

Spring 2010 Newsletter

Infinity Conference Group – Professional Conference Planning and Association Management Services



Meeting Client's Needs and Planning Exceptional Events For 18 Years!

Introduction and Thank you

We would like to take a moment to thank our staff, clients, colleagues, and friends for their support and efforts that have helped contribute to our successes throughout the years. We look forward to continuing our services into this next decade!



Become an ICG fan today and join us on Facebook!

Current Projects

As ICG closed the first quarter of 2010, we are pleased to announce that we have already coordinated several successful events and ongoing projects:



Corporation for National and Community Service, September 2009-September 2010

ICG is providing administrative support for the peer review process for five grant competitions. The ICG team is processing peer

reviewer applications; handling telephone and e-mail

communications with Reviewers; assisting in preparations for setting up panels; and monitoring certification of final review forms and delivery of end products. Additionally, the ICG team is providing training services and materials for participants in the AmeriCorps and Learn and Serve America grant review competitions including reviewing and modifying existing training materials, production of printed and online materials, and conducting conference call training sessions.



National Advisory Mental Health Council Meetings, February 2010

Through the blizzard of 2010, ICG assisted with coordinating this Council Meeting for NIMH and helped with last-minute

arrangements when the meeting had to be converted to a

conference call during the week of the snow storm. The ICG team is currently preparing for the second Council Meeting of the year, which will be held in sunny May.



National Institute of Mental Health, February 2010

A few weeks prior to the meeting, the ICG team was called upon to assist the National Institute of Mental Health's (NIMH) Office of Fellowship Training with transportation and catering arrangements

for the students attending the three-day UCL-NIMH Joint Doctoral Training Program in

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About Infinity

ICG provides professional and superior quality conference planning and association management services. For more information click on the links below:

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- [Green Initiatives](#)

Infinity Conference Group, Inc.

1035 Sterling Road
Suite 202
Herndon, VA 20170
PHONE: (703) 925-9455
FAX: (703) 925-9453

Visit us at: <http://www.infinityconferences.com>



PPBE Conference – Resourcing America’s Army for the U.S. Army, February 2010

ICG was proud to work with our long-time client, LMI, for the 7th year in a row, on a 2-day event at the FDIC facility in Arlington, Virginia. ICG’s team successfully managed pre-registration and onsite activities for the U.S. Army staff and the more than 200 participants in attendance.



Spring Business Meeting for the Federal Highway Administration, April 2010

ICG’s team produced a 2.5-day event at the National Harbor in Maryland where the team provided skilled conference planning and onsite management, supporting the FHWA staff, 150 participants and 20 expert speakers throughout the event. This is the third business meeting that ICG has supported for FHWA and based on the success of the previous meetings, ICG won another task order to provide full conference support for their Fall 2010 Business Meeting in Denver, Colorado



New Hope for Parkinson's Disease – Regional 4th Annual Conference (Florida West Coast), for the Parkinson Research Foundation (PRF), April 2010

For the last four years, ICG has planned and managed PRF’s Annual Parkinson’s Disease conference for patients and caregivers. ICG’s team is adept at understanding the special needs of these PRF attendees and provided proactive and caring logistical support to the more than 200 Parkinson’s patients and caregivers. ICG was also successful in raising sponsorship funds in order to conduct this event and include an exhibition.



Field Engineers Learning and Development Seminar for the Federal Highway Administration, April 2010

During this six-day seminar FHWA provided training, information, materials, and technical content to over 500 FHWA employees in the construction/project management, pavement/materials, and design disciplines. The ICG team supported FHWA with this effort by providing a full range of planning and logistical support including hotel negotiation, printing/shipping materials, event and session planning assistance, logistics management, transportation coordination, and onsite support.

Additionally, ICG is in the midst of planning these upcoming events:



Engineering II Discipline Seminar for the Federal Highway Administration, May 2010

During this five-day seminar FHWA will provide training and technical content to over 150 FHWA employees in the structures, geotechnical, and hydraulics disciplines. The ICG team will support this effort by providing a full range of planning and logistical support including hotel negotiation, printing/shipping materials, event and session planning assistance, logistics management, transportation coordination, and onsite support.



Circle Solutions, May 2010

The ICG team is supporting Circle Solutions for the Department of Justice’s National Symposium on Sex Offender Management and Responsibility by preparing, collecting and creating reports for 2,500 evaluations and providing on-site support in Portland,

Oregon.



NCDEU: New Approaches for Mental Health Interventions 50th Anniversary Meeting, June 2010

Co-sponsored by the American Society for Clinical Psychopharmacology (ASCP), and NIMH, NCDEU is a scientific meeting that focuses on the latest developments in psychopharmacologic clinical research and related methodology. This event brings together over 1,100 academic and industry investigators, research pharmacists, and clinicians, including competitively selected New Investigator awardees. ICG manages all aspects of this annual 4.5 day scientific meeting, which will be held in Boca Raton, Florida.



National Oceanic and Atmospheric Administration, August 2010

ICG is providing services to the National Oceanic and Atmospheric Administration (NOAA), National Marine Fisheries Service, Workshop for Enhancing Gear Removal, Retrieval and Maximizing Data Collection from Gear. This two-day workshop will be held in Baltimore, Maryland. Working with NOAA as a new client, the ICG team is excited to provide the Gear Workshop with site selection/hotel contract negotiation services, a facilitator, technical writer, audio visual equipment, as well as assisting with the preparation of meeting materials and other logistics.



