

Meeting and Public Hearing Support

Comprehensive Support for Meetings
of all Types and Sizes



As a principal provider of meeting and public hearing support for the EPA and other federal and state agencies for more than 30 years, **Abt Associates is the go-to company** to provide this important support. We know how to **make meetings work** for all involved.



Our Team

As government agencies face mounting pressure to do more with fewer resources, the need for efficient meeting support becomes increasingly critical. On any given business day 93,000 federal employees attend meetings at locations across the country. They come together to share information, plan, solve problems, make new decisions, or find out what went wrong with the old ones. Abt provides comprehensive meeting support to ensure that EPA-sponsored meetings of all types are successful and productive.



Abt helps EPA organize and plan to ensure that the right meeting format and venue is chosen and arranged well in advance to avoid any last minute issues. We help EPA make decisions such as:

- What is the meeting venue—remote or face-to-face?
- Where and when will we hold the meeting? Is the location convenient for those traveling?
- Is government meeting space available? Do we need to contract for private facilities, guest rooms, AV equipment, or a court reporter? Is the meeting space large enough to hold all the on-site attendees, with the technology necessary to accommodate remote attendees?
- How will we communicate when and how to attend? Do we need a website for registration and information distribution? Are there any special needs attendees?
- Is everyone clear on their roles and their responsibilities?
- Are the agenda, and meeting materials ready and available?
- Will any participants or speakers receive reimbursement or compensation?
- What follow-up is required after the meeting?

Green Meetings

Abt is thoroughly familiar with and applies the guiding principles of Green Meetings for every face-to-face event we support. We plan carefully to reduce the large amounts of resources often associated with conducting conferences and other large meetings. We reduce the negative impact on the environment, save money, and increase efficiency through simple steps such as, asking for mugs and glasses rather than paper cups and plastic bottles, selecting meeting facilities that implement energy and water conservation programs, and ensuring recycling bins are in place.



Remote Meetings

Increasingly, technology makes it easy to conduct online meetings and have remote participants join and contribute to face-to-face meetings. Abt has the technical expertise and experience to help EPA conduct remote meetings. Prior to such meetings, we work closely with EPA and the presenters to make sure they—and the facility—are prepared technically to present via local projection and remote platforms.

Examples of Meeting Support Projects for EPA

- Workshops to support Tribal capacity building and information exchange
- Webinars to provide emission calculator training related to the Tribal New Source Review Rule
- Focus Groups for Exploring Barriers to Business Investment Decisions in Emission Reduction Technologies
- Public hearing for many OAQPS and OTAQ rulemakings, including CAIR/CSAPR, PM_{2.5} and ozone implementation rules, the light- and heavy-duty vehicle GHG and CAFE standards, the new vehicle fuel economy label rule
- OAQPS/RO Air Camp
- 2008–2012 International Emission Inventory Conferences
- First National Expert and Stakeholder Workshop on Water Infrastructure Sustainability and Adaptation to Climate Change
- Support for Development and Execution of Environmental Justice Workshop
- Strategic Planning meetings on Emergency Management
- Facilitation of Branch and Divisional Planning Retreats

For Immediate Support

Abt has several contracting vehicles in place with EPA that can be quickly utilized. These contracts offer access to the full complement of Abt's services and skill sets available throughout the company.

Key Facts about Abt Associates

Founded	1965
Employees	2,700+ full-time 100+ part-time
Locations	Durham, NC Bethesda, MD Cambridge, MA Atlanta, GA International offices in Africa, Asia, Australia, Europe, Latin America and the Middle East
Highest Degree	Bachelors degree: 29% Masters degree: 36% Ph.D., M.D.: 15%

Contact

For more information on Abt and our work in Meeting and Public Hearing Support, contact:

Dr. Frank Divita

Program Manager
Environment & Resources Division
301.347.5860
frank_divita@abtassoc.com

Barbara Bauer

Associate
Environment & Resources Division
919.294.7781
barbara_bauer@abtassoc.com

Abt Associates is a mission-driven, global leader in research and program implementation in the fields of health, social and environmental policy, and international development. Known for its rigorous approach to solving complex challenges, Abt Associates is regularly ranked as one of the top 20 global research firms and one of the top 40 international development innovators. The company has multiple offices in the U.S. and program offices in more than 40 countries.

