



In today's environment, time and money are some of our most valuable commodities. At Meeting Management Services (MMS), we make sure that our clients not only receive the perfect meeting but that they get back their most valuable commodities. We save our clients' time by removing the numerous tasks associated with planning a meeting – from the daily registration duties to the pre-planning and onsite logistics. This provides our clients the ability to **educate and network**, which is the primary objective of any conference. Our clients also benefit from the leverage of MMS' buying power. Every year, MMS negotiates over 75,000 room nights and registers over 200,000 attendees. We have developed strong relationships with hotels and vendors, giving MMS access to the best prices available. And unlike many of our competitors, all items purchased on our clients' behalf are passed along with zero mark-up. This gives even our smallest clients the buying power of a citywide convention.

Meeting Management Services, Inc. (MMS) is composed of professional meeting planners and registration managers using established management techniques. Our systems for budgeting, scheduling, registration, housing, and financial management have been tested and proven on hundreds of meetings ranging from 50 to 10,000 people over the past eleven years. We represent numerous business sectors including Fortune 500 corporations, government agencies, associations, non-profits and trade unions.

We offer the unique advantage that many of our staff members have worked in the hotel/catering industry for many years previous to joining our team. This gives MMS an exceptional insight to the vendor equation, which maximizes the potential outcomes for our clients.

As a major planner in the conference/meeting industry, MMS can provide its clients the benefit of our buying power. This gives our clients the unique advantage to get the best deal no matter what the size of their event. And since MMS never marks up any costs, our clients receive the best goods and services at the best price which enhances our client's bottom line.

For any inquiries, please contact:

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Contract Information:

GS-07F-0023U (Set aside for SINs)
SIN: 541-4D/4DRC – Conference Events and Tradeshow Planning
GS-07F-0024U (Set aside for ODCs)
SIN: 541-1000/1000RC

Labor Category: Production Manager

Minimum General Experience:

Ten years of experience in producing large multimedia productions in a variety of venues. Detailed technical knowledge of audio visual equipment and video production equipment. Ability to multi-task and juggle multiple, sometimes competing, priorities. Demonstrated ability to create budgets, project plans, and production schedules, is essential.

Functional Responsibility:

Responsible for planning and producing multimedia aspects of plenary sessions and breakout sessions, as well as producing video segments. Responsible for determining equipment needed, developing equipment specs, hiring and supervising equipment vendors. Responsible for hiring all needed production staff such as writers, directors, cameramen, stagehands, riggers, etc. Acts as liaison with facility in determining load-in time, loading dock usage, and load-out time. Schedules and runs rehearsals with key personnel such as speakers and presenters. Responsible for developing and maintaining production budget. Excellent technical knowledge and project management skills needed.

Minimum Education/Training:

Bachelor's degree required or high school degree coupled with a minimum of 10 years industry experience.

Commercial Rate: \$167.95/hour

GSA Rate: \$157.87/hour

Labor Category: Project Director II

Minimum General Experience:

Ten years of experience in managing large and complex conferences, conventions, and trade shows. Proven track record of successfully creating or redirecting large programs. Demonstrated outstanding personnel and project management skills to guide and direct efficient operations. Financial acumen and strategic vision. Outstanding written and verbal communication skills

Functional Responsibility:

Oversees and directs all aspects of daily operations within the firm, including human resources, finance, and management. Recruits, manages, and oversees training of new staff. Sets standards of Quality Control for work products and client relations; has overarching Quality Control responsibility for the company. Provides critical oversight, input, and strategic direction on each project. Encourages effective communication among internal functional areas and oversees process improvement. Develops MMS growth strategy and leads business development initiatives. Seeks and develops business opportunities through communication with existing clients and new, previously untapped sectors.

Minimum Education/Training:

Bachelor's degree required or high school degree coupled with a minimum of 15 years industry experience.

Commercial Rate: \$149.29/hour

GSA Rate: \$140.33/hour

Labor Category: Project Director I

Minimum General Experience:

Seven years of experience in managing large and complex conferences, conventions, and trade shows. Proven track record of successfully creating or redirecting large programs. Demonstrated outstanding personnel and project management skills to guide and direct efficient operations. Financial acumen and strategic vision. Outstanding written and verbal communication skills

Functional Responsibility:

Oversees and directs all aspects of daily operations within the firm, including human resources, finance, and management. Recruits, manages, and oversees training of new staff. Sets standards of Quality Control for work products and client relations; has overarching Quality Control responsibility for the company. Provides critical oversight, input, and strategic direction on each project. Encourages effective communication among internal functional areas and oversees process improvement. Develops MMS growth strategy and leads business development initiatives. Seeks and develops business opportunities through communication with existing clients and new, previously untapped sectors.

Minimum Education/Training:

Bachelor's degree required or high school degree coupled with a minimum of 10 years industry experience.

Commercial Rate: \$121.26 /hour

GSA Rate: \$113.98/hour

Labor Category: Project Manager II

Minimum General Experience:

Five years of experience in event and tradeshow management. Leadership and excellent communications skills. Solid budgeting skills and the ability to multi-task and meet deadlines are essential.

Functional Responsibility:

Directs all phases of work for assigned accounts, from concept development through production. Responsible for overall management of the Project Team. Performs project planning. Develops and maintains project budget. Determines space needed and locates appropriate facility. Negotiates contract with facility to best meet the needs of the project. Obtains bids from all necessary vendors. Manages, inspires, and motivates Project Team staff to develop work of the highest caliber. Ensures delivery of a final conference that meets or exceeds clients' needs and expectations. Serves as the principal lead on major accounts.

Minimum Education/Training:

Bachelor's degree or high school degree coupled with a minimum of a minimum of 7 years industry experience, CMP (Certified Meeting Planner) preferred but not required.

