EVENT PLANNING AND FACILITATION SERVICES PORTFOLIO
MDB’S Event Services

MDB’s Director of Events, Kerri Moran Voelker, is a Certified Meeting Professional, a designation of the Convention Industry Council, and a Certified Government Meeting Professional. MDB applies discipline expertise, such as strategic communications, to specialized aspects of event planning, execution, and facilitation. For events to succeed, they must be professionally organized and conducted.

We have cultivated solid, professional relationships with many hotels and event venues. These relationships provide added value when working with a venue or hotel franchise.

Myriad logistical details must be handled just right, with venues, lodging, and transportation secured, speakers selected and scheduled, participants registered, materials and presentations developed and carefully orchestrated, and security coordinated. After-event follow through ensures a larger and lasting effect.

PRE-EVENT PLANNING
- Coordinate with the client to identify event requirements and participants
- Create, schedule, and design agendas
- Secure event facilities and sleeping room blocks
- Prepare event notices and invitations
- Create event websites with registration and abstract submittal tools
- Create and maintain participant database
- Communicate with speakers and participants about logistics and other details
- Design printed materials, including agendas, biographies, abstract books, nametags, and signage
- Provide travel support and reimbursement for speakers
- Coordinate audio-visual arrangements and room setup
- Direct food and beverage arrangements
- Secure and manage local ground transportation
- Organize and set up poster sessions

ON-SITE EVENT ADMINISTRATION
- Oversee the set-up and breakdown of meeting room(s)
- Manage audio-visual equipment set-up, testing, and monitoring
- Set up and monitor posters
- Manage registration
- Develop and conduct event evaluation surveys
- Coordinate material collection and distribution

We can help your event achieve the outcome you want. Our services are tailored to your requirements and include planning and preparation through on-site support and post-event follow-up. We have helped our clients effectively conduct large conferences, program-specific meetings, advisory board meetings, grantee meetings, technical workshops, public-private partnership meetings, training sessions, focus groups, and press conferences.

We regularly manage and understand the requisites of participants who are scientists, policy experts, researchers, program managers, community organization representatives, and members of the media. We have supported more than 400 events of all types and sizes.
● Provide note taking and report writing
● Facilitate meeting and mediation services

POST-EVENT FOLLOW-UP
● Produce and distribute materials to participants (posted on event website)
● Pay vendors
● Reconcile event expenses
● Review and evaluate event surveys
● Document lessons learned to improve future projects
● Produce technical event report
● Handle other necessary activities

TRAVEL AND LODGING
MDB coordinates the logistical and financial details to secure airfare, lodging, ground transportation, meals and incidentals, and honoraria for event attendees. We use a system of easy-to-complete forms, deadlines, and tracking procedures to ensure all travelers follow travel guidelines and receive their funds in a timely fashion.

VIRTUAL EVENTS
In an era of efficient spending and limited travel, in-person events are not always feasible. MDB has coordinated more than 150 webinars reaching more than 25,000 participants using many different software products. We also facilitate remote presentations for speakers unable to travel for in-person events.

REPORTING
One of MDB’s core competencies is our ability to capture knowledge from events, especially meetings and conferences, and we routinely provide note takers, writers, and subject matter experts to prepare documentation. We ensure that proceedings are captured completely and in a timely fashion. We produce reports with a level of detail specified by the client.

Facilitation and Mediation Services
MDB also offers effective event facilitation and mediation services using approaches that foster constructive communication and mutual understanding. Our methods include the identification and engagement of stakeholders, encouragement of critical thinking and vision development, and promotion of consensus building. The positive reputation and credibility of MDB’s staff has allowed us to facilitate dialogue on issues of environmental protection, health and safety, job creation, and community revitalization among parties. We help build trust and understanding among stakeholders to achieve productive outcomes and reach common goals.

