LPE Associates, LLC

The Science of Coordination

Meeting, Conference & Event Planning Services

WHO WE ARE

LPE Associates, LLC is a minority veteran-owned, 8(a) certified small business. Led by Ezra Bourne, a certified meeting professional (CMP) with 20+ years of experience, and backed by a team of highly skilled and knowledgeable conference, event and technology specialists, LPE stands by our commitment to get it right the first time, every time.

NAICS: 541611 (primary), 561599, 561920, 711310

OUR MISSION

To provide consistent, high quality meeting and event planning services to our clients. We facilitate the successful exchange of information and ideas through the effective implementation of client meetings, conferences and events.

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A CASE STUDY:
LPE Associates at Work

The NDTAC National Technical Assistance Center

LPE staff provide national conference and meeting management services for the U.S. Department of Education National Technical Assistance Center for the Education of Children and Youth Who Are Neglected, Delinquent, or At-Risk (NDTAC). LPE's services to NDTAC include budget formulation and execution, site selection and contracting, program planning and management, on-line registration and meeting web sites, travel and per diem support, exhibit services, logistics support, meeting material preparation, audiovisual support management, honoraria, technical writing in support of meetings and conferences, onsite management, and post-conference reporting and survey support.

> ***"Ezra Bourne and the LPE team listen carefully to our needs, embrace our goals, and consistently exceed our expectations."***
>
> **Simon Gonsoulin**
> Project Director - NDTAC
> The American Institutes for Research

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Logistics

The LPE team has a combined 75 years of expertise in orchestrating complex logistical operations for Federal, State, Territory and international clients.

- Website and App Development Services
- Online and Onsite Registration Services
- Transportation and Travel Services
- Audiovisual and Photography Coordination
- Materials Preparation
- Technical Writing Services
- Exhibitor Recruitment and Management
- Security Assessment and Management
- Media Relations
- Foreign Banking and Customs Management

Planning

LPE uses imagination and flexibility, combined with proven methodology, to create comprehensive client service plans.

- Initial Concept and Design
- Budget Formulation and Execution
- Federal Travel and Acquisitions Conformance
- Site Selection and Contracting
- Virtual & Online Support Services
- Branding, Marketing, Communications and Outreach
- Social Media
- Vendor Selection and Management
- Security
- Reporting
- Post-Conference Survey and Evaluation Services
- Foreign Travel, Banking, Customs and Translation Services

Events

The LPE team creates flawless and memorable events to compliment any occasion.

- Concept and Design Support
- Location Selection and Contracting
- Fundraising & Donor Services
- Save-The-Date and Invitation Services
- Online and Web Services
- Catering Service Management
- Artistic, Technical and Production Management
- Entertainment and Audiovisual Management
- Marketing and Publicity Services
- Speaker Services
- Security Services
- Transportation Management

www.lpeassociates.com

Who we've supported:

Department of Education · Department of Veterans Affairs · Department of Health & Human Services · National Institutes of Health · NSF · CDC Centers for Disease Control and Prevention · AIR American Institutes for Research · SAMHSA · Robert Wood Johnson Foundation · C2 The Campbell Collaboration