

## What We Do



### Consulting Services

*We also provide consulting services for organizations who coordinate their own events but require additional support. These services can be customized to meet your needs and your budget.*

### Let Us Absorb the Financial Risk

*We'll make it happen with no cost to you. You drive the technical content of your event while we sponsor, coordinate and collect all necessary funding from participants and co-sponsors. This approach has saved our customers hundreds of thousands of dollars.*

*Contact us for more details.*

## Realize Your Vision

### Contact Us

Michelle Williams, CMP  
Manager, Conference and  
Meetings Management Group  
email [michelle.williams@gdit.com](mailto:michelle.williams@gdit.com)  
phone 937-254-7950 ext. 1168

Visit [www.usasymposium.com](http://www.usasymposium.com) for  
more information



**YOUR AUDIENCE, OUR EXPERTISE...  
INFINITE POSSIBILITIES**



Visit [www.gdit.com/careers](http://www.gdit.com/careers) to learn more about  
our career opportunities.

**GENERAL DYNAMICS**  
Information Technology

3211 Jermantown Road Fairfax, VA 22030  
703-246-0200 • 800-242-0230 • [www.gdit.com](http://www.gdit.com)  
Small Business: [smallbusiness@gdit.com](mailto:smallbusiness@gdit.com) • [www.gdit.com/sb](http://www.gdit.com/sb)

6577

Updated 9/15/10

General Dynamics Information Technology is an equal opportunity and affirmative action employer.  
© 2010 General Dynamics Information Technology. All rights reserved.

**GENERAL DYNAMICS**  
Information Technology

# Making Connections, Sharing Ideas, & Showcasing Technology

## Rely on Experience



Science & Technology Exchange

With over 100 years combined experience, General Dynamics Information Technology's conference and meetings management group are experts in the production of government and industry events.

Our in-house team of Certified Meeting Professionals (CMPs), designers, technical writers, webmasters and registration specialists produce top quality, cost-effective events.



Venue Selection

## Our Clients

Our background producing government and industry events enables us to successfully plan and execute multi-service, multi-organizational and multi-national conferences of any size, at any location, and at various levels of security (unclassified through Top Secret). Some of our customers include the U.S. Air Force, Army, Navy, Department of Energy, Missile Defense Agency and NASA.

## Full-Service Event Management

Our event planning professionals are prepared to manage and support events of every size and scope, ranging from small leadership retreats to national conferences featuring over 300 speakers, posters, exhibits, receptions, tours and social functions. Our areas of expertise include:

- Program and Agenda Development
- Speaker, Exhibitor and Sponsor Recruitment
- Site and Venue Selection
- Comprehensive Event Logistics
- Registration and Registrar Services
- Event Marketing and Advertising
- Web Site Development and Management
- Exhibit Show Management
- Event Budget Management
- Venue and Supplier Negotiations
- Event Approval Packages
- Event Security Plans and Procedures
- Protocol Support
- Proceedings, Meeting Minutes and Periodical Production
- Event Execution
- Post-event Surveys

## Sample of Events We Coordinate

- NanoTechnology for Defense Conference
- National Fire Control Symposium
- National Space & Missile Materials Symposium
- Commercial and Government Responsive Access to Space Technology Exchange
- Tinker & the Primes

## Current Events

Visit [www.usasymposium.com](http://www.usasymposium.com) for a list of upcoming events.



Exhibit Shows



Event Execution