



Unified Meeting Management Services



Cost Savings and
Expert Meeting Management
For Your Head Start Program

Unified Cost Savings

Meeting services are in demand. Hotels, caterers, and other providers dominate the market. They charge high rates for modest services. As a member of the Head Start community, you can counter their prices with buying power.

Buying Power:

Leverage created by a high volume of purchases, which results in discounted price structures, more flexible negotiations, and access to premium services.

Unified Meeting Management Services brings all Head Start meetings under one umbrella. When you negotiate through this service, the collective buying power of the Head Start community is behind you. Your program saves money and receives enhanced services.

Expert Meeting Management

In addition to cost savings, this service allows Head Start agencies to tap NHSA's planning expertise for their own meetings. For more than 30 years, NHSA has organized premiere national conferences all across the country as well as local events of every size. Whatever the format of your meeting, NHSA can help.

Contract Negotiations

Site Inspections and Surveys

Logistics

Exhibit and Display Management

Registration

Training

Meeting Management Services

Contract Negotiations

No matter the size or duration of a meeting, a clear, clean contract is crucial. It should address all seen and unforeseen occurrences. Quality contract negotiations have saved organizations from financial hardship and even financial ruin. NHSA offers the following contract services:

- Negotiating contracts for selected meeting sites.
- Negotiating contracts for off-site venues.
- Auditing and reviewing existing meeting contracts.

Site Inspections and Surveys

The right location can make or break an event, but effective site selection involves more than choosing a tourist hot spot. NHSA understands industry-wide and site-specific norms and policies. NHSA offers the following site services:

- Performing site inspections.
- Conducting site surveys.
- Performing function and space audits of any select venue.
- Making expert recommendations on site selection.
- Identifying and reporting configuration and logistical challenges of selected sites.
- Identifying strengths and weakness of sites and preparing comparison reports.

Logistics

The key to successful logistics is in the details. NHSA can handle everything from securing paperclips to coordinating with the Secret Service. Large or small, every detail is carefully managed. Services include...

- Assisting in the development of a project plan and agenda.
- Providing a meeting matrix, including room assignment, set-up, schedule, and food and beverage plan.
- Providing on-site logistics manager and team.
- Arranging for special equipment.
- Managing VIP logistics and requests.
- Providing mutually agreed upon post meeting reports.

Exhibit and Display Management

Exhibitors draw participants and contribute income to your meeting. They require personalized attention that fosters an ongoing relationship. NHSA offers the following exhibit and display management services:

- Coordinating exhibitor registration.
- Managing exhibitor requirements and booth placement.
- Coordinating bid solicitation.
- Managing all equipment set-up and décor.

Registration

A smooth registration sets the tone for your entire meeting. Beginning with your attendees' first contact and continuing through your audit, NHSA can manage every step along the way. NHSA's registration services include...

- Developing, operating, and maintaining a custom, real-time database.
- Monitoring the security and accuracy of a database for audit purposes.
- Processing, auditing, and verifying all registration forms and payments.
- Maintaining backup registration forms for audit purposes.
- Sending confirmation via postal mail, fax, or e-mail to registered participants.
- Providing a qualified account team to manage advance and on-site registration.
- Conducting a daily on-site audit and reconciliation of a database.
- Preparing post-meeting reports.

Training

Whether meeting services are contracted or performed in-house, it is important that your staff understand the coordination process. NHSA offers the following training services:

- Contract negotiations.
- Site inspections.
- On-site logistics.
- Other meeting management services.

For Additional Information

Please photocopy the form below. Fax it to NHTSA's Unified Meeting Management Services at (703) 739-0878 or mail to...

NHTSA
Meeting Management Services
1651 Prince Street
Alexandria, VA 22314

Agency Name: _____

Street Address: _____

City: _____

State: Zip: _____

Telephone No.: _____

Fax No.: _____

E-mail Address: _____

Contact Name: _____

Title: _____

Telephone No.: _____

Fax No.: _____

E-mail Address: _____

Please have a consultant contact me regarding the following services:

Contract Negotiations Registration

Site Inspections/Site Surveys

Exhibit Management

Logistics Training

Other: _____