International Trade Administration, September 2010

The International Trade Administration (ITA), Office of Service Industries, will be engaging public and private dialog on services innovation and the measurement of services industries during their one day, *Measuring and Enhancing Services Innovation and Trade Conference* in Washington, D.C. The ICG team is assisting ITA with marketing and sponsorship services; venue selection; catering and vendor coordination; conference materials; and other onsite logistics for the approximately 120 attendees who are interested in improving information in the area of innovation in the services arena.



National Institute of Mental Health, October 2010

Since 2007, the ICG team has been assisting NIMH's Office of Fellowship Training, Division of Intramural Research (DIRP), with the annual Outstanding Resident Award Program. Planning is now underway for this year's October 2010 event which will be held on the NIH Campus and at the Hyatt Regency, both in Bethesda, Maryland. The ICG team is assisting NIMH with logistics for the award winners, including travel and hotel arrangements, Web site development and registration services, transportation, catering, meeting materials preparation, and onsite support.



New Hope for Parkinson's Disease – Regional 5th Annual Conference (Southeast Florida), for the Parkinson Research Foundation (PRF) October 2010

In order to conduct a regional Fall event on Florida's east coast, the ICG team is currently assisting the Parkinson Research Foundation with sponsorship fundraising by submitting grant applications and conducting extensive follow-up. Once funds are raised, ICG will work with PRF to produce a similar program as was held on Florida's West coast in the Spring.



Green Living and Wellness Festival, April 2011

ICG is pleased to be producing the first Green Living and Wellness Festival for NOVAGreen, a new non-profit venture dedicated to a grassroots approach for green and wellness education programs and cohesive action at the community level. The Festival will *help community members learn how to live more abundantly green and healthy lifestyles, enjoy and preserve the great outdoors, and save money by making better, more eco-friendly decisions in the future.* Watch for additional information about this important event on ICG's Facebook page.



International Society of Psychiatric Genetics (ISPG), September 2011

ICG recently completed hotel contract negotiations for the Society's World Congress on Psychiatric Genetics, an event of 600+ international participants, to be held next year at the Omni Shoreham in Washington, DC. ICG is in the process of providing full conference planning and management support to the Society, including graphic design/promotional activities, CME arrangements, workplan/budget development, financial planning, online registration services, abstract collection/review processes, program production, hotel logistics, and onsite staffing.

ICG Staff News

ICG is pleased to announce the marriage of *Erika Chang, CMP*, to *Norman Perez*! They wed on Sunday, August 23, at the beautiful Whitehall Manor, which is located in Virginia on the foothills of the majestic Blue Ridge Mountains in the small town of Bluemont. With 100 guests in attendance, it was a beautiful ceremony and a reception to remember! Erika has been a loyal and dedicated employee at ICG since 1996. We wish Erika and Norman many years of happiness!



Meeting Site Highlights

The Westin Diplomat Resort & Spa

3555 South Ocean Drive · Hollywood, Florida

The 49th Annual NCDEU: New Approaches for Mental Health Interventions Meeting, with more than 1,000 participants, was held at The Westin Diplomat Resort & Spa in Hollywood, Florida. This oceanfront hotel is only a short drive from both the Fort Lauderdale/Hollywood International Airport and the Miami International Airport and just 10 minutes south of Port Everglades. During the event ICG received great service from the staff. There are over 1,000 guest rooms and the hotel's complete Convention Center offers over 200,000 square feet of flexible function space and is one of the largest in South Florida, easily accommodating groups from eight to 8,000. An overview of the Westin Diplomat can be found at: <http://www.starwoodhotels.com/westin/property/overview/index.html?propertyID=1402>. This is a terrific hotel for planning a large event with meeting space located all in one area.



Bethesda North Marriott Hotel & Conference Center

5701 Marinelli Road · Bethesda, Maryland

Having just completed another NIMH meeting at the Bethesda North Marriott Hotel & Conference Center, ICG found this property's service and newly completed expansion to be of great value. The hotel offers 10 floors, 436 rooms, 11 suites, and a concierge level, along with 20 meeting rooms equating to 35,000 sq. ft. of total meeting space, including a 130-seat amphitheater. The conference center setting makes break food and beverages very convenient for the participants. ICG's experience with the Bethesda North Marriott has always been a positive one. The staff was on point, the meeting room was set in advance set exactly as instructed, and the meeting materials that had been shipped to the hotel from various locations were also at the meeting room on time as requested. Since guests were on their own for lunch, the hotel's restaurant was not only prepared for the participants' arrival, they held a section just for them and fully stocked the self service food bar sections so that the participants could be in and out of the restaurant in a timely manner. Adjacent to the area's Metro system, the hotel offers easy access to Rockville, Washington, DC and Northern Virginia. An overview of the Bethesda North Marriott can be found at: <http://www.marriott.com/hotels/travel/wasbn-bethesda-north-marriott-hotel-and-conference-center/>. This is a quality hotel for meetings of various sizes, in a great location.



**Need Help With An Upcoming Meeting?
ICG Can Help!**

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