

# PCMA CONVENING LEADERS 2019 PITTSBURGH JANUARY 6-9

## PCMA 2019 Convening Leaders Meeting or Event/Function Space Request Form

Please e-mail the completed form to: PCMA Events at [events@pcma.org](mailto:events@pcma.org)

Questions may be directed to Corinne Tanda at 312-423-7225

Deadline to complete: December 14, 2018

- ◆ **Any/all organizations planning meetings/events to be held in Pittsburgh during PCMA's *Convening Leaders* must submit this form for approval prior to securing space/planning the event** – regardless of location/venue, including events considering using official PCMA hotels. Submission of this form constitutes agreement to the attached PCMA Board of Directors Approved Supplier Policy for Events.
- ◆ PCMA will secure required space at official PCMA hotels. Requests may **not** be made directly to any PCMA hotels. Space will be secured/released upon form approval and is available on a first-come, first-served basis.
- ◆ Please complete this form and submit to PCMA for event approval first.
- ◆ Based on meeting planner feedback, it is strongly recommended that supplier client events be planned on Sunday night following the Opening Welcome Reception or Tuesday night, following the Networking Reception as an alternative to Monday night. This will allow planners to attend more events.
- ◆ **Meetings/events may not be held, nor may transportation be scheduled to/from events during official PCMA *Convening Leaders* events/activities. Below is the schedule of official PCMA *Convening Leaders* events/activities – these are days/times when meetings/events may NOT be scheduled:**

<b>Sunday, January 6</b>	<b>4:30 p.m. – 9:00 p.m.</b>
<b>Monday, January 7</b>	<b>7:00 a.m. – 6:00 p.m. and 9:00 p.m. – 12:00 a.m.</b>
<b>Tuesday, January 8</b>	<b>7:00 a.m. – 4:45 p.m. and 7:00 pm – 10:00 p.m.</b>
<b>Wednesday, January 9</b>	<b>7:00 a.m. – 1:00 p.m.</b>

*Please complete the form below and return it (via fax or e-mail) as early as possible. Complete one form per event. Duplicate this form as necessary. Upon approval, if requesting space at **official PCMA hotels**, PCMA will determine availability, secure appropriate space and confirm with you and the facility. You will then be put in direct contact with a facility representative to finalize all function/event details and billing arrangements. If you are securing space outside of official PCMA hotels, please complete this form and send this information to PCMA.*

Function/Event Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Day/Date of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Start/End Time (including transportation time, if applicable): \_\_\_\_\_

Estimated F&B Budget: \_\_\_\_\_ Estimated Transportation Budget: \_\_\_\_\_

Function Type: (Please specify) \_\_\_\_\_

Room Setup:  Rounds  Theatre  Hollow Square  Conference  Schoolroom  Crescent Rounds

Other (please specify) \_\_\_\_\_

Preferred Venue (please indicate order of preference—using 1, 2, 3, etc.): All hotels are located Downtown.

Omni William Penn Hotel \_\_\_\_\_ Westin Convention Center Pittsburgh \_\_\_\_\_ Cambria Suites Pittsburgh at CONSOL Energy Center \_\_\_\_\_ Courtyard Pittsburgh \_\_\_\_\_ DoubleTree Hotel & Suites Pittsburgh \_\_\_\_\_ Drury Plaza Pittsburgh \_\_\_\_\_ Embassy Suites Pittsburgh \_\_\_\_\_ Fairmont Pittsburgh \_\_\_\_\_ Hampton Inn & Suites Pittsburgh \_\_\_\_\_ Hilton Garden Inn Pittsburgh \_\_\_\_\_ Homewood Suites by Hilton Pittsburgh \_\_\_\_\_ Kimpton Hotel Monaco Pittsburgh \_\_\_\_\_ Pittsburgh Marriott City Center \_\_\_\_\_ Renaissance Pittsburgh \_\_\_\_\_ Sheraton Pittsburgh Hotel at Station Square \_\_\_\_\_ Wyndham Grand Pittsburgh \_\_\_\_\_  
Other (please specify if known) \_\_\_\_\_

Transportation requirements or other detailed information: \_\_\_\_\_

Please check one of the following:

Function is open to all attendees.

Function is by invitation only (indicate type of attendees to be invited): \_\_\_\_\_

## PCMA BOARD OF DIRECTORS APPROVED POLICY

# PCMA AND PCMA EDUCATION FOUNDATION GUIDELINES TO HOST EVENTS DURING PCMA MEETINGS & EVENTS

## OBJECTIVES

To establish a clear set of guidelines for any supplier/advertiser wishing to host events during PCMA/PCMA Education Foundation events and meetings. The guidelines are meant to make it easier for a supplier to host an event and at the same time avoid conflicting with PCMA's official schedule during an event or meeting.

## GUIDELINES TO HOST EVENTS

The following guidelines are for supplier events during PCMA and PCMA Education Foundation meetings, events and conferences.

- PCMA has scheduled open times for supplier events during PCMA meetings and events.
- During official PCMA meetings or events, no organization is allowed to schedule functions (including transportation to/from) that conflicts or **overlaps** with PCMA's official and **published** meeting and event times. A list of all official events during a meeting, event or conference can be obtained from PCMA's Events department.
- Organizers of all non-official events that are held around a PCMA meeting or event **are required** to inform PCMA's Events staff in writing of the intended time of event **at least 30 days prior to the event and prior** to booking. If these scheduled times do not fall into PCMA guidelines, PCMA Events staff will notify the organizer to change their times/dates accordingly.
- If a supplier requires event/meeting space within PCMA's hotel block and/or convention space, suppliers are required to complete a Function Space Request Form and submit to PCMA Events staff for approval. Requests may not be made directly to the center or any hotel in the PCMA block. The approved guidelines will be included on space/event request forms.
- Host cities and Host hotels/venues are required to notify PCMA's Events Team of any inquiries/expressed interest from suppliers to host any events/meetings during PCMA's events/meetings. This will be included as a standard part of PCMA's RFPs.
- If a supplier is interested in securing space for an event/function at any other host city venue, they may contact the venue/host city directly, but must first **receive approval** from PCMA Events staff on the date and time of the proposed supplier event.

- Suppliers that are not PCMA partners or host city partners are not allowed to bring mascots in or around PCMA meeting or event space or utilize PCMA events for their benefit. This includes roaming vehicles etc, unless they are specifically a part of the PCMA Partnership program.
  - Only PCMA partners, host city and host hotels are allowed to room drop materials at PCMA events/meetings
  - Only strategic partners and host city are allowed to include material in PCMA's registration bags if available.
  - Any supplier/partner that does not comply with official PCMA policy will be given an official **written** warning and if they are still not in compliance, they will not be allowed to attend the meeting in the future **and their membership will be revoked.**
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