

# THE GATEAM

CELEBRATING 40 YEARS IN BUSINESS



Employee owned and operated since 1981, The GA Team is a woman-owned small business providing government agencies with full service meeting planning, facilitation and logistics support; both in-person and virtually. GA holds a GSA contract and a BPA with the Department of Labor.

GA's goal is to deliver successful and memorable events, conferences, meetings and exhibits. We accomplish this through technology utilization and innovation, meticulous attention to detail, and close client coordination.

At GA we guarantee personalized service. Our Associates invest time in getting to know each client to formulate an effective plan for success.

## PRE-PLANNING AND SITE SELECTION

GA has an efficient management approach where our team takes responsibility of all event details so that you can focus on the content of your meeting. The initial planning meeting is a critical step. We work with you to develop a detailed list of priorities for your program and communicate with you throughout the entire process. The result is an overall Management Plan and Task Delivery Schedule that will ensure a successful event from beginning to end.

GA has extensive experience in site selection. We ask questions and learn about our client's preferences, past event history if applicable, and other important decision making factors. Good contract negotiation and pertinent cost management are essential in choosing the right venue. Careful attention is paid to the many details in the proposal including the number of guest rooms, requirements for meeting space, flow of the meeting, and audio visual needs, in addition to attrition and cancellation clauses. We track this information in a database and compare venues to ensure we meet the needs of our clients. We work diligently with the client's needs in mind to ensure your program is hosted with professionalism and ease.

## GA'S PRE-PLANNING AND SITE SELECTION SERVICES

- Detailed time / events schedule and management plan
- Budget development, management, and reporting, including risk management
- Site selection, management (onsite and offsite) and contract negotiation
- Strategic planning to develop mission, goals, and objectives of the meeting
- Market research for required vendor support
- Stakeholder Management
- Detailed venue set-up diagram
- Audio visual and technical support planning
- Food and beverage contracting
- Room block management
- Continuous venue and client liaison
- Program Development
- Assurance that per diem and other regulations and policies are followed
- Speaker management and coordination
- Decorator contracting and exhibit set-up

## MEETING LOGISTICS

GA has successfully managed both small and large events, from intricate meetings of less than 20 people to complex conferences involving well over 4,000 participants. Strong communication is a direct link to everything we do for our clients. Each program is assigned one client lead and one staff member. This team works diligently to maintain synergy with the vendor, client POC and attendees before, during, and after the meeting.

Ultimately, with our extensive knowledge and experience in event management, meetings, and marketing, we will assist your agency in becoming more successful. We strive to provide high quality customer service, resulting in a high level of satisfaction for you and all of your participants.

GA Approaches Every Project With Passion, Enthusiasm and the Determination to Exceed All Expectations.

## GA'S MEETING MANAGEMENT, MARKETING, AND POST-MEETING SERVICES

- Website content and functionality
- Graphic Design
- Email marketing, notification, and follow-up
- Search Engine optimization
- Vendor and sponsor sales
- Signage
- Public and media relations campaign design and implementation
- Volunteer training and management
- Database development and maintenance
- Website maintenance
- Registration reporting
- Travel arrangements for speakers and VIPs
- Pre and post-meetings with venue staff and contractors
- Set up management and coordination
- Badges and VIP identification and registration
- Experienced customer friendly registration team
- 24/7 support on-site
- Event and Session summaries
- Transparent financials and detailed report
- Online Surveys and analysis
- Electronic attendance or training certificate delivery
- Speaker and attendee thank you letters
- Invoice review and processing
- Final attendee list
- Online delivery of conference content via web casting or downloads

## GA'S VIRTUAL MEETING CAPABILITIES

The COVID-19 Pandemic has forced organizations and teams to transition abruptly into a virtual world that only some were prepared to enter. GA has extensive experience in managing online events of all kinds and can help you develop an online strategy that meets your needs.

Organizing virtual meetings often requires more focus, planning, precise group moderating and engagement skills than in-person meetings. At GA we follow a very detailed planning process prior to the virtual event to prepare presenters and help manage any unexpected situations. Utilizing the power of technology, combined with our expertise in event planning, GA provides high quality online meeting planning services. Whether your organization or team requires a small training session for five individuals or a large group webinar for 10,000 attendees, GA can help you craft an online program tailored to fit your needs. Some of the ways GA can help you convert an in-person meeting to a virtual one include:

- Virtual Meetings (Small, Medium and Large Meetings)
- Live Stream Webinars
- Virtual Town Halls and Facilitated Services
- Virtual Ceremonies
- Memorable Virtual Poster Sessions
- Virtual Team Building and Connectivity
- Virtual Public Forums
- Virtual Training Classroom
- Podcasts

## WHAT OUR CLIENTS SAY

GA's professionalism, creativity, and attention to detail helped my agency comply with high-stakes Office of Management and Budget compliance terms for the continuation of a thirty-year survey, which a multitude of Federal agencies rely on for their information needs. GA helped my agency gather stakeholder feedback on the future direction of the survey through workshops and an online survey, and did so with aplomb! GA's proactive engagement and attentiveness throughout the project lead to a successful outcome!

– US Department of Labor

The GA Team has provided outstanding support through multiple events and occasions for our organization over the past ten years. Not only have we worked with the team on large-event planning, but overall strategic assessments and support for Aerospace events in the DC area. I'd recommend the GA team for all of your organization's needs—from the initial concept discussions, to mission planning and final execution—to include post-event reviews and best practice captures. One major event where the GA team shines: the annual National Space Club and Foundation Goddard Memorial Dinner—flawless execution every year for over 10 years. A must-attend event for both commercial and government space folks—always a success. Again, when you need a full turnkey solution—look to the GA Team for help—efficient, effective, and a perfect performance every time!

– Space and Geospatial Defense Industry Executive

All of the feedback I have received confirms my own belief that the W-4 conference in Washington, DC was an outstanding success at every level. Many delegates commented on how well organized it was, how smoothly it ran and on how much work must have occurred in advance and behind the scenes to make it all seem so effortless to the delegates. The OGP-GSA team and GA worked together professionally and brilliantly to make the W-4 a first class event.

– US General Services Administration

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Woman Owned Small Business  
Platinum Member of Green Business Bureau  
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**Want to know more?** Call, email, or visit with us! | [www.thegateam.com](http://www.thegateam.com)

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