

HOST OPPORTUNITIES

AND BENEFITS FOR 2023 MEETING AND EVENTS

Hosting a PCMA PHL meeting or event is an effective way to reach more than 300 members from eastern and central Pennsylvania, South Jersey, and Delaware who look to PCMA PHL for education, networking, and service opportunities. Hosts are seen as PCMA PHL partners in supporting our mission and goals. Events attract 50-125 attendees with an estimated ratio of 50% planners, 50% suppliers.

BENEFITS OF HOSTING

- In-person exposure of your venue to meeting professionals!
- Recognition as the official host of the event
- Special thank you during opening remarks on the day of the event
- Presentation time on the day of the event up to three minutes, can include a promotional video
- Host recognition for the event on invitation, registration site, and website
- Social media exposure on LinkedIn, Facebook, Twitter, and Instagram on event marketing materials
- Host recognition for the live event on opening and break slides, and signage
- Three complimentary registrations to event
- Recognition as a 2023 host in the 2023 quarterly magazines
- One full page advertisement in Connections, the chapter's magazine (\$500 value)
- Option to write one full-page informational article for the magazine

INFORMATION & REQUESTS

- \$28.00 all-inclusive (F&B and alcoholic beverages) is budgeted for each participant. The per person budget for the Chapter Retreat is higher.
- Complimentary AV
- Complimentary food and beverage for board meetings
- Complimentary meeting space
- Complimentary or discounted parking for attendees



HOST OPPORTUNITIES

2023 DATES

Thursday, February 2, 2023 (location confirmed)

Chapter Meeting with Breakfast

8:00am Registration: Area outside room set with (4) 6' tables, high top tables for sponsors' materials
8:00am Continental Breakfast
8:30am-10:30am Program: Crescent rounds for 60-90ppl, LCD
10:30am-12:30pm Board Meeting: Conference style for 12ppl with refreshments

Thursday, March 30, 2023 (location confirmed)

Global Meetings Industry Day

10:00am-12:30pm Board Meeting: Conference style for 12ppl with working lunch
1:00pm Registration: Area outside room set with (4) 6' tables, high top tables for sponsors' materials
1:00pm-5:00pm Program: Crescent rounds for 125ppl, LCD
3:00pm-4:30pm Breakout
5:00pm-7:00pm Reception

Wednesday, July 19, 2023 & Thursday, July 30, 2023 (location confirmed)

Chapter Retreat

Day 1

11:00am-2:30pm Board Meeting: Room set conference style for 15ppl, working lunch
2:30pm-4:00pm Community Service Activity
5:00pm-7:00pm Opening Reception: Scattered cocktail rounds and high boys for 60ppl, heavy hors d'oeuvres and open bar

Day 2

8:00am-9:00pm Continental Breakfast
9:00am-3:00pm Meeting: Crescent rounds for 70ppl, AM break, LCD
12:00pm-1:00pm Lunch: Separate room, rounds for 70ppl

A room block is required for this event. Hosts usually offer complimentary rooms to planners, and a discounted rate for suppliers. The number of rooms reserved depends on the days of week

offered by the hotel and the location.

Thursday, September 7, 2023

Education Day and Trade Show

10:00am Registration: Area outside room set with (4) 6' tables, high top tables for sponsors' materials
10:00am-1:00pm Trade Show: 50-75 tabletop exhibits with trade show style lunch
1:00pm-5:00pm Program: Crescent rounds for 100ppl, LCD
3:00pm-4:30pm Breakout
5:00pm-7:00pm Reception

Thursday, October 26, 2023

Chapter Meeting and Reception

1:00pm-3:00pm Board Meeting: Conference style for 12ppl with working lunch
3:00pm Registration: Area outside room set with (4) 6' tables, high top tables for sponsors' materials
3:45pm-5:00pm Program
5:00pm-7:00pm Reception

Thursday, November 30, 2023

Holiday Celebration, Chapter Awards, and Silent Auction

2:00pm-5:00pm Setup: Space required to fit 50+ auction items, small stage
5:00pm Registration: Area outside room set with (7) 6' tables, high top tables for sponsors' materials
5:00pm-8:00pm Holiday Celebration: Plans for this event include a silent auction, reception with open bar, heavy hors d'oeuvres, and a DJ. Attendance is estimated at 90-125ppl.

Note: Times listed are approximate.

To sign up to be a host or for more information, please contact Erica Keagy, Managing Director, gppcma@comcast.net, 610-220-1232.