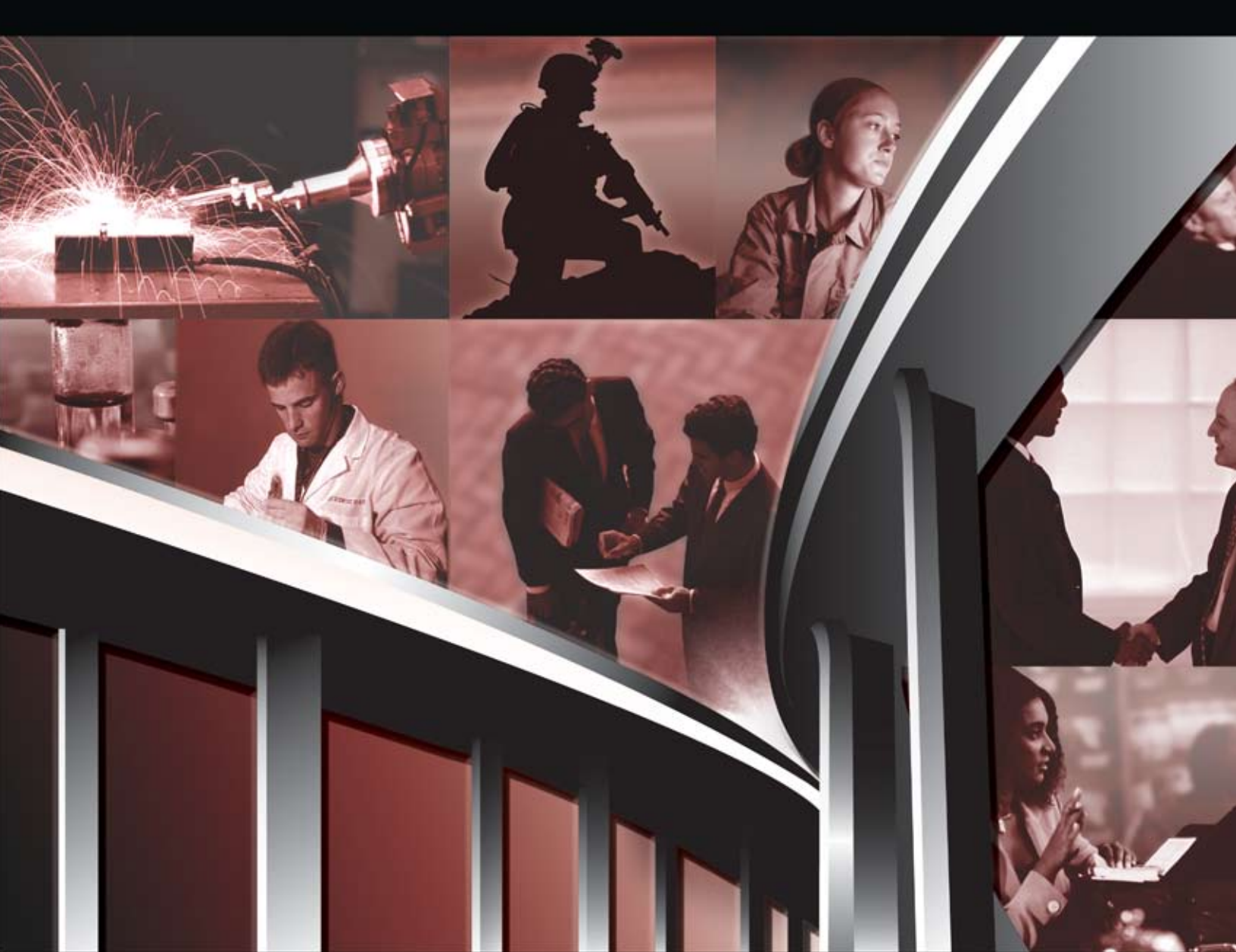


Bridging the Gap  
Making Connections

One Event at a Time



**CONFERENCE & MEETINGS MANAGEMENT**

**GENERAL DYNAMICS**  
Information Technology



Conferences



Exhibits

### Rely on Experience

General Dynamics Information Technology's conference and meetings management group has emerged as an authority in government and industry conferences, meetings and events. Boasting a seasoned team of Certified Meeting Professionals (CMPs), event planners, graphic designers, webmasters and database specialists, with over 100 years combined experience, our conference and meetings management team will provide you with a level of quality unmatched by our competitors. Having managed hundreds of government and industry events, with both national and international attendees, varying in size, our experienced conference and meetings management team will deliver outstanding results for your next event.

### Our Clients

Our background with industry and government events enables us to successfully conceive and launch multi-service, multi-organizational and multi-national conferences of any size and location and at various levels of security (unclassified through Top Secret). We currently provide the following clients with our high quality, cost-effective event planning support:

- Air Force
- Army
- Navy
- DARPA
- MDA
- DOE
- NASA
- National Labs

### Sample of Events We Coordinate

- Combat Identification Blue Force Tracking Symposium
- Integrated Systems Health Management Conference
- NanoMaterials For Defense Conference
- National Fire Control Symposium
- National Space & Missile Materials Symposium
- Responsive Access to Space Technology Exchange

### Events at No Cost to You

Due to GAO findings dated March 2005 and subsequent guidance, many government organizations are finding it difficult to fund their events. Prior to this, Government-sponsored meetings relied upon registration fees to help defray meeting costs. Now, in many cases, this is prohibited. General Dynamics will sponsor and coordinate your event while you remain in the driver's seat. With multiple government conferences already having gone this route, we have saved our customers thousands of dollars.

Contact us for more details.

