Company Name	DC Global Planning and Strategic Results, LLC
Unique Entity ID	TNDQWXAJLYC5
Physical Address	601 Autumn Wind Way Rockville, MD 20850
Company Point of Contact	Anne Dunne Strategic Results CEO anne@strategicresults.com 240 477 5097
Type of Business	8(a) Joint Venture
NAICS Code	541611
Size Standard	8(a), Small, Woman-Owned
Applicable GSA Schedule Contracts or Governmentwide ~~Wide~~ Acquisition Contracts	GSA MAS, GSA 8ASTARS3

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Technical Capabilities

DC Global Planning and Strategic Results, LLC (DC Global Planning and SR) is pleased to submit on the Department of Education's (the Department) requirement for the National Center for Education Research (NCER) and National Center for Special Education Research (NCSER) Principal Investigators (PI) Meeting. We are an 8(a) Joint Venture between DC Global Planning and Strategic Results with over 65 years of combined expertise in managing all facets of events.

As demonstrated ~~over~~with over 20 years of support to the federal government, Strategic Results has the corporate experience and will provide the full range of requested professional conference support services to the Institution of Education Sciences customer. Our team has the experience and skills required to provide all necessary logistical support and meeting management services. We have and continue to manage national and international meetings and conferences for government agencies, top-tier research universities, ~~corporate, association~~and corporate, association, and foundation clients since 1996.

DC Global Planning (DCG) specializes in the meticulous design and execution of government meetings and events. DC Global Planning's expertise lies in creating an ideal ambiance that fosters genuine engagement, driving program success. Each event crafted by DCG is a testament to a commitment—melding client objectives with transformative participant experiences. From curating purpose-driven agendas to seamlessly managing logistics such as venue arrangements, catering, lodging, and local transport, every detail is overseen with cultural sensitivity, accessibility, and astute business insight. DCP guides the design of inclusive programs catering to different learners, personality types, and experience levels. Such programs foster an environment of high engagement among attendees to build relationships that will have a long-~~-~~lasting effect on their work beyond the meeting dates and a long-term impact on the client's mission. Built on nearly two decades of experience in fostering connections and facilitating idea exchange, DCG aspires to not just ~~to~~ meet~~,~~ but ~~to~~ exceed expectations at every juncture. Select DCG clients include the U.S. Department of Education (ED) under subcontract to Manhattan Strategy Group (MSG) and the U.S. Department of Health and Human Services under subcontract to Fathers Incorporated.

Table 1~~, below,~~ (below) outlines our capabilities with each of the Department of Education's task areas.

Table 1: Capabilities and Experience with PI Meeting Task Areas

TASK	TECHNICAL APPROACH	AGENCY PAST PERFORMANCE
TASK 1: MANAGE CONTRACT	SR has proven experience in planning, controlling, and managing cost~~, t,~~ schedule, and performance and managing similar day-to-day operations from our work with other ~~Federal~~ federal customers. The key to our success is constant communication with our clients. We will plan a kickoff~~-off~~ meeting with NCER and NCSER and convene bi~~-~~weekly to deliver updates on the PI	Department of Education (ED), National Institutes of Health (NIH), U.S. Army War College, U.S. Air Force (USAF), Air National Guard (ANG)

