

CONTACT



Smita Siddhanti
President
siddhanti@endyna.com



7926 Jones Branch Drive
Suite 620
McLean, Virginia 22102



(703) 848-8840



Virtual Meeting Capabilities

While the technology to support virtual meetings and webinars has been available for about 20 years, full adaptation and the idea of virtual meetings taking on such a large and vital role for government agencies has until now been elusive and its use limited. With the advent of the Coronavirus (COVID-19) pandemic, which is preventing travel and large gatherings, virtual meetings have almost completely taken the place of face-to-face government meetings. Agencies are now looking for efficient, effective, and engaging ways to bring people together to share important information, advance science, make critical decisions, and maintain the necessary interaction that networking among colleagues offers.

Through multiple prime contracts at the US Department of Transportation (DOT), the Environmental Protection Agency (EPA), and at NIH, EnDyna, Inc. (www.endyna.com), a woman owned small business (WOSB) based in McLean, Virginia, has supported a variety of virtual meetings over the last several years, particularly for webinars, training sessions, planning committee meetings, and some Federal Advisory Committee meetings. In 2020, EnDyna expanded and reimagined our virtual meeting support capabilities and services to address the new challenges and requirements that emerged due to the pandemic. This expansion described below, now enables EnDyna to support full-scale, large virtual meetings with multiple concurrent sessions and multiple topic tracks.

Virtual Meeting Support – Expanded Capabilities:

- > Developing registration websites, including registration functions, information about the meeting, and posting the meeting in 508-compliant format for reference.
- > Providing clients with helpful “do’s and don’ts” for successful virtual meetings.
- > Coordinating logistics for virtual plenary and concurrent breakout sessions.
- > Sending invitations to meeting participants.
- > Assisting with slide and graphic development.
- > Assisting with content development.
- > Assisting with account creation and maintenance (Zoom, Teams, etc.)
- > Coordinating real-time polling services.
- > Distributing post-meeting materials.
- > Providing virtual meeting analytics to track access and participant demographics.
- > Providing 508-compliant slides and transcripts for posting on government websites.
- > Coordinating real-time closed captioning.
- > Managing and providing live help desk/troubleshooting resources.

EnDyna staff includes **Certified Virtual Event Producers (CVEP)**, who have both the training and experience to support virtual needs, regardless of the complexity or commercial platform. Some of the support services we have already provided for our clients include:

- > Facilitation so that presenters only need to worry about content, not logistics.
- > Moderation for fielding questions that arise and providing instructions to participants.
- > Personalized dress rehearsals to increase the comfort level of presenters, who are less familiar or confident with virtual technology.
- > Security protocol guidance and support.

CONTRACT INFORMATION

NIH Conference, Administrative, and Travel Support (NIHCATS) III
Contract Number: HHSN2632018000331

OTHER INFORMATION

DUNS Number: 032559382
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