

Representative Conference Management Experience														
	1-50 Participants	51-100 Participants	101-250 Participants	251-500 Participants	>500 Participants	Site Selection	Development, Design and Distribution of Meeting Materials	Arrange for/Contact Speakers	Coordination of Travel Arrangements and Reimbursements	Coordination of Audiovisual Equipment	Coordination of Food and Beverage Service	On-Site Registration	Development of Conference Proceedings and/or Transcription	Financial Status Reports

Department of Homeland Security

Homeland Security Advisory Council, San Diego, CA; Washington, DC	Π					Π			Π	Π	Π			Π
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Environmental Protection Agency

Tribal Operations Committee Meeting, Washington, DC		Π								Π		Π	Π	Π
Tribal Caucus and National Indian Work Group Meetings, Miami, FL		Π					Π			Π		Π	Π	Π
National Indian Work Group Meetings, Miami, FL, and Washington, DC		Π					Π			Π		Π	Π	Π
Tribal Caucus Meeting, Washington, DC	Π						Π			Π		Π	Π	Π
Office of Cooperative Environmental Management, Advisory Committee Meetings, (NACEPT, GNEB, NAC/GAC), Nationwide	Π	Π				Π	Π	Π	Π	Π	Π	Π	Π	Π
Office of Resource Management and Administration, IT/IM Meeting, Las Vegas, NV	Π					Π	Π		Π	Π	Π	Π	Π	Π
National EPA – Tribal Science Council Meetings, Window Rock, AZ; Denver, CO; Tulsa, OK; Chicago, IL	Π					Π	Π		Π	Π	Π	Π	Π	Π
Human Resources Council, Seattle, WA; Arlington, VA		Π					Π					Π	Π	Π

