

PROFILE

Geographic Territories:

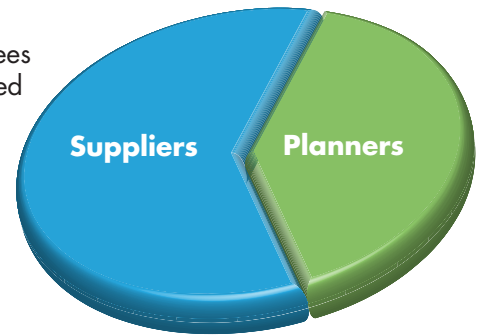
Eastern and Central Pennsylvania, South Jersey, Delaware



Total number of members:

~**350**

Meetings attract approximately 70-130 attendees with an estimated ratio of 45% planners, 55% suppliers



Mission Statement:

The mission of the Greater Philadelphia Chapter of PCMA is to provide excellent education and networking opportunities to enhance the professionalism and effectiveness of our members in the Mid Atlantic region.

OPEN DATES

February 16	Chapter Meeting, Breakfast, 8:00am-10:15am Board of Directors Meeting, 10:30am-12:30pm
April 6	Board of Directors Meeting, 1:00pm-5:00pm Chapter Meeting, Reception, 5:00pm-8:00pm Global Meetings Industry Day
June 1	Board of Directors Meeting, 1:00pm-5:00pm Chapter Meeting, Reception, 5:00pm-8:00pm
July 17-18	Board of Directors Meeting Chapter Retreat Opening Reception Chapter Retreat, All Day Event
September 14	Chapter Education Day, Lunch, 8:00am-2:45pm Board Meeting, 2:45pm-5:00pm
October 26	Board of Directors Meeting, 1:00pm-5:00pm Chapter Meeting, Reception, 5:00pm-8:00pm
December 7	25 th Anniversary Celebration, 5:00pm-8:00pm

Note: Times listed are approximate.

DESCRIPTION

\$28.00 all-inclusive (F&B and alcoholic beverages) is budgeted for each participant and paid by the chapter to the host facility. Per person cost for the Chapter Retreat and Dec. 7 will be higher.

Complimentary food and beverage for Board meeting

Complimentary or discounted parking for attendees

Complimentary AV

Complimentary meeting space

Hosts will have an opportunity for a brief presentation and will receive recognition in the invitation, on signage, badges, and in the e-newsletter.

MEETING, EVENTS AND CHAPTER RETREAT FORMATS AND MEETING REQUIREMENTS

Morning Format

- 8:00am Registration: Area outside program room set with (3) 6' tables
- 8:00am Breakfast Buffet: Set inside meeting room
- 8:40am – 10:15am Program: Room set in crescent rounds for 60-90 and AV (TBD)
- 10:30am – 12:30pm Board Meeting: Room set conference style for 15 with refreshments and snack served

Lunch/Chapter Education Day Format

- 8:00am Registration: Area outside program room set with (3) 6' tables
- 8:30am – 11:45am AM Sessions: 75-125 crescent rounds
- 11:45am – 1:00pm Lunch buffet in separate room
- 10:00pm – 3:00pm Breakout room: 45 rounds

Evening Format

- 1:00pm – 5:00pm Board Meeting: Room set conference style for 15 with refreshments and snack served
- 5:00pm Registration: Area outside program room set with (3) 6' tables
- 5:30pm – 6:45pm Program: Room set up to accommodate 60-90 crescent rounds and AV (TBD)
- 6:45pm – 8:00pm Reception: Area with standing room for approximately 60-90 people, scattered cocktail tables, assorted hot and cold hors d'oeuvres and open bar

Note: Attendance for April 6 (Global Meetings Industry Day) could be higher.

Chapter Retreat

The schedule for this event is TBD.

25th Anniversary Celebration

Tentative plans for this event include a silent auction, reception with open bar, heavy hors' d'oeuvres, and a DJ. Attendance is estimated at 150-200pl. The silent auction requires display space for 100+ auction items. For more details, please contact gppcmaa@comcast.net.

Note: Times listed are approximate.

I am interested in hosting the following events:

Date: /	Event:
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Alternate Date: /	Alternate Event:
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Date: /	Event:
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Alternate Date: /	Alternate Event:
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Date: /	Event:
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Alternate Date: /	Alternate Event:
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Contact Information

Name

Title

Company

Address

City/State

Telephone

Fax

Email

Please return to:
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