PROFILE

Geographic Territories:
Eastern and Central Pennsylvania, South Jersey, Delaware

Total number of members: ~325

Mission Statement:
The mission of the PCMA Greater Philadelphia Chapter 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 6
- Chapter Meeting, Breakfast, 8:00am-10:15am
- Board of Directors Meeting, 10:30am-12:30pm

April 14
- Global Meetings Industry Day
- Chapter Meeting, Reception, 2:00pm-8:00pm

July 13-14
- July 13 - Board of Directors Meeting
- July 13 - Chapter Retreat Opening Reception
- July 14 - Chapter Retreat, All Day Event

September 10
- Chapter Education Day, Breakfast and Lunch, 8:00am-3:30pm

October 22
- Fundraiser/Silent Auction-Set Up, 2:00pm-5:00pm
- Event, 5:00pm-8:00pm

December 3
- Board Meeting, 2:00pm-5:00pm
- Holiday Party, 5:00pm-8:00pm

Note: Times listed are approximate.

INFORMATION & REQUESTS

$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 budget for the Chapter Retreat is higher.

Complimentary food and beverage for board meetings

Complimentary or discounted parking for attendees

Complimentary AV

Complimentary meeting space

Hosts will have an opportunity for a brief presentation and will receive recognition on the invitation, signage, website, badges, and in the e-newsletter.
**FORMATS FOR MEETINGS & EVENTS**

**Morning Meeting Format**
- 8:00 am: Registration: Area outside room set with (3) 6’ tables
- 8:00 am: Breakfast Buffet: Set inside meeting room
- 8:30 am – 10:15 am: Program: Crescent rounds for 60-90 ppl, LCD
- 10:30 am – 12:30 pm: Board Meeting: Conference style for 12 ppl with refreshments

**Education Day Format**
- 8:00 am: Registration: Area outside program room set with (3) 6’ tables
- 8:00 am: Breakfast Buffet: Set inside meeting room
- 8:30 am – 11:45 am: AM Sessions: Crescent rounds for 75-125 ppl, LCD
- 10:00 am – 3:00 pm: Breakout room: Rounds for 45 ppl
- 11:45 am – 1:00 pm: Lunch buffet in separate room

**Evening Meeting Format**
- 1:00 pm – 5:00 pm: Board Meeting: Conference style for 12 ppl with refreshments
- 5:00 pm: Registration: Area outside program room set with (3) 6’ tables
- 5:30 pm – 6:45 pm: Program: Crescent rounds for 60-90 ppl, LCD
- 6:45 pm – 8:00 pm: Reception: Scattered cocktail rounds and high boys for 60-90 ppl, heavy hors d’oeuvres and open bar

**Chapter Retreat Format**

**Day 1**
- 10:00 am – 2:30 pm: Board Meeting: Room set conference style for 15 ppl, working lunch
- 6:00 am – 8:00 pm: Opening Reception: Scattered cocktail rounds and high boys for 75 ppl, heavy hors d’oeuvres and open bar

**Day 2**
- 8:00 am – 8:30 pm: Breakfast Buffet: Set inside meeting room
- 8:30 am – 3:00 pm: Meeting: Crescent rounds for 75 ppl, AM break, LCD
- 12:00 pm – 1:00 pm: Lunch: Separate room, rounds for 75 ppl

**October 22nd Fundraiser/Silent Auction**
Plans for this event include a silent auction, reception with open bar, heavy hors d’oeuvres, and a DJ. Attendance is estimated at 90-125 ppl. The silent auction requires display space for 100+ auction items. For more details, please contact gppcma@comcast.net.

Note: Times listed are approximate.

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**Contact Information**

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Please return to:
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