	Meeting planning. We will deliver status reports outlining our tasking and progress.	
TASK 2: SECURE PI MEETING VENUE	We will thoroughly evaluate the Department's requirements and select three meeting venues for consideration. A Request for Proposal will be distributed to the proposed meeting venues. We then prepare a venue analysis report comparing the proposals and provide recommendations for the meeting venue for approval. Strategic Results will verify that recommended facilities meet all ADA requirements, that cost savings are captured, and that the Federal Travel Regulation is followed.	ED, NIH, USAF, ANG
TASK 3: PI MEETING WEBSITE AND MOBILE APPLICATION DEVELOPMENT	We design, implement, and manage custom 508-compliant meeting websites. We create detailed pages outlining conference logistics, agendas, speakers, registration, and abstracts, amongst other features. We have field tested the leading ~~off the shelf meeting apps~~off-the-shelf meeting apps, and we would suggest Whova for this meeting. It provides ~~best in class services in Session streaming, video replay, AI collaboration booths, attendee engagement~~best-in-class services in session streaming, video replay, AI collaboration booths, attendee engagement, and networking.	ED, NIH, USAF, U.S. Army War College, ANG
TASK 4: DEVELOP PI MEETING AGENDA	One of our in-house experts, Stephen Coleman, has previously assisted with agenda development for the PI Meeting and is ready to step into this role again. In addition to assisting with the development, we create participant agendas that profile sessions, presentation time, and discussion time for each speaker, as well as other events like breaks and lunch.	ED, NIH, USAF, U.S. Army War College, ANG
TASK 5: MANAGE BREAKOUT SESSION AND POSTER SESSIONS	We will set up a web-based abstract submission platform. Following the abstract submission process, we will provide ~~on-line~~online access to the posters for reviewers to conduct grading. We will provide onsite~~site~~ and virtual support for breakout sessions and provide an onsite location for the poster session. Our preferred vendor for abstract and poster management is Oxford Abstracts.	ED, NIH, USAF, U.S. Army War College, ANG
TASK 6: DEVELOP AND MONITOR CONFERENCE REGISTRATION FORM	We will create a registration portal on the meeting website using a conditional logic form. NCER and NCSER will be provided with a URL and password to access the site at any time should they need to use the registration data for planning purposes. The information collected from the registration portal will be used to compile a comprehensive registration database that will be updated and sent to the COR weekly.	ED, NIH, USAF, U.S. Army War College, ANG
TASK 7: PI MEETING MATERIALS DEVELOPMENT AND PREPARATION	We have extensive experience designing and producing conference materials. As part of the meeting plan, we will determine all printing needs, such as programs, agendas, attendee lists, signage, name badges, maps, and poster directories. We will review, copy, and edit all meeting materials prior to final submission. Our graphic designers coordinate with our clients to ensure the effectiveness of all conference materials.	ED, NIH, USAF, U.S. Army War College, ANG
TASK 8: ONSITE~~SITE~~	During the meeting, our staff will assist with participant management and coordinate the timing for presentations. We will monitor the meeting rooms to ensure all audiovisual	ED, NIH, USAF, U.S. Army War College, ANG

MEETING SUPPORT	components are running as planned, and that the transcription and webcasting services are fully operational. We will work to ensure a timely and successful completion of all meeting aspects.	
TASK 9: LIVESTREAM AND RECORD PI MEETING SESSIONS AND COLLECT SESSION MATERIALS	We have experience coordinating with clients to make ~~Conference~~ conference presentations/sessions available through interactive webcasting. Our technicians will livestream and record presentations and breakout sessions. We will work to ensure that videocasts are 508 compliant and attendees are sent a URL to access. A web archive will also be provided as requested by the Planning Team. Following the meeting, we will reach out to speakers to receive final copies of materials with any changes to distribute with the recorded sessions.	ED, NIH, USAF, U.S. Army War College, ANG
TASK 10: PI MEETING FEEDBACK SURVEY	DC Global Planning and SR will work with NCER and NCSER to produce an online survey that will measure the participants' satisfaction with the meeting. We suggest the use of a web-based survey tool, such as SurveyMonkey, that captures immediate feedback electronically and can be easily analyzed. We will analyze the results and produce a summary of the data along with an infographic depicting the highlights of the results.	ED, NIH, USAF, U.S. Army War College, ANG
TASK 11: FINAL REPORT	After the meeting concludes, we will plan a debrief meeting with NCER and NCSER and develop a final report summarizing the meeting and any findings from the post-meeting survey.	ED, NIH, USAF, U.S. Army War College, ANG
TASK 12: TRAVEL SUPPORT FOR INVITED SPEAKERS	Using a list provided by NCER and NCSER, we will provide travel support, hotel accommodations, per diem, and ground transportation to invited speakers. We will work with supported travelers to plan their travel accommodations or reimburse them. Travel will be in line with all federal travel guidelines.	ED, NIH, USAF, U.S. Army War College, ANG
TASK 13: VIRTUAL MEETING SUPPORT	Strategic Results will solicit bids from three webcasting services, which may include each hotel's in-house audiovisual service, if applicable, for each meeting, and submit these for COR approval. We provide a virtual producer capable of providing day-of-meeting support and guidance for the use of the virtual platform.	ED, NIH, USAF, U.S. Army War College, ANG

Project Management Approach

DC Global Planning and Strategic Results assures professionalism in management by providing the highest quality key personnel for the NCER and NCSER PI Meeting supported by our proven Project Management Institute, Project Management Body of ~~Knowledge based~~Knowledge-based management processes, back office internal controls, infrastructure, tools, and vendor partners. Our ISO 9001:2015-certified quality management system is broad and encompasses all operations. Our management approach ensures that our management team and conference staff have the right information, support, and resources they need to accomplish the customer's objectives. Furthermore, we have strategic partners to reach back to as needed that are experts in the industry, such as Westat and RTI.

