

Since 1984, Westover Consultants, Inc. (Westover) has coordinated meetings, conferences, training events, and special events attended by thousands of Government, corporate, and academic employees. These events have addressed the gamut of social, educational and health challenges facing the country, including alcohol and drug abuse, HIV/AIDS, mental health, co-occurring disorders, child welfare, early childhood development, safe schools, bullying, minority and women's health, sexual harassment, workplace diversity, and natural disaster response activities. Nationally and internationally, Westover has managed more than 3,500 meetings, conferences, and related events of all sizes and complexity.

Company staff and consultants come from many different parts of the Nation and world, including Africa, Asia, the Indian subcontinent, and the Caribbean. Westover firmly believes that such diversity, when fully embraced by an organization, enriches resourcefulness and problem-solving skills, as well as eases communication with distinct populations attending events.

Conference Management Services

Creating successful meetings involves a balance among design, planning, implementation, and follow-up. Westover's dedicated and experienced conference staff members understand that great meetings of any size require precise planning and meticulous attention to detail. Our conference planners become strategic partners with clients, using their knowledge, skills, and industry contacts to make the most of client time and resources and to deliver a successful conference experience.

Our Services Include

- Budget preparation and monitoring
- Web page design and development
- Online registration
- Automated event tracking and monitoring system
- Logistics preparation and distribution
- Travel and lodging coordination
- Site selection
- Vendor selection
- Exhibit and/or poster session coordination
- Speaker and facilitator recruitment
- Consultant recruitment
- Technical advice
- Audiovisual support
- Webinar production
- Event materials preparation and distribution, including agendas, program books, participant lists, name badges, tent cards, and so forth
- Onsite staffing for registration/information set-up and management
- Evaluation/survey preparation and management, including pre- and post-event online services
- Notetaking, recording, videotaping, and verbatim transcription services
- Meeting summary, minutes, and proceedings preparation
- Thank-you letter preparation and distribution

CORPORATE PROFILE

Selected Current and Former Clients



GEORGETOWN UNIVERSITY



Recipient of two prestigious awards of excellence from the U.S. Small Business Administration

Consultant to public, private, and nonprofit organizations

Unyielding commitment to quality and professionalism

A minority woman-owned firm founded in 1984

How may we serve you?

Recognized for its sound track record, Westover has been awarded several Government-wide contract vehicles that make it easy for all Federal agencies to avail themselves of high-quality meeting, conference, and event management services both quickly and efficiently. Ask us how.

For more information on conference management services, please call or write:

Michelle Taunton, CMP

Senior Manager, Conference Services Practice Group

Westover Consultants, Inc.

4340 East-West Highway, Suite 900

Bethesda, MD 20814

Phone: (301) 467-5042

Fax: (301) 652-5937

E-mail: mtaunton@westover.com

“Our objective is simple: to ensure that every conference or event is flawlessly planned and seamlessly implemented, providing our clients and participants a comfortable, productive, and memorable meeting environment.”

— Dr. Faye E. Coleman, President and CEO

NAICS CODES

• 541611 • 541720 • 541512
• 541612 • 541990 • 541513
• 541613 • 561210 • 541519
• 541618 • 561920
• 541690 • 541511



4340 East West Highway, Suite 900 | Bethesda, MD 20814
Phone: (301) 657-5800 | Fax: (301) 652-5935 | www.westover.com