

COMMITMENT

TEAMWORK

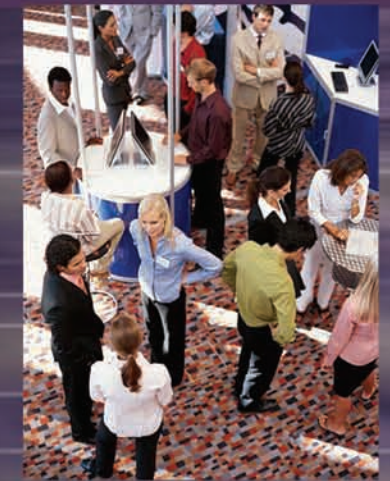
RESULTS



INFINITY
Conference Group



Conference Planning and Event Management



INFINITY
Conference Group

For all your Conference Planning and
Event Management Services, contact us today:

Infinity Conference Group, Inc.
1035 Sterling Road, Suite 202
Herndon, VA 20170

Phone: 703-925-9455 • Fax: 703-925-9453

www.infinityconferences.com

COMMITMENT

TEAMWORK

RESULTS

Who We Are

Since 1991, Infinity Conference Group, Inc. (ICG), a woman-owned small business, has been providing professional conference planning and event management services to diverse clients. ICG focuses on understanding client needs from the outset and exceeding expectations throughout the event planning and management process. We have extensive experience working with a worldwide audience of conference attendees, with priority given to meeting the specific needs of organizers and their event participants.

"Thanks for doing your job! – thus making mine easier; thanks for knowing your job – and, in the process, succeeding in making me look good. I look forward to doing it again!"

Financial Management Analyst,
Comptroller Proponency Office, U.S. Army

Seasoned Professionals

Our staff has worked as a team for several years, developing and refining systems for optimal efficiency. We are individually and collectively committed to meeting our clients' needs with a timely and professional approach, tailored to each client's specific requirements. To meet the ICG team and learn more about their expertise, visit www.infinityconferences.com.



Proven Experience

Infinity Conference Group has planned hundreds of events and conferences, ranging from 20 to 2,000 participants. We have extensive experience supporting and managing events for public and private sector organizations, as well as international clients.

Associations, Academic, and Professional Organizations:

American Obesity Association

Center on Education Policy

International Society of
Psychiatric Genetics

James Madison University

National Adult Day Services Association

National Foundation for Brain Research

U.S. Group of CORLAS /
International Collegium ORLAS

Industry:

Battelle

CACI

Circle Solutions

Excalibur Technologies

Honeywell-POMS Corporation

ICF Consulting

Logistics Management Institute

National Cooperative Bank

Ober Travel

RAND Corporation

Government:

National Aeronautics and Space
Administration

U.S. Department of Agriculture

U.S. Department of Defense

U.S. Department of Education

U.S. Department of Health and
Human Services

U.S. Department of the Interior

U.S. Department of Transportation



"You and your colleagues at Infinity are the best. The support you gave our meeting was the best I have ever witnessed. Your work was conducted flawlessly in a time frame that many thought to be impossible. Infinity is the right name – above and beyond!"

Former Director,
Office of Policy Analysis and Coordination,
National Institute of Mental Health

Collaborative Approach

The ICG corporate strategy is to work with each client to provide guidance and support that saves time and resources, and meets their business objectives. We give our clients the opportunity to concentrate on their priorities while we focus on managing conference logistics and related details. Infinity Conference Group is ready to help you with your requirements for:

- Conference Management Project Plans and Consultation
- Site Selection and Contract Negotiation
- Budget Development and Management
- Conference Web site Coordination
- Online Registration and Database Management
- Exhibit and Trade Show Management
- Design and Production of Marketing, Program, and Conference Materials
- Hotel and Onsite Logistics
- VIP/Speaker Arrangements
- Special Events

ICG specializes in helping clients with negotiation and coordination of vendor arrangements, including:

- Professional Graphic Design
- Transportation
- Transcription Services
- Mailings and Mailing List Maintenance
- Online Abstract Collection and Publication Management
- Audio-visual Technology



Your Conference or Company Logo Here

Your Conference Title Here

Conference Dates

Conference Location

Online Registration

Event Information

Draft Agenda

Transportation, Directions

Contact Information

Attendee Information

Note: All fields marked with an * are required.

*First Name

*Last Name

*First and last name as you want them to appear on badge

*Rank

*Position

*Organization

*Type of Organization

*Address

*Address (cont.)

*City

*State

*Zip

*Commercial Phone Number

*Home Phone Number

*E-Mail

Technology-Driven Registration Services

Infinity Conference Group has substantial expertise in the design, technology, and management of event registration services. ICG offers a user-friendly and customized interface to our Online Database Registration Management program, "Infinibase." This system provides clients access to real-time registration reports on the Web, and delivers online processing of registrations and payments. To view a sample online conference Web site registration form and for a demonstration of this convenient client access database, visit www.infinityconferences.com.

"Thank you for the 'above and beyond' onsite staffing you provided for our symposium. Because I had previously worked with your staff, I had complete confidence that the registration process would be handled in a thoroughly professional manner."

Former Conference Director,
National Foundation for Brain Research



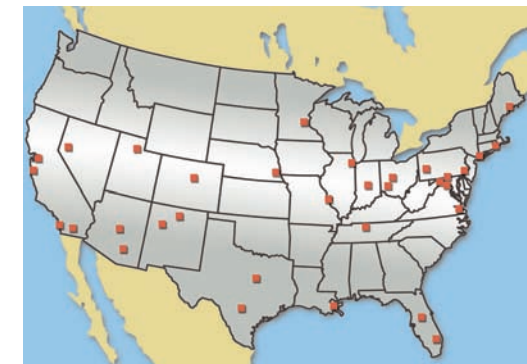
INFINITY
Conference Group

703-925-9455

www.infinityconferences.com

"Following our recent meeting, the NASA lead remarked that LMI was smart to engage your firm as the professional conference coordinator – he was amazed at how well ICG met their demands."

Research Associate,
Logistics Management Institute



Meeting Venues

Infinity Conference Group has significant experience managing events nationwide in a range of facilities selected to meet individual meeting objectives, including:

- Albuquerque, NM • Bar Harbor, ME
- Boca Raton, FL • Chicago, IL
- Cincinnati, OH • Dallas, TX • Dayton, OH
- Denver, CO • Indianapolis, IN
- Minneapolis, MN • Monterey, CA
- Nashville, TN • New Orleans, LA
- New York City, NY • Newport, RI
- Oakland, CA • Omaha, NE • Orlando, FL
- Philadelphia, PA • Phoenix, AZ
- Pittsburgh, PA • Rancho Mirage, CA
- Reno, NV • Salt Lake City, UT
- Santa Monica, CA • St. Louis, MO
- San Antonio, TX • Santa Fe, NM
- Tucson, AZ • Washington, DC
- Williamsburg, VA

"The preparation by your group was excellent. My boss said he could not remember another meeting that had gone so smoothly."

Former Director, Health Communication Staff,
Office of Disease Prevention and Health Promotion,
U.S. Department of Health and Human Services