

KOEPPEN, ELLIOTT & ASSOCIATES, LTD.

Managing Your VIPs



**Providing professional logistical
services for your VIPs**

1300 I Street, N.W., Suite 400E • Washington, D.C. 20005

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KEA has managed hundreds of VIP programs for presidents, dignitaries, and special delegations on behalf of the U.S. government, professional associations and private-sector clients for over 20 years.

From initial event planning through the closing address, our professional staff will work closely with your organization to provide exceptional behind the scenes support for your VIPs through **KEA VIP Management Services**.

Rely on us to help communicate your strategic objectives. Count on us to

anticipate your VIP's needs. Assign us to handle the unexpected. Ensure that your VIPs are where they need to be when they need to be there.

KEA professionals will manage your VIP's program down to the smallest detail. We are a leader in meeting facilitation and logistical services, and will become part of your team.

KEA VIP Management Services

As your strategic partner, **KEA VIP Management Services** will enhance your business opportunities worldwide.

Your organization will benefit from our extensive understanding of international business practices, as well as our unparalleled experience with cultural and social customs.

With **KEA** shepherding your delegation, each VIP will be well briefed and ready to participate in their specific program. They will arrive at meetings on time, and remain in contact with your program staff throughout the event.



KEA VIP Management Services will:

- » Communicate and coordinate agendas, schedules and programs with each VIP or their point of contact
- » Arrange air travel
- » Provide “Meet, Greet and Farewell” services for each VIP
- » Provide a personal security detail (as required)
- » Arrange, schedule and coordinate local transportation services
- » Work with hotel staff regarding each VIP’s accommodation
- » Provide U.S. Department of State qualified interpreters (as required)
- » Shepherd each VIP throughout the program to facilitate comprehensive and substantive participation
- » Provide concierge-style services to facilitate one-to-one meeting arrangements with exhibitors and business colleagues, dinner/entertainment reservations, spouse/family programs, and more.

Professional, Experienced and Reliable Support

Count on world-class support from **KEA VIP Management Services**.

Your strategic partner for global business events.

Why choose KEA?

Since 1993, **Koeppen, Elliott & Associates, Ltd.** has successfully planned, organized and managed prestigious trade events and meetings for distinguished delegations and VIPs representing more than 95 countries in the following technology sectors:

- » Aviation, Rail, Port, Road Technology (Intermodal/ Security/Infrastructure)
- » Cybersecurity
- » Emergency Management and Response Services
- » Energy/Power Transmission & Distribution
- » In-Country Training Programs (Energy/ Transportation/ Emergency Management)
- » Information/ Communication Technology (ICT)
- » Infrastructure Development and Expansion
- » Investment and Privatization
- » Renewable Energy/Clean Energy (Solar/Wind/ WTE/Biomass/Hydro/ Geothermal)
- » Solid Waste, Water/ Wastewater Management



Teaming with KEA will allow you to tap into our established network of technology associates, business partners and market contacts.

KEA also provides highly professional “Conference Management Services” including:

- » Complete A-to-Z planning, organization and management of international and domestic trade events and business programs
- » Conference agenda development
- » Professional high-quality interpretation and translation services
- » Venue sourcing and meeting space negotiation
- » Accommodation sourcing and room block management
- » Highly experienced KEA staff to supplement your in-house event team

**Planning an event or meeting
that includes dignitaries,
business luminaries or other VIPs?**

CONTACT US:

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