



giuffrida associates

Meeting Management, Strategic Consulting, & Facilitation Experts

Employee owned and operated since 1981, GA is a **woman-owned small business** providing associations, government agencies and corporations with full meeting management services including in-person and virtual conference and event planning, strategic planning and full service Association Management. Associates at GA invest time in getting to know each client to formulate an effective and efficient plan for definitive success.

NATIONAL RECOGNITION FOR QUALITY SERVICE

GA has a GSA contract for Meeting, Event and Trade Show Planning Services in addition to a BPA for logistics work with the U.S. Department of Labor and all agencies within the Department of Defense, Navy and Marine Corps. Giuffrida Associates has an outstanding Report Card from GSA on its promising work with several Federal agencies. In addition, the Dunn and Bradstreet "Supplier Performance Report" notes that GA scored in the top percentile achieving 95% or higher in each evaluated category.

DELIVERING SUCCESSFUL AND MEMORABLE MEETINGS

GA's goal is to make every meeting, conference, event or exhibit not just successful, but memorable. Delivering successful events, conferences, meetings and exhibits

requires meticulous attention to detail and close client coordination. 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.

PROVIDING ENGAGING VIRTUAL EVENTS AND ONLINE TRAINING

The key to a successful virtual meeting is to make it interactive and engaging. When managed properly, virtual events are a cost effective and valuable way to conduct a meeting. GA offers a diverse portfolio of virtual and web based training services for clients. Utilizing the power of technology, combined with expertise in event planning, GA provides significantly high quality virtual meeting planning services.

STRATEGIC CONSULTING AND FACILITATION

For years, the GA Team has been helping organizations grow and succeed with successful strategic planning and innovative solutions. The dedicated associates at GA have the knowledge and expertise to guide organizations through even the hardest challenges with our facilitation expertise.

GA approaches every project with passion, enthusiasm and the determination to exceed all expectations.

COMMUNICATING THE RIGHT MESSAGE

Our experienced and detail oriented staff provides summary notes of sessions for working groups, conferences and other programs ensuring the appropriate structure, format and content for each audience and purpose. Whether it's designing a newsletter or writing a case study, our editors know how to capture the essence of the message.

At GA we guarantee personalized service, quick response and budget conscious execution.

WHAT GOVERNMENT CLIENTS SAY:

"I totally commend Giuffrida Associates for their quality of work and performance. The entire staff was outstanding in every aspect of what was needed for the Annual AF CBRNE Conference. The staff showed nothing but superb professionalism towards everyone they interacted with. Support for this conference was unmatched. All timelines/deliverables were met ahead of schedule. Giuffrida Associates was at our 'beckon' call, they were quick to respond to any questions or concerns that we had in record time."

~UNITED STATES AIR FORCE

"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 Giuffrida Associates worked together professionally and brilliantly to make the W-4 a first class event."

~US GENERAL SERVICES ADMINISTRATION

"CDC would recommend GA for future meetings because of GA's high quality onsite meeting services and dedication to solving problems and high performance"

~CENTERS FOR DISEASE CONTROL

Woman Owned Small Business

Platinum Member of Green Business Bureau

GSA Contract No: GS-23F-0092R

DUNS Number: 05-186-2522

BPA: Department of Labor and Department of Defense

NAICS Codes: 541611, 541618, 561110, 561920, 541990, 921190



HIGHLIGHT OF SERVICES:

- ✓ Conferences, Meeting and Event Planning
- ✓ Site Selections including contract negotiations and pre-event planning
- ✓ Catering, Food & Beverage Planning
- ✓ On-site Management for seamless events
- ✓ Facilitation Services
- ✓ Development of Online Registration Systems
- ✓ Financial Management using proven strategies to bring the best value for your meeting
- ✓ Webinar and Online Learning
- ✓ Teleconference Facilitation for Peer to Peer Learning
- ✓ Meeting and Event Summary Reports
- ✓ Marketing and Promotion including Graphic Design and Production
- ✓ Vendor Oversight for Exhibits
- ✓ Case Study Development, Editing and Publishing
- ✓ Newsletter Design, Content Development, Editing and Publishing
- ✓ 508 Compliance for Websites and Documentation
- ✓ Program Management and Development Planning
- ✓ Database Creation
- ✓ Social Media Consulting



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