After contract award, our Project Director will prepare a project management plan (PMP), which will include a detailed plan to accomplish all PWS requirements and subsequent tasking, detailed plans for the major tasks, project schedule, initial data requirements, any perceived risks, and a plan for a smooth transition. Our PMP will include a detailed plan for an effective Phase-in~~,~~ and Full Performance Contract execution. Our executive leadership team monitors

and evaluates the performance and quality of each task, and project and at the program level to determine where efficiencies, lessons learned, and economy-of-scaleeconomy-of-scale performance improvements can be achieved for the benefit of the customer and event objectives.

Relevant Experience

1. U.S. Department of Education (ED), National Center for Education Research (NCER), and National Center for Special Education Research (NCSER) Principal Investigators (PI) Meeting

DC Global Planning led the management of the subject PI meeting as a subcontractor to Manhattan Strategy Group (MSG). The conference hosted over 800 educational researchers from across the U.S. It is the single largest annual convening of NCER/NCSER grantees. Our team was responsible for securing plenary rooms as well as 5–8 additional breakout rooms that held between 30–75 people and making sure that they were properly equipped with conference materials. Beyond the breakout rooms, we kept the registration area open and converted it to the information desk, where staff were always present and could assist attendees with any meeting needs.

As a result of our successes and accomplishments, over 90 percent of the attendees consistently rated that they were "Very Satisfied/Satisfied" with the overall meeting experience and most aspects of the meeting logistics. The success of the multiday-day in-person grantee meetings started with noteworthy project management that created the foundation for smooth and efficient events. Our team met with the U.S. Department of Education (ED) to discuss expectations and clarify any unique needs and requirements. To track and connect workstreams associated with projects surrounding meeting management, we leveraged key project management tactics such as risk management activities and project oversight.

2. National Institutes of Health, Meeting Logistics and Communication Services for the National Institute of Biomedical Imaging and Bioengineering's (NIBIB) Training Grantees Meeting

Strategic Results assisted NIBIB in its efforts needed to host the 2023 Training Grantees Meeting. We provided overall conference meeting logistics for this in-person event. This involved meeting travel, logistics, registration management, technical, onsite, and administrative support through the following activities:

Meeting Planning and Coordination. We met weekly with NIBIB staff, tracked registered attendees, and coordinated with NIH security and Events Management staff. **Conference Hotel**. We secured discounted room rates at three Bethesda area hotels and coordinated with the hotel to assist attendees with their registration. **Meeting Website**. We created a conference website that included registration, a portal to submit abstracts, logistics, conference materials, speaker bios, and the meeting agenda. **Communication**. We communicated with meeting participants, sponsored attendees, speakers, and NIH staff to drive registration and share essential meeting information. **Abstracts and Posters**. We secured 150 poster boards for onsite poster presentations and maintained an abstract management database. We created and published an abstract booklet. **Meeting Materials**. We created a meeting Program Guide, which outlined the agenda, an abstract book, directional signage, and nametags with unique branding.

Onsite Support. Our staff checked in attendees, distributed meeting materials, answered questions, and coordinated with speakers on presentations and A/V needs.

3. ED, National Clearinghouse for English Language Acquisition

As a subcontractor to MSG, DC Global Planning led administrative, logistical, and technical support for two meetings/conferences and four conference booth exhibits. We provided logistical arrangements and meeting facilitation for: (1) an annual grantee meeting/conference in Washington, D.C. (Directors Meeting); (2) one annual grantee and Title III director meeting in Washington, D.C. (Department Meeting); and (3) four conference booth exhibitions at national conferences throughout the U.S. In coordination with ED, our team researched and secured conference sites and negotiated hotel accommodations as well as food and beverage plans for the attendees. DC Global Planning provided all onsite conference management and coordinated travel for grantees and invited speakers for the Directors Meeting and was responsible for reimbursement, as well as the distribution of honorarium, for the invited speakers for the Department Meeting. For virtual meetings, we secured the virtual platform and video engine to stream sessions and provided speaker management in the form of tutorials and rehearsals.