## Full-Service Event Management

Our team of experts manage and coordinate hundreds of events ranging from one-room meetings requiring only a projector and screen, to multi-room, multi-facility conferences with over 300 speakers, posters, exhibits, receptions, tours and social functions. We will help you build your event from the ground up, coordinate an existing event or revitalize meetings needing new direction.

Our "A to Z Approach" examines every aspect of your event to ensure the best return on the investment you and your attendees make. Our areas of focus include:

- Audio visual support
- Budgeting
- Catering management
- Committee coordination
- Credit card processing
- Contract negotiations
- Database management
- Event wrap-up
- Exhibit show management
- Financial planning/management
- Function space layout
- Gifts and token selection
- Graphics and logo design
- Lessons learned surveys
- Marketing and advertising
- Networking & social events
- Customized Consultations
- On-site office support
- Post event action item tracking
- Proceedings & meetings minutes
- Program & agenda development
- Protocol support
- Publications design & production
- Registration (on-line & on-site)
- Security plans & procedures
- Shipping & mailing

- Site selection
- Speaker & exhibit recruitment
- Speaker management
- Sponsor recruitment
- Staffing
- Strategic conference planning
- Transportation
- Tour management
- Venue selection
- Website management
- Zeal for your success

## Consulting Services

Want to coordinate your event yourself but require the advice of experienced professionals? General Dynamics Information Technology's conference and meetings management team will help you avoid the pitfalls of costly budget overruns and poorly negotiated contracts. We can act as your sounding board before signing vendor and venue agreements to ensure all of the contract details are in your best interests. Examples of our Consulting Services include:

- GAO regulations guidance
- Security plans & procedures
- Location & venue selection
- Negotiations with hotels
- Floor plan layout
- Marketing campaign design
- Navigation through force majeure and attrition clauses
- Entertainment selection
- Exhibit decorating/drayage selection
- Strategic budget management

Contact us for a full range of our consulting services.

## Current Events

Visit our website at [www.usasymposium.com](http://www.usasymposium.com). We go the extra mile to meet your goals with zeal for your success.

