

## Managing memorable events

Cabazon Group offers comprehensive event management services. Our experienced team partners with you to deliver successful meetings, conferences and workshops.

Large events have small details, and small events have large objectives. With that in mind, Cabazon Group uses a suite of Web-based tools to manage the details, stay on budget and deliver a memorable event.

We provide a number of services within the three main phases of an event: Preconference support, Onsite support and Post conference support.

PRECONFERENCE

ONSITE

POSTCONFERENCE

### Preconference support

Cabazon Group's event management services begin with detailed discussions to formulate meeting objectives and define requirements. We work closely with your team to establish a clear line of communication.

#### Typical preconference services include:

- Participant identification and selection
- Budget preparation
- Site selection and reservation
- Travel and lodging arrangements
- Audiovisual arrangements
- Web site design and development
- Registration (online, fax, mail, pre-conference and onsite)
- Exhibit design
- Contract negotiations
- Publicity material distribution

### Onsite support

Cabazon Group's experienced personnel will travel to your meeting facility to ensure every facet of your event is handled as planned. Our coordinators monitor the event, and the needs of participants all while preserving your budget.

#### Typical onsite support services include:

- Registration
- Speaker assistance
- Information center operation
- Recording and transcription of sessions
- Coordination of exhibits and poster sessions
- Meeting room monitoring
- Security services
- Interpreting services

### Post conference support

After a conference, Cabazon Group proceeds with scheduled closeout activities and client debriefing. We ensure consultants, speakers and vendors receive timely payments.

#### Typical post conference support services include:

- Thank you letters
- Minutes/summaries
- Reports of action items
- Translation services
- Technical reports and proceedings
- Evaluation reports and debriefing
- Reimbursement processing
- Timely vendor invoice payment
- Financial report preparation



## Specialized services

### Web site and online registration

Cabazon Group utilizes our in-house IT department to rapidly build custom Web sites for your meeting. Our designers create Web sites that impress and function as a tool to quickly distribute information to your attendees.

We process registrations using our online meeting management system. Our system is designed to quickly build customized registration forms and provide our staff with the necessary reports. In addition to processing registrations, we can also collect information such as abstract submissions, pre- and post-event surveys, and presentations via our Web sites.

### Our powerful registration system provides these benefits:

- Customized registration forms
- Ability to manage attendee types
- Secure credit card processing
- Lodging management
- Standard reports
- E-mail confirmations and reminders
- Adherence to Section 508 guidelines

### Security services

Our staff can arrange special security services for events, and work with advance teams of government officials.

### Media relations

Our staff has extensive experience in assisting clients with effective media relations including creating meeting communications and providing assistance in writing and distributing press releases.

### International travel and logistics

It takes experience to understand the nuances and hurdles to successfully manage international events. Our experienced staff effectively arranges travel for international participants as well as manages functions in foreign venues all while maintaining your budget.

## Highlighted Engagement

### National Cancer Institute Division of Cancer Prevention

Under a logistical support services contract with the National Cancer Institute's Division of Cancer Prevention, Cabazon Group supports meetings, workshops and lectures paramount to moving cancer prevention science forward. The results of these meetings lead to new funding focuses, continued success of cancer prevention clinical trials and publications in scientific literature. Our conference managers support all phases of meetings from budget preparation, onsite support through final closeout reporting. Meetings are held across the United States and bring together prominent members of the scientific community from all around the world.

## Key Meeting and Event Management Clients

**U.S. Department of Health and Human Services**  
Health Resources and Services Administration  
National Institutes of Health  
Substance Abuse and Mental Health Services Administration

**U.S. Department of Homeland Security**  
Federal Emergency Management Agency

## Contract Vehicles

- SBA 8(a) Program
- GSA IT Schedule 70 (GS-35F-06645)
- GSA AIMS Schedule, Group 541 (GS-07F-0464T)
- BPA – FEMA/DHS (HSFEHQ-07-A-0001)
- IDIQ – SAMHSA – Domains 9 & 10 (HHSS28332007000651)
- IDIQ – HHS Program Support Center (HHSP23320095609WC)

## About Cabazon Group

Cabazon Group is an established 8(a) firm delivering professional services critical to the success of complex federal, state and local government programs. Our clients rely on our knowledge, creativity and in-house technical capabilities to provide insightful solutions that improve their programs at any phase. From concept to execution to post-program analysis, we turn policy into outcomes. In short, we are your policy outcome partner.

## Contact Us

For more information about our Meeting and Event Management support services, please contact:

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