Expertise of Key Personnel/Staff

Below is a brief overview of our key personnel proposed for this contract.

POSITION TITLE	EXPERIENCE
Project Director, Sancta Watley (PMP Pending)	Sancta Watley is an energetic, driven, efficient operations and meetings professional with extensive years of Project Management experience with government contracting firms leading large-scale seven-figure programs/portfolios across various sectors, performing well under pressure while quickly adapting to change. Responsible and diligent in managing high-performing ~~multi-disciplinary~~multidisciplinary teams to ensure exceptional quality of work and consistently achieve top ratings in project execution. Meticulous in providing structure, technical expertise, and organization at all stages of the project lifecycle, establishing new processes and procedures, improving efficiencies, and reducing redundancies to ensure project delivery within budgets and schedules. Her skills include timeline planning, securing event venues, ~~contracting and~~contracting and -managing vendors, and managing event budgets. Ms. Watley has supported the IES NCER/NCESER PI meetings in the role of Project Director from 2014 through 2019. She holds a B.A. in Business Management and Transportation from Florida Memorial College and an M.A. in Counseling from Regent University.
Senior Meeting Planner, Samara Vasquez, CMP	Samara Vasquez is a Certified Meeting Planner (CMP) with more than 20 years of planning and managing government and private sector events. She holds a certificate in Emergency Preparedness for Meetings and Events from Meeting Professionals International and a Government Virtual Event Producer (GVEP) Designation. She has experience in planning in-person, virtual, and combined events with

	up to 900 attendees. Her skills in negotiating contracts with venues and vendors have helped DC Global achieve competitive pricing with maximum benefits to clients. She can work all aspects of event organization, having experience in catering, security procedures, risk management, audiovisual management, travel arrangements, transportation, scheduling room blocks, organizing meeting and training rooms, and other meeting and conference needs.
Logistics Coordinator, Vanessa Bridges	Vanessa Bridges is a service and ~~quality driven Meeting and Event Professional, with extensive experience managing and coordinating multi-faceted meetings and events, collaborating with individuals, teams and committees,~~quality-driven Meeting and Event Professional with extensive experience managing and coordinating multifaceted meetings and events, collaborating with individuals, teams, and committees for groups of 10 to 30,000+. She is a skilled liaison and high-energy performer with a strong background working with government associations. Ms. Bridges holds a proven record of bringing measurable results, membership growth, and client satisfaction. She excels in fast-paced environments, managing multiple projects concurrently with strong attention to detail, problem-solving, and follow-through.
IT~~t~~/Technology Manager, Steve Mossner	Mr. Mossner has been Strategic Results' go-to partner for web development services for g~~G~~overnment meeting planning websites. For more than 20 ~~years Mossner~~years, Mossner has supported the meeting industry. He creates user-friendly websites that are fully customizable. For registration purposes, he creates conditional logic forms to capture and organize registration data.
Education Research Lead, Stephen Coleman, Ph.D.	Stephen Coleman has conducted evaluations of educational programs and conferences. In these evaluations, he utilized both quantitative survey methods and qualitative interviews. He has conducted research in K-12, adult education, and Career and Technical Education, with a focus on underserved individuals. In addition, he has taught middle-school, high-school, and master's level students.

Appendix A: Key Personnel Resumes

Project Director, Sancta Watley (PMP)

Commented [CA1]: Waiting to receive updated resume. Place holder content right now.

EMPLOYMENT HISTORY		
Organization	**Title**	**Years Active**
Freelance Project Manager/Meeting Planner	Project Manager	2019 – Present
ICF International		
S/E Management Group (Core client Manhattan Strategy Group)	Project Director	2014 – 2019
Seamon Corporation	Project Director	2010 – 2011
EDJ Associates, Inc.	Senior Program Manager	2005 - 2010

PROFESSIONAL EXPERIENCE HIGHLIGHTS

ICF INTERNATIONAL

- Managed the scope of the ED National Center for Education Research (NCER) / Research Programs in Special Education (NCSER) grantee meetings that host 800+ educational researchers from across the United States. Responsible for securing large plenary rooms as well as additional breakout rooms. Ensured that each room ~~is~~ was properly equipped with conference materials such as a podium, microphones, LCD projector, large screen, tables for materials, laptops for presentations, and free wireless internet access.

