

**January 2018**

## **ARMA NOVA CHAPTER MEETING**

*People, Process & Technology – Learn the steps to success for your organization's business information!*



### **Lessons Learned: Good RFPs & RFIs are Key to Successful RIM Implementations**

Presented by **Amina Elgouacem, President & CEO, NEOSTEK, Inc.**

**Event Date:** Wednesday, January 17, 2018  
**Location:** McCormick & Schmick's of Tyson's Corner  
**Meeting:** 6:00PM – 8:30PM  
**Cost:** \$30 ARMA or AIIM Member (see details below)

Records managers and leaders are responsible and accountable for *'getting the job done'* in their organizations - and in most cases - for procuring the right solutions to do the job!

Presidential Directives and memoranda create obligations, complexities and expectations from which your comprehensive Records and Information Management (RIM) program requirements must emerge. Today, developing a solution to meet the goals of the *NARA Maturity Model* can be a challenge to even the most skilled records and information management professionals.

Have you ever experienced a disconnect between your organization's business & process needs, and the tools and vendor selected? Join Amina Elgouacem as she gives her straight-shooting "lessons learned" after successfully implementing one of the Federal Government's first automated end-to-end records management solutions.

Learn how writing the Request for Proposal (RFP) or Request for Information (RFI) is the key to your successful Records and Information Management (RIM) Program. Find out where your selection of the proper vendor(s) really begins. Amina will also share some important tips about how vendors need to message their value to their customers!

Our chapter theme this year is, *"Records Management: Not Just a Job - A Profession."*

#### **Find out why so many people keep coming back to ARMA NOVA meetings**

- **Earn 1 CEU for many credentials, including CRM and IGP, and potentially PMP, CIP, etc.**
- **Create or strengthen connections with colleagues and potential business partners**
- **Hear from world-class speakers on cutting edge Records and Information Management and Information Governance topics**

## MEETING AGENDA

6:00 PM – 6:30 PM

**Registration & Networking with Peers**

6:30 PM – 7:30 PM

**Dinner**

*Select your choice of an entre of fish, chicken or vegan. Beverage of tea or coffee. Dessert is served. Cash bar or buy drinks online with registration; wine \$12, beer \$8.*

7:30 PM – 8:30 PM

**Monthly Meeting Program**

## OUR SPEAKER



### **Ms. Amina Elgouacem, President & CEO, NEOSTEK**

Amina is the founder of NEOSTEK, Inc., an Information Technology services company, founded in January 2010 by experienced IT professionals. Today, NEOSTEK works with US Government clients, helping them with IT strategy, architecture, governance, information management, and application development. Customers include the Department of Homeland Security, the Department of Justice, the Department of State, and the Library of Congress.

NEOSTEK has achieved numerous awards and recognition including:

- First place in *InfoGov's* "2017 Information Governance Service Provider",
- *Inc. 5000 Fastest Growing Business* in 2016 and 2017,
- *SmartCEO GovStar Award*.

## MEETING DETAILS

**DATE:**

Wednesday, January 17, 2018

**TIME:**

6:00 PM to 8:30 PM

**LOCATION:**

McCormick & Schmick's of Tyson's Corner, 8484 Westpark Drive, McLean, VA  
(703) 848-8000

**PARKING:**

Free with parking validation at the restaurant.

**METRO ACCESS:**

Just a short walk from Greensboro Metrorail Station (Silver Line). Restaurant is located at the corner of West Park Drive and Route 7.

## ONLINE REGISTRATION:

### **Early Registration (prior to January 12 at midnight)**

\$30 ARMA or AIIM Member, Government Employee or Full-Time Student  
\$35 Non-Member

### **Late Registration (after midnight, January 12)**

\$35 ARMA or AIIM Member, Government Employee or Full-Time Student  
\$40 Non-Member

See our calendar of events and register here: <http://arma-nova.org/meetinginfo.php?id=26&ts=1512144329>