

System Biology Approaches to Aging and Alzheimer's

Client: National Institutes of Health: The National Institute on Aging's Division of Neuroscience and Division of Aging Biology

Overview

In December 2018, the National Institute on Aging's Division of Neuroscience and Division of Aging Biology within the National Institutes of Health (NIH) will convene a workshop on system biology approaches to aging and Alzheimer's. This project provides all operational support for this critical workshop by national experts, including directing travel and accommodation logistics for participants, ensuring regulatory and policy compliance, troubleshooting, providing real-time onsite support, and developing a final report of the progress and results.

For this project, Insight staff—

- Communicate with NIH personnel
- Work directly with participants and travel agency to book transportation, meeting all federal guidelines
- Collect needed travel information for all participants
- Secure desired train, flight, and rental car, as needed, for each participant
- Secure hotel accommodations and provides rooming list to client
- Provide itineraries and travel confirmation to participants
- Serve as liaison between hotel and participants



- Arrange participants' ground transportation, shuttles, etc.
- Prepare agendas and meeting materials for distribution
- Provide onsite support, ensuring meeting runs smoothly and on time
- Arrange for lunchtime catering options, with convenient payment and timely delivery
- Manage all travel expense reimbursements
- Prepare progress reports indicating status updates on travel and accommodations, budget, and any issues with suggested resolution
- Prepare final report

Products

Progress reports and final report