S/E MANAGEMENT GROUP, LLC

- Managed multiple human development projects (health, education, youth, workforce development, and information systems), fostering community engagement and negotiating with vendors/subcontractors. Created strategies to steer successful project execution, from implementation to closeout. Developed workplan structures and project schedules to ensure timely, cost-~~-~~effective, and quality execution of client solutions. Planned, organized, and developed technical training materials for event services, including presentations, curriculum for new staff, policies, and procedures. ~~Compiled~~ Complied with the organization's ethics, standards, and objectives and supported teams in their adherence to project and program requirements.
- Managed the scope of the ED National Center for Education Research (NCER) / Research Programs in Special Education (NCSER) PI meetings that host 800+ educational researchers from across the United States. Responsible for securing large plenary rooms as well as additional breakout rooms. Ensured that the schedule of deliverables stayed on track, providing expert guidance to the client planning team throughout each phase of meeting planning, implementation, and evaluation.

SEAMON CORPORATION

- Succeeded in directing all aspects of contract management and performance for long-

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and short-term projects of various complexity. Led and mentored teams, providing training, professional development, and performance assessments. Managed daily operations and work assignments for event services unit. Oversaw financial aspects of assigned projects by reviewing monthly invoices to ensure accuracy, compliance with contract provisions and Federal Acquisition Regulations (FARs) and safeguarding sensitive information. Performed quality reviews. Identified and addressed potential risks for all programs/ projects through strategic planning improvements and developed contingencies when planning. Monitored and adjusted plans during ongoing stakeholder engagements. Reviewed technical work and provided project reports and regular client updates.

EDJ ASSOCIATES INC.

- Played a key role in designing, developing, and delivering corporate-wide training and product specifications for staff on conference policies, procedures, and practices designed to ensure quality, thoroughness, and efficiency in project execution. Used analytical and problem-solving skills to develop solutions to enhance efficiencies and cost-effectiveness on existing projects. Managed proposal efforts including conceptualization, teaming, staffing, writing, and submission. Recruited personnel and conducted consistent training activities in accordance with the company's practices. Provided day-to-day support to teams, communicating, and overseeing adherence to contract requirements and government regulations. Monitored monthly costs.

EDUCATION	
Degree	**Institution**
M.A., Counseling	Regent University
B.A., Business Management and Transportation	Florida Memorial College

Senior Meeting Planner, Samara Vasquez, CMP

EMPLOYMENT HISTORY		
Organization	**Title**	**Years Active**
DC Global Planning	Project Director/ Sr. Meeting Planner	2019 – Present
Manhattan Strategy Group	Meeting Planner (Consultant)	2019 – Present
JBS International, Inc.	Sr. Meeting Planner	2001 - Present

PROFESSIONAL EXPERIENCE HIGHLIGHTS

DC GLOBAL PLANNING

- Develops project timelines and management plans, manages full cycle of in-person and virtual events, develops and builds event registration websites and mobile applications, secures audio-visual equipment, identifies and secures hotel venues, serves as liaison to the client, manages the design and production of print materials, prepares run-of-show, holds tech rehearsals, and prepares post-event reporting.
- Identifies and secures virtual platforms, remains abreast of new virtual technologies, secures web hosts, manages virtual event team schedule, establishes virtual help desk communication tools and procedures, drafts run-of-show, serves as event producer, manages push notifications, facilitates networking sessions.

MANHATTAN STRATEGY GROUP

- Provides full logistical support for government (in-person or virtual) annual conferences and Master Class trainings, ranging in size from 30 to 250 participants with up to four breakouts, and networking events.
- For virtual meetings: Manages complete logistics of virtual meeting platform. This includes uploading all meeting content; attendee, speaker, registration, and sponsor management; virtual dry runs with staff/speakers; technical assistance; WebEx/Zoom management; pre-recording of sessions; day-of production; and more.
- For in-person meetings: Manages meeting logistics to include requests for proposals (RFPs); negotiates hotel and vendor contracts, hotel and venue site visits and selections, scheduling, room blocks, audio-visual equipment rental, registration management, speaker management, agenda content, and security procedures; and assesses risk management and other pertinent meeting needs.
- Supervises onsite staff and works with venue contacts at meetings.
- Creates meeting management plans in accordance with federal government and contract-specific procedures for pricing, reimbursement, regulations, and compliance; consults with clients to obtain conference specifications; performs needs assessments to identify organizational meeting/conference requirements and goals to main quality standards.

