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Capabilities Statement

About The Henley Group

The Henley Group, LLC. (Henley Group) is a small, minority and woman-owned consulting and service company, providing comprehensive and agile meeting systems and services and communication services for a wide variety of projects in the Federal and commercial space. We provide end-to-end meeting process and service options for the entire event ecosystem, and maintain strategic IT & AV partnerships that ensure our capability to execute virtual event requirements of every size and scope. Whatever the need, we work hand in glove with our clients to create extraordinary customer experiences.

Core Competencies



Meeting Services Strategy & Process Development



Meeting Planning, Marketing Management & Production



High-tech Logistical Solutions & Support for Virtual and Hybrid Meetings



Audio-visual expertise for conferences Branding & Communications Initiatives

Featured Clients

Food and Drug Administration

Small Business Administration

Department of Treasury

United States Department of Agriculture

Codes & Certifications

DUNS Number: 118139634

Primary NAICS:

561920 Convention & Trade Show Organizers

Additional NAICS Codes:

541430 Graphic Design Services

541611 Administrative Management & General Management Consulting Services

541618 Other Management Consulting Services

541690 Other Scientific & Technical Consulting Services

Past Performance

FDA Office of the Commissioner, COVID-19 Vaccine

Emergency Use Authorization Press Conference: Henley Group successfully produced FDA's globally-significant and highly sensitive COVID-19 Vaccine Emergency Use Authorization Press Conference and configured and managed a virtual teleconferencing platform to meet exact programmatic requirements.

FDA Office of Information Management & Technology,

Unified Meeting Services Offerings: Henley Group engaged with FDA leadership and key stakeholders to reimagine the Agency's meeting services structure and strategy. Henley Group employed deep knowledge of FDA's collaboration needs, services, and existing structure to create a human-centered-design-based process for centralizing and unifying virtual and in-person meeting services that increased customer satisfaction by 78% and significantly reduced government costs.

FDA Office of Information Management & Technology, Video

Teleconferencing (VTC) Pilot: During the COVID-19 Pandemic, FDA tasked the Henley Group with recommending and piloting a suite of video teleconferencing tools to meet new work needs precipitated by pandemic-related office closures. Henley Group curated relevant solutions that were adopted at an enterprise level, and created collaborative meeting intake, production workflows, and VTC configurations that now successfully support FDA's day-to-day needs as well as complex public and internal collaborations. 100% of the initiatives presented were successfully adopted into enterprise-level production, and provide Section 508 compliance pre- and post-event recording, editing, and distribution needs.

FDA Office of the Commissioner, FDA Data Strategy

Modernization Conference: Transitioned FDA's federally registered Data Strategy Modernization conference to a completely virtual event supporting 2500 attendees. Of note, the Henley Group had only one week to transition the event to a newly procured virtual platform and did so to the high satisfaction of FDA's senior leadership, program personnel, and the viewing public.