

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

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Health Resources and Services Administration

Department of Health and Human Services, Secretary's Primary Health Care Policy Fellowship, Washington, DC; Norfolk, VA; and Orlando, FL				Π		Π		Π	Π	Π	Π	Π	Π
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Housing and Urban Development – Office of Native American Programs

ONAP Staff Trainings – Various locations	Π	Π				Π	Π	Π	Π	Π	Π		Π
HUD National Indian Housing Summit – Reno, NV				Π	Π	Π			Π	Π	Π		Π
ONAP Grantee Trainings (Environmental Review, NAHASDA Essentials, and Self-Monitoring) – Various locations	Π	Π				Π	Π	Π	Π	Π	Π		Π

Indian Health Service

Head Start Grantee Workshop, Albuquerque, NM	Π					Π				Π	Π	Π	Π
IHS/Three Feathers DSQIC, AIPB Disabilities and Health Cluster, Mesa, AZ; Oklahoma City, OK; and Anchorage, AK		Π				Π			Π	Π	Π		Π
Health Promotion/Disease Prevention Conference, Washington, DC			Π				Π				Π	Π	Π
Environmental Health Workgroup Meeting, Albuquerque, NM	Π					Π	Π	Π	Π	Π	Π	Π	Π
National Congress of American Indians, Santa Fe, NM				Π			Π						Π
15 th Annual National Council of Nurse Administrators Conference, Washington, DC				Π		Π	Π	Π	Π	Π	Π	Π	Π