- Processes and manages attendee per diem reimbursements.

JBS INTERNATIONAL, INC

- Provided full logistical support for 10-15 government (in-person or virtual) meetings, trainings, and conferences annually (domestically and internationally), ranging in size from 30 to 900 participants with up to 4 to 10 simultaneous breakouts, exhibits, poster sessions/abstracts, webinars, and networking events.
- For virtual meetings: Managed complete logistics of virtual meeting platform. This included uploading all meeting content; attendee, speaker, registration, and sponsor management; virtual dry runs with staff/speakers; technical assistance; WebEx/Zoom management; pre-recording of sessions; day-of production; and more.
- For in-person meetings: Managed meeting logistics to include requests for proposals (RFPs); negotiated hotel and vendor contracts, hotel and venue site visits and selections, registration website development and management, travel arrangements, transportation, scheduling, room blocks, catering, decor, meeting materials development and production, audio-visual equipment rental, entertainment, speaker management, VIPs, exhibits, and agenda content; secured temporary onsite~~site~~ registration staff to include training and supervision, continuing education, and security procedures; and assessed risk management and other pertinent meeting needs.
- Negotiated cost savings of up to $17,000+ on audio-visual expenses for large conferences by traveling with an outsourced audio-visual company.
- Supervised onsite~~site~~ staff, hired vendors, and monitored venue contacts at meetings.
- Assisted in the selection of a travel agency for a government project. Managed the search process for the travel agency, contract negotiations, and travel policy development; established and implemented billing processes, reconciliation, and service reviews; resolved employee/consultant travel-related inquiries and issues; initiated, approved, and executed routine travel-related transactions including authorizing airfare purchases and approving per diem disbursements.
- Created meeting management plans in accordance with the federal government and contract-specific procedures for pricing, reimbursement, regulations, and compliance; consulted with clients to obtain conference specifications; performed needs assessments to identify organizational meeting/conference requirements and goals to main quality standards.
- Conducted meeting fiscal management and tracking, which encompassed cost projections, budgets, billing, payments, and expense reimbursements.
- Managed client trade show exhibits to include exhibit registration, furniture, and materials ordering, arranging the shipping/return of exhibit displays and materials, securing post-~~-~~event exhibit lead lists for marketing purposes, and payment of services.

CERTIFICATIONS/TRAINING

- Emergency Preparedness for Meetings and Events Certificate, Meeting Professionals International, 2018
- Government Virtual Event Producer (GVEP) Designation, iCohere, Inc., 2013
- Certified Meeting Professional (CMP) Designation, Convention Industry Council, 2003
- Attends -annual meeting industry conferences, trainings, and monthly educational webinars.

Logistics Coordinator, Vanessa Bridges

EMPLOYMENT HISTORY		
Organization	**Title**	**Years Active**
Bridges & Planners, Meeting and Event Planning	Project, Meeting, and Event Manager	2009 - Present

PROFESSIONAL EXPERIENCE HIGHLIGHTS

Freelance Project, Meeting and Event Manager

Bridges & Planners, Meeting and Event Planning

Kensington, MD, 2009-present

- Overall management and support including successful coordination of annual conferences, education summits; membership meetings, and special events for local and national professional organizations, growing membership and increasing non-membership attendance (up to 200%) at events exceeding 30,000 attendees and surpassing goals by more than $50,000 in proceeds. Onsite manager. Registration Staff Supervisor.
- Speaker/VIP/Membership Management ▪ Successful coordinator of speaker and program participant arrangements and logistics, including searches, tracking forms, registration, bios, photos, presentation assistance, audio-visual (AV) requirements, and room blocks. Adept with membership and event databases.
- Non-Profit/Charitable Organizations ▪ Annually organized and promoted financially profitable events, receptions, and galas honoring members and participants of national community service organizations raising more than $200,000 in net proceeds for charities for groups of 10 to more than 5,000.
- Private & Special Events ▪ Planned several open houses for local art gallery averaging up to 50 attendees with profits in excess of $5,000.
- Skills - Proficient: MS Word, Excel, Power-Point, Membership Databases (Oracle CRM, Avectra, Access, Constant Contact). Registration databases (CadmiumCD, Experient, Avectra, Cvent, Access, and Regonline).

