



The Quarterly Newsletter  
of Westover Consultants, Inc.

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## Westover Launches New Website

On Tuesday, June 7, Westover Consulting, Inc. (Westover) launched its new website. Located at [www.westover.com](http://www.westover.com), the company has created a new user friendly website so the public as well as current and potential clients can stay informed as it grows.



The new site features information about Westover services, detailed examples of previous project successes, updated news and events about the firm, case studies, strategic partners, current clients, potential clients, current co-workers, and future employee opportunities.

There is also a section to follow Westover solutions on other social media sites like Twitter, Facebook and LinkedIn. The website also allows for people to use either navigation or links to specific highlighted sections on the website for a more user friendly style.

"I am excited about the launch of our new website. As our company grows so is the need to expand our brand awareness and provide solutions through web technology. It is exciting to be able to have a way to keep everyone informed as we grow," explains Dr. Faye E. Coleman, President of Westover Consultants, Inc.

### Annual Employee Appreciation Cookout a Big Success



Sponsored by the Employee Appreciation Committee,

Westover held its annual cookout Saturday, June 4, from 12 pm to 5 pm.

With employees and family present, the event took place at Nixon's Farm, located in West Friendship, Maryland.

The menu for our Annual Cookout, included barbecue chicken, hot dogs, hamburgers, baked beans and pasta salad; lemonade, iced tea and water as well as desserts.

Nixon's Farm provided a variety of games, including softball, volleyball, and soccer. Other available activities included fishing, tug-of-war, various board games, and more!

## Westover in Action

### Conference Services Group: At the Top of Their Game

Recently we interviewed Michelle Taunton, Senior Manager at Westover to share a brief insight on the team she heads up -- Conference Services Group. Here is what she had to say...

**In your own words, please provide a brief overview of your team and responsibilities.**

The Conference Services Group provides any and all logistical services required by our clients to execute superior meetings and conferences. These services include site selection, online registration, vendor negotiation, travel arrangements, speaker coordination, agenda development, audiovisual management, food and beverage selection, onsite management, reimburse-

*Continued on page 2*

## Conference Services (cont'd)

ment processing, post-event polling, note-taking and report writing.

### What are some of the latest trends in the conference planning industry have you noticed in recent years?

There are two major trends to surface in recent years: "green" meetings, and the advance of meeting technology. There are many ways to take a meeting "green" and lessen its negative impact on the environment, from selecting a venue that has an expansive green operations policy, to replacing bottled water with water pitchers, to placing meeting materials on flash drives to reduce the need for printing materials, to name just a few. The technology trend assists green efforts by allowing much more meeting material to now be available on flash drives, CDs/DVDs, and smart phone applications. Attendees can download only the information they're interested in, instead of requiring an entire binder full of printed materials that may or may not apply to them. In addition, the use of QR codes is on the rise in the meeting industry, allowing participants to access much more information on a topic or speaker than they would have been able to in the past. It's definitely an exciting time to be working in the meetings industry!



### What capabilities and technologies does your team possess to allow Westover to remain competitive?

Our team has extensive experience in planning government meetings within the Federal Travel Regulations and Federal Advisory Committee Act guidelines. Our meeting planners are all members of such professional associations as Meeting Professionals International, the Society of Government Meeting Professionals, and the Professional Convention Management Association, and participate in educational sessions and webinars to remain abreast of the latest industry developments.

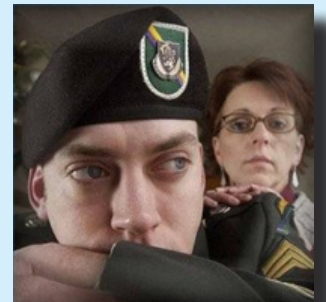
### What are some Westover-sponsored events you will be working on between now and September that you would specifically like to share?

We have some exciting events coming up. In August, we are holding the Administration on Aging's Senior Medicare Patrol's biennial conference in Washington, DC; and in September we'll be holding the Office of Safe and Drug-Free Schools' Bullying Prevention Summit, also in Washington, DC. The latter is a follow-up Summit to 2010's phenomenally successful Bullying Prevention Summit, which we also coordinated, and which was held in cooperation with the U.S. Department of Justice and the U.S. Department of Health & Human Services. We will also be managing a Substance Abuse and Mental Health Services Administration Consumer Dialogue Meeting on the subject of housing in July.

## Capability Spotlight

### MILITARY PROGRAMS & SERVICES

Westover Consultants, Inc. (Westover) delivers quality support services to our military clients. Our commitment to supporting military members and their families is unyielding. We offer a diverse array of products and services designed to meet the unique needs of military members and families.



Our experienced staff members deliver critical human and educational support services to the men and women of America's Armed Forces, their families, and their communities. Services span a broad range of child, youth, and family programs, including the design and execution of public awareness campaigns. We understand the unique needs of service members and their families and can respond quickly.

Selected examples of these services follow.

- Westover's Services to Military Families and Communities
- Public Awareness Campaigns to Promote Military Child Care Programs
- Online Accounting and Data Management to support Military Child Care
- Services for Military Communities

## Employee Spotlight

### Xian Lin

Xian joined Westover in 2009. He works as Sr. Software Engineer/Web Developer for NOAA/NESIDS/OSD in Suitland, MD. Xian is a key developer for the Request for Action Tracking System (RATS) which is a web-based configuration management and workflow system supporting 100+ users to track and manage change configuration requests, problem reports, and work requests of NOAA's Environment Satellite Processing Center.



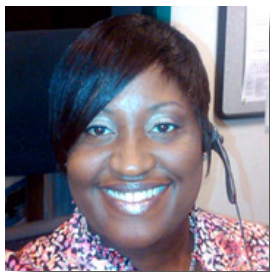
Prior to joining Westover, Xian worked as Sr. Software Engineer and Technical Lead for SAIC for 9 years. Clients included HRSA, SAMHSA, US Coast Guard, NIH/ NIMH, FAA, etc.

With 10+ years of experience in application software design and development, Xian received dual master degrees in Computer Science and Physics from State University of New York at Albany.

In his spare time Xian recently picked up golf and is working very hard to improve his game.

A proud employee of Westover, Xian feels the Westover family connection through company events like its annual holiday party and volunteer programs.

### Karon Yarborough



As a Business Operations Support Specialist at the National Institutes of Health (NIH), Karon's responsibilities include procurement of Government hardware, software, technical maintenance, office supplies, and training material for IT Administrators.

Karon is also a member of the NIH CIT's Green Team, where they put together ideas and research different ways to help our environment. She also works very closely with the DCSS Office of the Director's Admin Team and is currently putting together a flowing pro-

cess and procedures manual that enables a smooth transition for new hires, contractors, and departing employees.

Prior to coming to Westover, Karon worked as a contractor with the NIH's Immediate Office of the Director where she received numerous awards and certificates.

A die-hard book worm in her spare time Karon loves reading and has started a book exchange at her work station. Karon's other extracurricular activities include working with her church, traveling, dining, site-seeing and theatre.

When asked about working at Westover Karon says, "I absolutely love working with Westover! The working environment is like a family business; working together to reach a common goal!"

Currently a student at Bethel Seminary, Karon hopes to receive a Bachelor's Degree in Theology.

*Westover in Brief is a communications vehicle of*



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### About Westover

Established in 1984, Westover Consultants, Inc. (Westover) is a multidisciplinary professional services firm offering information technology, management, training, editorial, and social marketing expertise to Government agencies, private industry, and non-profit organizations.

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