

PUBLIC INFORMATION AND COMMUNICATION SERVICES  
(PICS)

NIH - TASK ORDER

RFTOP# 112 TITLE: **Support for a 2-day Workshop**  
“Models of Plasma Cell Tumor Foundation”, March 12-14, 2003

**PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS**

**A. POINT OF CONTACT NAME:** Anthony Revenis  
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Proposal Address:  
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Bethesda, MD 20892-2045

**B. PROPOSED PERIOD OF PERFORMANCE:** 03/12/03-03/14/03

**C. PRICING METHOD:** T&M

**D. PROPOSAL INSTRUCTIONS:** Please submit electronically to me.

**E. RESPONSE DUE DATE:** Monday 3 February 2003 at 10:00 AM.

**F. TASK DESCRIPTION**

The Contractor will:

- 1) Coordinate with meeting participants their hotel reservations and travel plans, and confirm the attendance of each invited guest
- 2) Produce a participant roster and send floppy disk to T.O. monitor
- 3) Collect abstracts from participants in Word Perfect format and provide floppy disk to T.O. monitor
- 4) Produce abstract book and conference folder for each invited participant
- 5) Provide sign-in sheet at conference and give to T.O. monitor
- 6) Provide 2 conference support people the first day of conference (Fran Oscar all day, support person only the first 3 hours); One person (Fran Oscar) the second day of the conference
- 7) Provide and handle payment for coffee service for am and pm break
- 8) Prepare and distribute name badges to attendees
- 9) Conference will be held on the NIH campus at Lister Hill Auditorium with approximately 55-60 participants