Select Bridges & Planners Short--Term Contracts and Clients:

Institute of International Education; Transportation Research Board; Washington Post; PeerView Institute for Medical Education; KM World; Standards Institute; Walden University; Cambridge Healthtech Institute; The Free State Foundation; Society for Neuroscience; Pharmaceutical Meeting Facilitator - Astrazeneca (Logic Network); Veolia Institute and National Academies Meeting; American Bar Association – Taxation Section; ONS: Edge/AMGEN (GCG Partners); Greater Washington Board of Trade; AIPAC; Purdue Pharma Speaker Program (Logic Network); ALM: NLJ Regulatory and Litigation Summits; Council of Social Work Educators; National Business Group on Health; American Accounting Association; Military Health Systems Conference; American Society for Engineering Educators; MD State Ethics Commission - Montgomery Co.; NABOB Awards Gala;

Montgomery College Event Management Graduation; NAIOP Gala; Jubilee Support Alliance Gala; Coalition of 100 Black Women of DC.

Select Bridges & Planners Extended Term Contracts and Clients:

American Society of Landscape Architects, Washington, D.C.

Education Program Manager

- Managed the Landscape Architecture Continuing Education System (LA CES), including overseeing two volunteer committees, database management, liaising with currently active continuing education providers and recruiting potential new providers, administering an annual provider audit, and reviewing over 1200 courses.
- Collaborated with staff to carry out the annual meeting, advising presentation submitters, coordinating with the review committee, and assisting in session selection and scheduling.
- Managed annual meeting speaker relationships for over 400 speakers, including arranging housing, creating, and distributing email messaging and webinars, and developing and maintaining the speaker management site.
- Coordinated logistical needs of 150 education sessions for the annual meeting, including audiovisual needs, coordination with vendors, and submission to six professional organizations for session credentialing.

U.S. Department of Veterans Affairs/OSDBU, Washington, ~~DC~~ D.C.
Federal Security Clearance: Public Trust
Subject Matter Expert (OSDBU/NVSBE Event Planner) (contracted through GCC Technologies, LLC)

- Provided subject matter expertise in the planning, management, and implementation of the National Veterans Small Business Engagement conference (3,500 attendees) and related outreach events.
- Managed Call for Papers and Learning Session Speaker process for over 200 Presenters and presentations.
- Organized volunteer program, related templates, schedule, and onsite activities. Recruited over 100 ~~Volunteers~~volunteers.
- Established process and managed national anthem, color guard ceremony, and missing soldier ceremony.
- Registration and individual attendee matching and session scheduling for 3,500 participants.

American Chemical Society (ACS), Washington, D.C.
Annual Spring Meeting and Tradeshow Booth Manager (contracted through Corporate Brokers)

- Le~~a~~d a team of eight, plus 10~~ten~~ volunteers, as Membership Division Meeting and Trade Show Booth Manager for 10 interior booths, a 25-person theater, and 13,000 ACS attendees at the annual meeting.

- Organized media and publicity spots for beloved ACS mascot. Recruit and train mascot and handlers.
- Coordination ~~/~~ management of high ~~-~~ profile reception for Nobel Laureate winners, eminent chemists, renowned guests, and C-suite level management with a presentation from the ACS CEO.
- Created a step-by-step planning manual for future meetings.

National Association of Veterans' Research & Education Foundation (NAVREF), Chevy Chase, MD
Conference Planner (contracted through Walton Thomas, International)

- Directed logistical planning including RFP management, F&B and AV hotel negotiation, and room block supervision.
- Managed program development and created timeline in collaboration with NAVREF Board and Program Committee.
- Scheduled and managed 50 speakers including logistics, bios, photos, power point assistance, and AV needs.
- Registration Manager (Regonline) for annual association conference for 1500.
- Onsite point of contact for members, guests, speakers, sponsors, exhibitors, team, and hotel staff.
- Developed informative promotional materials, meeting materials, awards, handouts, ~~-~~ and badges.
- A $100,000 ~~Budget~~ budget resulted in a $7,500 Profit from budget management and reconciliation.