CASE STUDIES

NIEHS WORKER TRAINING PROGRAM (WTP), GRANTEE MEETINGS, AND TECHNICAL WORKSHOPS
MDB has provided logistical and administrative support for WTP semi-annual grantee meetings since May 2000. This support includes planning dozens of meetings across the country, ranging from 100-250 participants. Since 2010, MDB has supported more than 25 workshops with over 2,200 participants for WTP, including three “Trainers Exchanges” for HAZMAT trainers who serve communities across the country.

In support of a recent WTP grantee meeting and workshop, MDB provided planning and logistic support, as well as subject matter expertise, on climate change and worker health. MDB
scientists and writers conducted a climate vulnerability assessment, which included a literature review about climate change and worker health, a review of relevant trainings, and consultation with the grantee community. This assessment report was the basis for discussions at the workshop. The successful interactive meeting and workshop included extensive small group activities to engage stakeholders and elicit feedback on the climate vulnerability assessment. MDB produced and successfully disseminated the final report.

RESPONDER RESILIENCE PROJECT: REACHING COMMUNITIES

Following response efforts to the Deepwater Horizon Oil Spill, MDB facilitated an after-action meeting of key stakeholders on behalf of WTP. To address mental health training issues raised at this meeting, NIEHS partnered with the Substance Abuse Mental Health Services Administration to develop the Gulf Responder Resilience Training Program. MDB supported the program since its beginning with our facilitation, organization, and meeting planning staff.

MDB coordinated a series of meetings in the Gulf region to bring together people from community, government, academic organizations, and industry to discuss training needs, delivery methods, and draft materials. MDB then organized and facilitated a subject matter experts meeting in Washington, D.C., to review the science behind the program.

MDB’s expert staff provided meeting facilitation and delivered pilot trainings while our meeting planning staff seamlessly coordinated logistics, room reservations, and invitations with all five local host organizations.

MDB’s commitment to community involvement in disaster response and recovery, and to our strong partnership with clients, is exemplified by our Director of Corporate Operations, Deborah Weinstock. She is also director of the National Clearinghouse for Worker Safety and Health Training and received a 2013 National Institutes of Health Merit award for service in response to the Hurricane Sandy disaster.

FACILITATING ENVIRONMENTAL JUSTICE DISCUSSIONS AMONG STAKEHOLDERS

Since 2001, Tim Fields, Senior Vice President at MDB, has facilitated a dialogue about environmental justice issues in Spartanburg, South Carolina. Biweekly conference calls and quarterly meetings among multiple public and private sector stakeholders are led by Mr. Fields and concern a low-income, African-American community located close to a contaminated site. This dialogue has successively addressed matters related to environmental protection, health and safety, job creation, and community revitalization. The project became a model for EPA’s Collaborative Problem-Solving Cooperative Agreements Program.

Supporting WEFTEC: The Water Quality Event

Since 2009, MDB has supported the EPA in multifaceted activities associated with exhibiting and participating in WEFTEC, the Water Environment Federation’s Annual Technical Exhibition and Conference. As the largest conference of its kind in North America with more than 25,000 attendees, WEFTEC is a venue for EPA to help educate water industry professionals from around the world through information and research sharing. MDB provides pre-event, on-site, and post-event support to the EPA for event exhibit logistics, materials, and management. Prior to the meeting, MDB arranges the goods and services needed to support EPA’s exhibit, including the transportation, delivery, and set up of the 2,500 square foot booth. We also handle on-site logistics and subsequent take down of the booth.

WORKING WITH US

The following organizations may place orders with MDB’s Professional Services Schedule with Management, Organizational and Business Improvement Services (MOBIS), Advertising and Integrated Marketing Services (AIMS), Information Technology Professional Services, and Environmental Consulting Services through the U.S. General Services Administration (GSA) Federal Supply Schedule (FSS):

- Federal agencies
- Mixed-ownership government corporations
- Government contractors authorized in writing by a federal agency pursuant to 48 CFR 51.1
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply