



# HOST OPPORTUNITIES

## AND BENEFITS FOR 2024 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 60-125 attendees with an estimated ratio of 40% planners, 60% 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 2024 host in the 2024 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

- A highly discounted, all-inclusive, per person rate is requested. (2023 History - \$28.00/one meal, \$60.00 two meals)
- Complimentary or highly discounted AV
- Complimentary WiFi
- Complimentary or highly discounted food and beverage for board meetings
- Complimentary meeting space
- Complimentary or discounted parking for attendees



# HOST OPPORTUNITIES

## 2024 DATES

### Thursday, February 1, 2024 (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, April 11, 2024 (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-6:00pm Reception

### Tuesday, July 16 - Wednesday, July 17, 2024

(Location confirmed)

#### Chapter Retreat

##### Day 1

11:00am-2:30pm Board Meeting: Room set conference style for 12ppl, 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 12, 2024

#### Education Day and Trade Show

8:00am-10:00am Trade Show setup: 50-75 tabletop exhibits  
11:00am-4:00pm Education sessions, lunch, exhibits with crescent rounds for 125ppl, LCD  
5:00pm-6:00pm Reception  
\*Timeline of day is TBD. Separate rooms are required for the education, trade show and lunch.

### Thursday, October 24, 2024

#### Chapter Meeting and Reception

12:00pm-2:00pm Board Meeting: Conference style for 12ppl with working lunch  
2:30pm Registration: Area outside room set with (4) 6' tables, high top tables for sponsors' materials  
3:00pm-5:00pm Program: Crescent rounds for 60-90ppl, LCD  
5:00pm-6:00pm Reception

### Thursday, December 5, 2024

#### 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](mailto:gppcma@comcast.net), 610-220-1232.