

We know how to bring people together. Whether in your own hometown or across the globe, we can make your meeting a success.

## Why Choose KAI

### Engagement

KAI events inspire, inform, and delight with careful planning, creative materials, and prepped speakers.

### Technology

KAI optimizes meetings with advanced technology and expert facilitation for smooth experiences through affordable virtual platforms.

### Impact

KAI expertly manages high-profile events, handling press, VIP logistics, security, and more, ensuring flawless execution.

## Overview

**At KAI, we're committed to excellence** in every meeting and event, meaning we exceed client expectations. Our event-

planning teams adhere to strict protocols to ensure no detail is missed. Whether via in-person, virtual, or hybrid meetings, KAI guides clients through every step of planning, execution, and follow-up for a seamless experience. Our comprehensive meeting/event planning support spans three distinct phases shown below; all steps are overseen by CMP and CGMP leads.



### 1. Pre-Meeting

- Planning & budgeting
- Venue & platform selection
- Agenda development
- Materials production
- Registration management
- AV & security coordination
- Travel arrangements



### 2. On-Site/Live & Virtual

- Setup & closedown
- Registration & info services
- Speaker & participant support
- Vendor & exhibitor coordination
- Session moderation
- AV troubleshooting
- Notetaking



### 3. Post-Meeting

- Event evaluations & debriefings
- Meeting summary
- Honoraria & reimbursement management
- Financial reporting & invoicing
- Regulatory compliance

## Services

- Formal Tribal Consultations
- Federal Advisory Committee Act Meetings
- Tribal Advisory Committees
- Webinars & Livestreaming
- Registration & Virtual Platform Management
- Agenda Development
- Materials Production
- Website Development & Support
- Site Selection & Contracting
- Event Marketing & Outreach
- Travel Coordination
- SME Recruitment
- Vendor/Supplier Management
- Presenter Support
- Exhibition Management
- On-Site Support
- Live Virtual Support
- Accessibility & ADA Compliance
- AV & IT Coordination
- Facilitation & Moderation
- Translation & Transcription
- Event Evaluations
- CEU/CME Management
- Payment Collection & Processing

# Project Examples



## Centers for Medicare & Medicaid Services (CMS) Tribal Technical Advisory Group (TTAG):

Meeting and logistical support for CMS TTAG events and committee and subcommittee meetings



## U.S. Department of Health and Human Services' Office of the National Coordinator for Health Information Technology BPA:

Logistical support for multi-day conferences, meetings, and forums and workshops



## Indian Health Service's (IHS) Office of Information Technology (OIT)/Office of Resource Access and Partnerships (ORAP) Partnership Conference:

Logistics and management support for a large multi-day conference



## U.S. Department of Veterans Affairs' (VA) Office of Tribal Government Relations (OTGR) BPA:

Logistical and meeting services for OTGR's tribal consultations



## Health Resources and Services Administration (HRSA) Tribal Advisory Council (TAC):

Meeting and logistical support services for the biannual TAC meetings



## Northwest Portland Area Indian Health Board's (NPAIHB) 2023 NPAIHB National Tribal Opioid Summit:

Meeting and event planning services, along with subject matter expertise and facilitation



## Administration for Children and Families' (ACF) National Conference on Child Abuse and Neglect (NCCAN) Conference:

Logistics support and coordination, collaboration, and communications with national partners for the 23rd and 24th NCCAN events



## Contact Us

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