

Meeting and Event Management

The International Foundation of Employee Benefit Plans created IFEBP Services, LLC in 2005 to offer assistance to other organizations seeking expert meeting and event management solutions. Our qualified staff and extensive meeting management resources provide the services needed to execute a successful event—taking the pressure and tedious tasks off your hands.

Hold your board meeting in conjunction with an International Foundation conference

Save travel expenses by holding your meeting immediately before or after the International Foundation's conferences. We can assist you with logistics for your board, administrator, professional advisor, health fair and other appropriate meetings.


Examples of Services Offered


- Contract programs, bringing customized education directly to the organization
- Preretirement planning programs for participants
- Meeting management services for special meetings or events
- Management assistance with health fairs for coalitions and trust funds
- Promotional help to get the word out about an event


Let our years of event and meeting planning experience ensure your success.

Contact us to discuss your meeting or event.

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Meeting and Event Management

Your full-service meeting logistics partner



Successful Events

Experience

Leadership

Quality

Focused Expertise

Customer Driven

Customer-Focused

The Foundation's team of professionals is dedicated to providing the highest level of customer service. We work closely with our customers to fully understand the scope and goals of their events. By forging these strong partnerships, we help them maximize their meeting dollars to ensure a successful event while delivering an exceptional experience for their attendees.

Experienced

Our competitive advantage is our experience. The Foundation's certified meeting professionals average over 20 years of experience and boast global connections in the hospitality industry with suppliers, service companies and associations. Our staff can negotiate competitive pricing and deliver value-added discounts and services—thus saving the customer money.

Our Strength Is Our People

Time and time again, we hear about the unique personal touch that our customers receive when they work with us. From our front line in the registration call center to our seasoned meeting managers, each professional you encounter will leave you with a feeling of confidence that your meeting is in good hands. With our personal approach, we'll be with you all the way from conception to completion—providing expert planning and flawless on-site execution.

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Let us handle the meeting logistics so you can focus on your meeting agenda!

Meeting Management Service

A talented team of certified meeting professionals (CMPs) will assist you with planning your meeting. From board retreats to multiday training programs, receptions and special events, we have the expertise to put together a seamless event.

Exhibits

From a focused tabletop exhibit area or health island to an extensive exhibit hall, we have done it all successfully. The LLC team can design floor plans, sell the space and coordinate the decorator arrangements. Our team has decades of experience in managing an exhibit area that creates a positive experience for both the exhibitors and the attendees.

Registration

With a full team of experienced in-house registration assistants, we can take care of your meeting registrations—hotel reservations for your attendees, processing payments, and creating badges and registration packets. Our registration team is known for a personal touch that makes each registrant feel well-cared-for and ready for the meeting.

Housing Assistance

Whether you have a venue selected or would like our assistance in securing your meeting space, our registration/housing team can help you arrange for hotel rooms for your participants, manage your room block and coordinate communication with attendees.

Audiovisual

We have the audiovisual technical skills, equipment and experience working with hotel and convention center personnel to help make your production glitch-free. PowerPoint presentations, staging, multimedia presentations, videocasting—a Certified Technical Specialist will oversee the process, assuring that your audience gets the message in the medium that works best for your event.

Marketing

With a team of experienced marketing professionals including Web and graphic designers, an in-house print shop and an expansive industry database, we can act as your full-service agency for promoting your event.

Transportation

Some events are big enough to warrant an elaborate shuttle bus system while others may need only airport transportation for a handful of attendees. Big or small, we'll get you and your participants where you need to be.

Put the power of experienced IFEBP Services meeting managers to work for you.

