



ELAN INTERNATIONAL LLC (ELAN)

11002 Veirs Mill Road

Suite 700, Wheaton, MD 20902

Tel: 301-589-2080, Fax: 301-589-5185

info@elan-int.com

www.elan-int.com

- Woman owned/operated and certified 8(a) and SDB by the U.S. Small Business Administration
- Founded in 1997
- Provider of high-level professional technical support services for conferences and meetings

CONFERENCE AND MEETING CAPABILITIES

Phase I: Pre-event Activities

Phase II: On-Site Activities

Phase III: Post-Event Activities

Primary activities include:

- Organize conferences and meetings within a short timeframe in the United States and internationally.
- Coordinate and manage the substantive and logistic portions (travel, contract negotiations for meeting space, business appointment scheduling, etc.) of a given event.
- Market events and solicit participation.
- Manage the events in a thoroughly professional manner.
- Identify event sponsors and speakers.
- Provide supporting technical assistance and documentation such as preparing project resource guides, training materials, conference books and other materials such as audiovisual tools.
- Manage events within budget
- Handle any problems and unforeseen circumstances that arise.

CLIENTS AND PARTNERS

Key staff members of Elan have provided services to USAID; Chemonics International; Carana Corp; 3M Corp; U.S. Trade & Development Agency; Department of Commerce; Corporate Council on Africa and Uganda Investment Authority

NAICS CODES

541611-Administrative Management and General Management Consulting; 541613-Marketing Consulting Service; 541618-Other Management Consulting Services; 561210-Facilities Support Services; 561920-Convention and Trade Show Organizers; 611430-Professional and Management Development Training