EDUCATION	
Degree	**Institution**
Bachelor of Arts in English	Vassar College
Certificate in Meeting Planning	Goucher College
Event Management Certificate Program	Montgomery College

It/Technology Manager, Steve Mossner

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Education Research Lead, Stephen Coleman, Ph.D.

EMPLOYMENT HISTORY		
Organization	**Title**	**Years Active**
Close Up Foundation	Owner	2002 - Present
DC Global Planning	Sr. Evaluation Specialist	2019 - Present
Moreland University	Lead Planner	1991 - 2018
Takoma Park Elementary School	Lead Planner	2016 – Present
Manhattan Strategy Group		
Coleman Educational Consulting	Research Consultant	2015 – 2017
Policy Studies Associates, Inc.	Senior Research Associate	2008 – 2008
Center for Urban Environmental Research and Education, UMBC	Research Analyst and Education Coordinator	2001 – 2003
Abell Foundation	Education Program Officer	2000 – 2001
St. Paul's School for Girls and Milford Mill High School	Teacher	1994 - 1999

PROFESSIONAL EXPERIENCE HIGHLIGHTS

CLOSE UP FOUNDATION

- Taught civic engagement issue-centered lessons to groups of middle school students. Facilitated respectful and productive group deliberation on current issues. Provided oral and written constructive feedback to help students continuously improve.

DC Global Planning

- Drafted conference survey, analyzed survey feedback, drafted, executive summary of survey results. Created cross-year analysis of survey results with lessons learned and recommendations.

MORELAND UNIVERSITY

- Taught a research methods class online to master-level education students. Provided oversight of students' Capstone research projects. Provided an overview of qualitative and quantitative methods and components of educational research. Designed and taught weekly classes and graded students' work.

TAKOMA PARK ELEMENTARY SCHOOL

- Worked with teachers and administrators to assist with classroom instruction and procedures during time of online/in-class hybrid learning. Monitored that students were on task.

MANHATTAN STRATEGY GROUP

- Developed an online survey, analyzed results, and wrote a summary evaluation of the Institute of Education Sciences' yearly Principal Investigators conference. Monitored and provided technical assistance to an adult educators' virtual community sponsored by the National Center for Education Statistics. Conducted research in adult education. Presented at regional conferences.

COLEMAN EDUCATIONAL CONSULTING

- Provided educational consulting and technical assistance to non-profit organizations. Conducted quantitative and qualitative evaluation of Global Kids DC, an enrichment program for high school students.

POLICY STUDIES ASSOCIATES, INC.

- Designed and conducted evaluations and policy analysis in K12, post-secondary, and adult education. Worked closely with clients to design studies to determine the effectiveness of the program and ways to improve the program.

AMERICAN INSTITUTES FOR RESEARCH

- Contributed to the evaluation of the Ohio School Transformation Initiative, an effort to transform large high schools into smaller schools. Conducted site visits and designed and wrote qualitative and quantitative reports.

CENTER FOR URBAN ENVIRONMENTAL RESEARCH AND EDUCATION, UMBC

- Developed educational units and activities for K-12 and after-school programs on environmental issues as they relate to an urban environment. Taught an urban indicators unit to Baltimore City school teachers.

~~ABELL FOUNDATION~~ABELL FOUNDATION

- As program officer, researched and wrote reports on urban K through 16 education, assessed and oversaw educational grants, and monitored multiyear ~~year~~ evaluations and studies of education initiatives.

ST. PAUL'S SCHOOL FOR GIRLS AND MILFORD MILL HIGH SCHOOL

- Taught seventh grade world history and sixth grade American history at St. Paul's School for Girls in Baltimore County. Implemented curriculum and program changes as a member of the Middle School Planning Committee. Taught tenth grade world history and twelfth grade government classes at Milford Mill ~~high~~ High ~~school~~ School in Baltimore County.

EDUCATION

Degree	Institution	Year
Ph.D. in Public Policy with a concentration in Education Policy	University of Maryland, John Hopkins University, Oberlin	2003 1997

MAT in Social Studies B.A.~~A~~ in Government	College	1986