

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 and audio visual sponsor for our upcoming workshops, social events and board meetings in Toronto, Ottawa and Montreal.

Special consideration will be given to a property that can offer meeting space and A/V complimentary

Please complete this page and include with your Proposal

CONTACT INFORMATION	
Contact Name:	
Title:	
Telephone:	
Email:	
PLEASE INDICATE WHICH EVENT YOU ARE SUBMITTED A PROPOSAL FOR:	
<input type="checkbox"/>	Combined Workshop and Social Event: January 31st, 2019 (Ottawa)
<input type="checkbox"/>	Chapter Workshop: February 19 or 20 or 21 or 25 or 26 or 27, 2019 (Toronto)
<input type="checkbox"/>	Chapter Workshop: May 15, 2019 (Ottawa)
<input type="checkbox"/>	Chapter Social: August 12, 2019 (Toronto)
<input type="checkbox"/>	Chapter Board Meetings: August 15, 2019 (Toronto)
<input type="checkbox"/>	Chapter Workshop: September 25, 2019 (Montreal)
<input type="checkbox"/>	Chapter Workshop: October 29 or 30, 2019 (Toronto)
<input type="checkbox"/>	Chapter Board Meetings: December 12, 2019 (Ottawa)

Submission deadline:
October 26, 2018 5:00pm EST

For more information on sponsorship and to submit your proposal, please contact:

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

**JANUARY 31, 2019 COMBINED
WORKSHOP AND SOCIAL EVENT (OTTAWA)**

TIMING	SETUP
Registration – 10:00am – 12:00pm Social Event – 11:00am – 12:00pm	Reception with Cocktail Tables Microphone for Announcements
Workshop (Luncheon) 12:00pm – 2:00pm	½ Rounds of 5 A/V requirements as noted below

As any members will be in Ottawa at the EY Centre for CSAE Tete a Tete on January 30th and attending the MPI Gala on January 31th, this event should be close to the Centre or the host hotel, Albert on Bay.

Room Block: A minimum of 2 guest rooms
 Participants: 80
 Registration: 1 standard six foot draped table, 1 easel
 Audio-Visual: Standard A/V (laptop, digital projector, screen, projector, draped projector cart, podium microphone, lapel mic for presenter). No penalties and/or patch-fees for not selecting the in-house supplier will be accepted.
 Podium and Cocktail table for water
 Internet for both speakers and for participants (wireless)

SPONSORSHIP CONSIDERATION

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

- Complimentary AV Equipment and Services from in-house provider
- 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:

- 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

CHAPTER WORKSHOPS

DATE	LOCATION	PARTICIPANTS	TIMING
February 19 or 20 or 21 or 25 or 26 or 27, 2019	Toronto	25	Registration – 11:00am – 12:00pm Luncheon – 12:00pm – 1:00pm Workshop – 1:00pm – 3:00pm
May 15, 2019	Ottawa	25	Registration – 11:00am – 12:00pm Luncheon – 12:00pm – 1:00pm Workshop – 1:00pm – 3:00pm
Sept. 25, 2019	Montreal	25	Registration – 11:00am – 12:00pm Luncheon – 12:00pm – 1:00pm Workshop – 1:00pm – 3:00pm
October 29 or 30, 2019	Toronto	25	Registration – 11:00am – 12:00pm Luncheon – 12:00pm – 1:00pm Workshop – 1:00pm – 3:00pm

Room Block: 1-3 guest rooms (if applicable)

Timing: **The committee is flexible to different timing and will work with each venue on what they are able to provide. Special consideration will be given to those who can host workshop over the luncheon period**

Registration: 1 standard six foot draped table, 1 easel

Meeting Space: ½ Rounds of 5
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.

SPONSORSHIP CONSIDERATION

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

- Complimentary AV Equipment and Services from in-house provider
- 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:

- 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

AUGUST 12, 2019 CHAPTER SOCIAL (TORONTO)

Special Consideration will be given to a venue that is located next to MTCC or MPI Foundation Event

Timing: 4:00pm – Registration
5:00 pm – 7:00 pm - Social
Participants: 75 approximate
Registration: 1 standard six foot draped table, 1 easel, 1 small bowl for 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.

SPONSORSHIP CONSIDERATION

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

- Complimentary AV Equipment and Services from in-house provider
- Complimentary meeting space and F&B

In return the PCMA Canada East Chapter will offer the following benefits:

- 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 social event
- Mention on Chapter social Media

CHAPTER BOARD MEETINGS

DATE	LOCATION	TIMING
August 15, 2019	Toronto	9:00am – 4:00pm
December 12, 2019	Ottawa	9:00am – 4:00pm

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.

SPONSORSHIP CONSIDERATION

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

- Complimentary AV Equipment and Services from in-house provider
- 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:

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