



The Geneva Foundation is a 501(c)3 non-profit organization that provides research support services to medical researchers within the U.S. military.

Established in 1993, Geneva provides military medical researchers with a complete array of proposal development, award management, and conference and event planning services designed to foster innovative research of specific relevance to the military community.

Geneva currently employs a staff of over 475 researchers and research administrators at over 50 Federal Laboratories and Military Treatment Facilities worldwide. A recognized leader in DoD research support, Geneva enjoys a reputation for exceptional service and singular commitment to its investigators and sponsors.

CONFERENCE & EVENT MANAGEMENT

Geneva proudly supports the continuing education and training of military medical personnel by providing educational event planning and management services that meet the unique needs of the military research community. Geneva has a proven track record in facilitating the planning and execution of large and small events, ranging from one-day research symposiums to large multi-day conferences. We provide comprehensive services to successfully plan and execute state, regional, and national conferences, scientific meetings, seminars, workshops, and training programs.

COLLABORATING WITH GENEVA

Geneva's approach focuses on you and is your complete solution for event management. We allow you to dream your event into reality by providing the resources to make it happen. We have assembled a team of talented, knowledgeable, event professionals who roll up their sleeves and get the work done; regardless of how big or small. Our team brings leadership, passion, and expertise to your event. Engage our staff, resources, and years of experience to handle the multifaceted logistics of planning your event.

DIFFERENTIATORS

Geneva's core values of *integrity*, *superior customer service*, *quality*, *innovation*, *teamwork*, and *respect for all* have been the hallmark of the organization's success since 1993. Our team of specialists, led by a Certified Government Meeting Professional (CGMP), strives to provide our clients with continuous hands-on attention designed to maximize the potential of the event.

SERVICES PROVIDED

- **Strategic planning**
- **Registration management**
- **Travel & lodging arrangement**
- **Material design & production**
- **Site & vendor selection**
- **Event & social media marketing**
- **Onsite logistics management**
- **Event website administration**
- **Contract negotiation**
- **Continuing education credits (CME/CEU)**
- **Speaker management**
- **Financial reporting**

CONTACT

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