

ABOUT THE PCMA CANADA EAST CHAPTER

The Canada East Chapter of PCMA offers cutting-edge programs, community service projects, professional recognition, and many other opportunities for members. We are committed to supporting future industry leaders through our scholarship program with area community colleges & universities by providing endowments to students pursuing careers in the meetings industry. PCMA's Canada East Chapter serves 375 members from Ontario, Quebec, Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland, many of whom are senior planners in their organizations.

OBJECTIVE

The Canada East Chapter is looking for a venue host for our upcoming workshops and board meetings in Toronto, Ottawa and Montreal.

SPONSORSHIP

The PCMA Canada East Chapter would like to request the following sponsored items:

- Complimentary AV Equipment and Services from in-house provider OR no fees or penalties if in-house provider not used
- Complimentary or reduced-cost upgraded accommodations (if required)
- Complimentary wireless internet, meeting space and F&B

In return the PCMA Canada East Chapter will offer the following benefits, *for Chapter Workshops and Social:*

- 2 complimentary registrations for the program sponsored
- 3 minutes time at podium
- Hosting venue can invite multiple guests who will receive complimentary registration IF hosting venue provides sponsored / complimentary F&B
- Logo in chapter e-broadcast & on website event listing
- Support noted on all pre-event promotional materials
- Verbal and printed recognition during the workshop / social event
- Mention on Chapter social Media

In return the PCMA Canada East Chapter will offer the following benefits, *for Chapter Board Meetings:*

- Logo in chapter e-broadcast & on website event as a Chapter host
- Mention on Chapter social Media

DETAILS

Submission deadline:	December 15, 2017 5:00pm EST
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For more information on sponsorship and to submit your proposal, please contact:

Ms. Khadijah Jamal, CMP, DES, Chapter Secretariat
PCMA Canada East Chapter
6 Lansing Square, Suite 214 Toronto, ON M2J 1T5
Ph: 416-595-9615 x225
Email: canadaeast@pcma.org

DATE	LOCATION	TYPE OF FUNCTION	TIMING
February 21, 2018	Toronto	Workshop over Luncheon	One Hour – Registration Two Hours - Workshop
March 13, 2018	Montreal	Board Retreat	12:00pm – 4:00pm
May 2, 2018	Ottawa	Workshop over Luncheon	One Hour – Registration Two Hours - Workshop
May 30, 2018	Toronto	<u>Culinary</u> Workshop	One Hour – Registration Two Hours - Workshop <i>Open your kitchen to 20 participants</i>
August 13, 2018	Toronto	Chapter Social	8:00am – Registration 5:00 pm – 7:00 pm - Social
August 16-17, 2018	Toronto	Board Retreat	9:00am – 4:00pm
Sept. 26, 2018	Ottawa	Workshop	One Hour – Registration Two Hours - Workshop
November 8, 2018	Montreal	Morning Workshop	One Hour – Registration Two Hours - Workshop
December 13, 2018	Ottawa	Board Retreat	9:00am – 4:00pm

CHAPTER WORKSHOPS

Room Block:	1-3 guest rooms (if applicable)
Timing:	The committee is open to morning, afternoon or evening timings and will work with each venue on what they are able to provide
Participants:	20-25 approximate
Registration:	1 standard six foot draped table, 1 easel
Meeting Space:	½ Rounds of 5 for 25 people Podium and Cocktail table for water Internet for both speakers and for participants (wireless) Hard-Wired Internet for live stream sessions
Audio-Visual:	Standard A/V (laptop, digital projector, screen, projector, draped projector cart, podium microphone, lapel mic or table mics for presenters). No penalties and/or patch-fees for not selecting the in-house supplier will be accepted.

CHAPTER BOARD MEETINGS

Room Block:	10 guest rooms (if applicable)
Participants:	15 approximate
Meeting Space:	Board Room Setup for 15 Internet for all board members
Audio-Visual:	Conference Line, Power bars on the table, Screen and LCD Projector No penalties and/or patch-fees for not selecting the in-house supplier will be accepted.

CHAPTER SOCIAL

Participants:	75 approximate
Registration:	1 standard six foot draped table, 1 easel, 1 small bowl for 50/50 draws
Meeting Space:	Reception with Cocktail Tables Setup for 75
Audio-Visual:	Microphone, Music in Background No penalties and/or patch-fees for not selecting the in-house supplier will be accepted.