

# IATAC

## Conference, Meeting, & Event Planning

*Providing technical and administrative support for scientific, technical, and DoD-related information assurance management conferences, symposia, workshops, and other meetings. We will coordinate all resources to ensure your event is a success!*

### Services

#### Pre-Event Support

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- Site selection
- Catering arrangements
- Contract negotiation
- Promotion and marketing
- Event support materials
  - Agenda
  - Notebooks and folders
  - Presentation materials
- Security and registration

#### On-Site Support

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- Coordination with caterers
- Check-in of registrants
- Document control
- Security problem resolution (if required)

#### Post-Event Support

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- Create and assemble event proceedings
  - CD-ROMs
  - Hard copies
- Distribute event proceedings
- Generate final report

### Benefits

#### A Proven Approach

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- Detailed pre-planning expertise
- History of numerous successfully planned and executed events
- Expertise in policy adherence for conducting classified conferences
- Commitment to sponsor needs

#### Hotel/Sales/Catering

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We work closely with hotels to block rooms and negotiate a predetermined conference room rate, coordinate food and beverages for breaks, lunches, and receptions.

#### Attendees

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We work closely with each attendee to ensure we have all the appropriate registration information, security forms, and fees.

#### Event Marketing

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We identify and take advantage of all appropriate promotional and marketing opportunities with professional associations, newsletters, other periodicals, and Web sites.

IATAC possesses world-class telecommunication, graphics, printing, and reproduction capabilities, providing service and support to guarantee the highest quality conference preparation materials, brochures, posters, presentations, proceedings, and product displays, both electronic and hard copy. IATAC also possesses outstanding multimedia presentation capabilities, which includes Web page development and on-line registration.

#### Classified Session Facilities

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We coordinate with the appropriate personnel, ensuring compliance to classified event procedures. We work closely with security personnel and to develop appropriate mailing and storage instructions for classified presentations.

Please contact us at the information below.

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