Commercial Rate: \$90.92/hour

GSA Rate: \$85.46/hour

Labor Category: Project Manager I

Minimum General Experience:

Three years of experience in event and tradeshow management. Leadership and excellent communications skills. Solid budgeting skills and the ability to multi-task and meet deadlines are essential.

Functional Responsibility:

Directs all phases of work for assigned accounts, from concept development through production. Responsible for overall management of the Project Team. Performs project planning. Develops and maintains project budget. Determines space needed and locates appropriate facility. Negotiates contract with facility to best meet the needs of the project. Obtains bids from all necessary vendors. Manages, inspires, and motivates Project Team staff to develop work of the highest caliber. Ensures delivery of a final conference that meets or exceeds clients' needs and expectations. Serves as the principal lead on major accounts.

Minimum Education/Training:

Bachelor's degree or high school degree coupled with a minimum of a minimum of 5 years industry experience, CMP (Certified Meeting Planner) preferred but not required.

Commercial Rate: \$78.57/hour

GSA Rate: \$73.86/hour

Labor Category: Senior Staff II

Minimum General Experience:

Five years of experience in database management and customer service. Excellent communication and organizational skills.

Functional Responsibility:

Oversees all aspects of conference registration services. Designs and maintains online and intranet databases per event requirements. Creates and maintains online and offline registration forms. Responsible for budgeting for and procuring all necessary materials for conference registration department for the event. Determines infrastructure needs for on-site registration desks; obtains bids and hires vendors such as rented computer networks and office equipment. Determines need for and hires temporary staff for operation of on-site registration desk. Responsible for management of on-site registration desk. Oversees financial management and reporting of registration fee income to client. Maintains highest level of customer service in all aspects of conference registration.

Minimum Education/Training:

Bachelor's degree or high school degree coupled with a minimum of 5 years experience in the industry.

Commercial Rate: \$60.52/hour

GSA Rate: \$58.70/hour

Labor Category: Exhibit Manager II

Minimum General Experience:

Five years experience in a sales or management environment. Excellent organizational, time-management, and multi-tasking skills. Excellent interpersonal skills essential.

Functional Responsibility:

Develops plan for trade show or exhibit hall, including booth layout, fire marshal requirements, food and beverage service, and access and egress for attendees. Develops marketing materials for soliciting potential exhibitors. Conducts intensive sales campaign including internet research, mailings, emails, and phone calls. Administers payments and contracts with exhibitors. Identifies needs and obtains exhibit hall decorating contractor. Acts as liaison with exhibitors from time of signing until completion of trade show. On-site, manages all aspects of exhibit hall including installation of booths, freight handling, exhibitor relations, and trade show schedule. Follows up with exhibitors after the trade show, including administration of exhibit hall evaluation.

Minimum Education/Training:

Bachelor's degree or high school degree coupled with a minimum of 7 years experience in the industry.

Commercial Rate: \$60.52/hour

GSA Rate: \$56.89/hour

Labor Category: Senior Staff I

Minimum General Experience:

Three years of experience in database management and customer service. Excellent communication and organizational skills.

Functional Responsibility:

Oversees all aspects of conference registration services. Designs and maintains online and intranet databases per event requirements. Creates and maintains online and offline registration forms. Responsible for budgeting for and procuring all necessary materials for conference registration department for the event. Determines infrastructure needs for on-site registration desks; obtains bids and hires vendors such as rented computer networks and office equipment. Determines need for and hires temporary staff for operation of on-site registration desk. Responsible for management of on-site registration desk. Oversees financial management and reporting of registration fee income to client. Maintains highest level of customer service in all aspects of conference registration.

Minimum Education/Training:

Bachelor's degree or high school degree coupled with a minimum of 3 years experience in the industry.

Commercial Rate: \$46.65/hour

GSA Rate: \$45.25/hour

Labor Category: Exhibit Manager I

Minimum General Experience:

Three years experience in a sales or management environment. Excellent organizational, time-management, and multi-tasking skills. Excellent interpersonal skills essential.

Functional Responsibility:

Develops plan for trade show or exhibit hall, including booth layout, fire marshal requirements, food and beverage service, and access and egress for attendees. Develops marketing materials for soliciting potential exhibitors. Conducts intensive sales campaign including internet research, mailings, emails, and phone calls. Administers payments and contracts with exhibitors. Identifies needs and obtains exhibit hall decorating contractor. Acts as liaison with exhibitors from time of signing until completion of trade show. On-site, manages all aspects of exhibit hall including installation of booths, freight handling, exhibitor relations, and trade show schedule. Follows up with exhibitors after the trade show, including administration of exhibit hall evaluation.

Minimum Education/Training:

Bachelor's degree or high school degree coupled with a minimum of 5 years experience in the industry.

Commercial Rate: \$46.65/hour

GSA Rate: \$43.85/hour

Labor Category: Project Assistant

Minimum General Experience:

Two years experience in a customer service environment. Meticulous attention to detail and ability to manage multiple projects, meet deadlines, and work in a fast-paced environment are essential. Excellent interpersonal skills and communication are essential.

Functional Responsibility:

Provides customer service and data and financial management for conference registration. Answers incoming calls from registrants and provides customer service assistance. Data entry. Sends confirmations via phone, fax or mail. Reviews registration records and follows up with registrant if needed. Provides data reports to client as needed. Runs credits cards for registration fees, and makes bank deposits of checks. Follows up on insufficient payments as needed. Manages the on-site registration desk, and provides face-to-face customer services.

Minimum Education/Training:

High school degree required with training in Microsoft Office software.

Commercial Rate: \$32.66/hour

GSA Rate: \$30.70/hour