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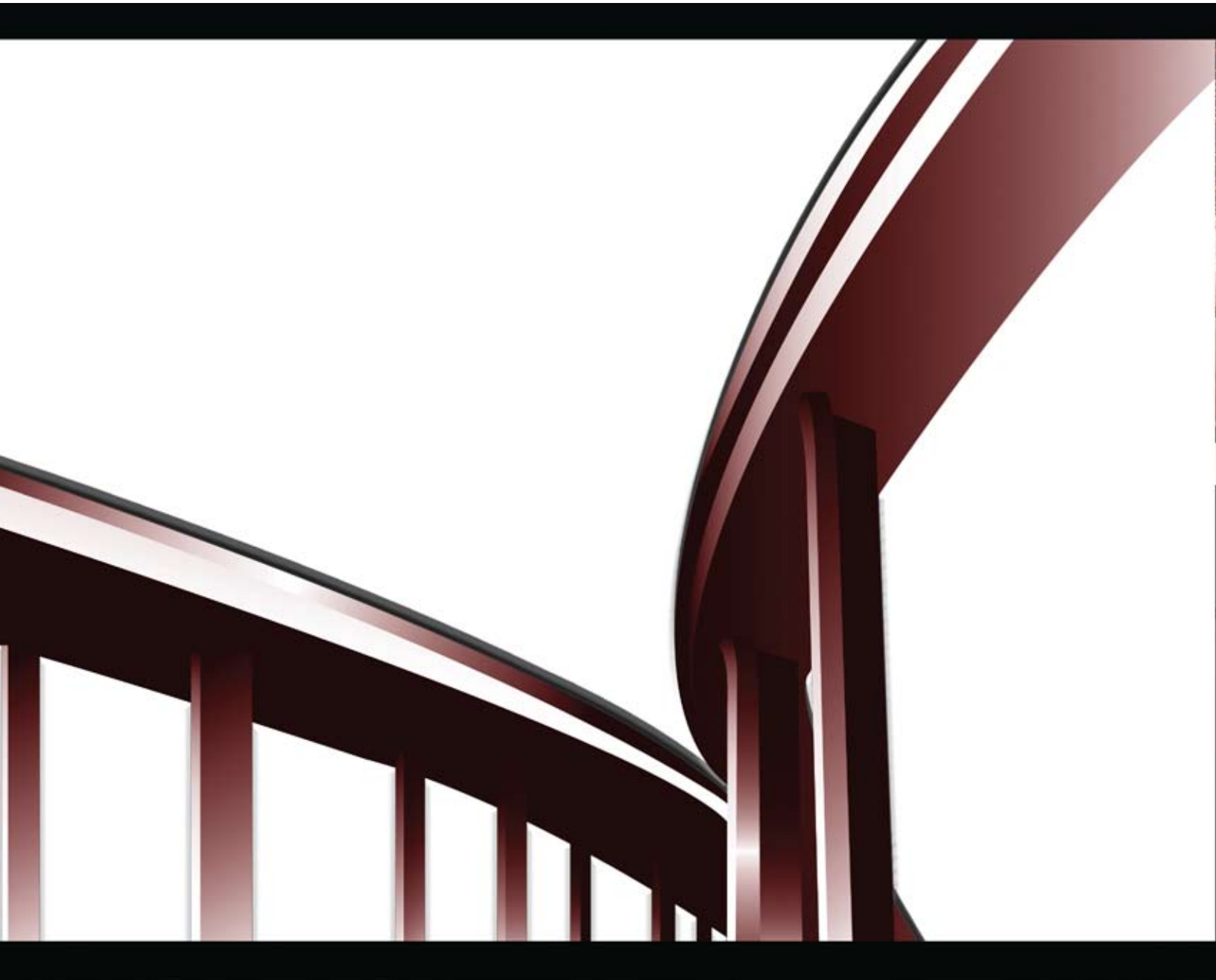
<http://www.usasymposium.com>



Venue Selection



Customized Consultations



**GENERAL DYNAMICS**  
Information Technology

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