Conference and Events Planning Services:

*Your **First Step** in planning a conference should be:*

...To contact Karen Blackburn, head of Conference and Events Planning Services, at **301-228-4027**, or by e-mail at **kblackburn@ncifcrf.gov**.

SAIC-Frederick, Inc.
Operations and Technical Support Contractor to the National Cancer Institute at Frederick

Visual Communications

Scientific Publications, Graphics & Media

Excellent science deserves excellent presentation. Let us help you. We provide you with a variety of art, graphics, editorial, duplicating, printing, and typing services, including:

- Editing - manuscripts, reviews, books
- Photographic support - documentation of biomedical subjects, portraits, and passports
- Scientific posters and titles
- PowerPoint presentations

Building 362
8:30 a.m.-5:00 p.m., Monday-Friday
Telephone: **301-846-1055** Fax: 301-846-6563

Conference Center

Let us help you with your seminar, meeting, or conference, whether on- or off-campus. We'll provide audiovisual equipment, assistance with PowerPoint on-screen presentations, and in-room technical support.

Building 549
8:30 a.m.-5:00 p.m., Monday-Friday
Telephone: **301-846-5865** Fax: 301-846-5866

Conference Planning

You can get back to your research while we handle the logistics for your conference, meeting, or seminar. We'll help you with site selection, publicity, accommodations, registration, on-site coordination, audio-visual needs, reproduction of conference materials, communication and correspondence, and travel assistance.

92 Thomas Johnson Drive, Suite 250, Room 3A
8:30 a.m.-5:00 p.m., Monday-Friday
Telephone: **301-644-2028** Fax: 301-644-2049

Conference & Events Planning Services

Making Life a Little Easier

Conference and Events Planning Services: Making Your Life a Little Easier

Why is it that a simple thing—like bringing in a guest speaker or setting up a conference—isn't simple? Because of government approval processes and federal travel and reimbursement regulations, to name only a couple of reasons.

Conference Planning Services Are FREE!

You have enough to do when your group decides to hold a conference, a seminar, a meeting, a retreat, or some other major event. The newly revamped Conference and Events Planning Services provides you with free help to deal with the seemingly overwhelming details.

- Site and meeting facility selection
- Hotel contract negotiation
- Invited speaker travel and lodging
- Meeting registration
- Collection and publication of abstracts
- Meeting logistics
- On-site support
- Reimbursement and payment of bills
- Government approvals and regulations

Whether the mission is to bring in a single speaker to present a seminar or to stage an international meeting,

a call to Karen Blackburn, professional conference and events planner, should be one of your first steps in the planning process. She will assist you with every aspect of the event, whether it is scientific or general, on campus or in another state.

You can reach Karen at **301-228-4027**, or by e-mail at **kblackburn@ncifcrf.gov.**

Make It Easy on Yourself!

Karen works closely with you—without charge—to develop the event in the way that best suits your needs.

- Procedures have been updated to improve efficiency as well as to provide cost savings.
- She works closely with Finance, Accounts Payable, Travel, and Purchasing to ensure conferees are in compliance with travel, reimbursement, and other guidelines that affect government funding of particular conference activities.
- Her familiarity with all of the parameters of event hosting and experience in negotiating with hotels and meeting facilities guarantees the most favorable rates for both guest sleeping rooms and meeting and/or exhibition facilities.
- Newly developed process guidelines help with planning for conference speakers and setting up conferences.
- Her familiarity with the recently revised NCI-Frederick Travel Policy and the various guidelines it incorporates can save valuable time and help you navigate safely.
- She also stays current, which is vital, as guidelines and procedures change frequently.