

# Looking into hosting an IATAC-related event but concerned about the logistics involved? Look no further...

## IATAC's conference and event planners provide the assistance you need.

Since 1998, we have offered a full range of services to support the classified and unclassified conferences, meetings, and other gatherings of IATAC's Technical Area Tasks (TATs) for groups ranging from 20 to 300+ participants. From site selection and registration to catering and security requirements coordination, we can plan and execute an event that complies with government conference regulations, meets your client's specific needs, and provides a high level of customer satisfaction. Our team is sensitive to budget constraints, and knows cost-effective ways to make your event run smoothly without compromising quality.

All members of our staff hold active security clearances ranging from Secret to Top Secret/SCI.

### We offer service and support for all phases of your conference.

#### Before the event

- ▶ Site selection
- ▶ Budget oversight
- ▶ Contract negotiation
- ▶ Secure online registration
- ▶ Graphics support
- ▶ Audio/visual coordination
- ▶ Agenda development
- ▶ Sponsorship/exhibitor solicitation
- ▶ Marketing and promotion
- ▶ Security requirements coordination (classified events)

#### During the event

- ▶ Check-in and registration
- ▶ Note-taking (session minutes)
- ▶ Speaker assistance
- ▶ Problem resolution
- ▶ Catering coordination

#### After the event

- ▶ After-action report
- ▶ Conference surveys and evaluations
- ▶ Distribution of conference proceedings
- ▶ Reconciliation of invoices

### Want more information?

To find out more about IATAC's conference and event planners and what they can do for you, please contact:

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