



SWAN/IL Matching Reception Display Table Registration Form

Please use this form to reserve a table for your county or affiliate agency at the 2017 SWAN/IL Winter Statewide Meeting's Matching Reception on **Wednesday, January 18, 2017, from 6 to 8:30 p.m.** at The Penn Stater Hotel and Conference Center, 215 Innovation Boulevard, State College, PA. This event allows your agency to meet and network with other agencies as well as with both prospective and approved adoptive families interested in Pennsylvania's waiting children.

The registration deadline is January 4, 2017. Table space is limited and assigned on a first-come, first-served basis. Confirmation of your registration will be sent to the email address you provide below. If you do not receive a confirmation, you do not have a table reservation. Walk-in table registrations will not be accepted.

Please note: Only one registration form is needed per agency.				
Person Requesting Table:				
Agency Name:				
Agency Address:				
City:		State:	Zip:	
Contact Phone:		*Email:		
Table Request:	Full Table <input type="checkbox"/> ½ Table <input type="checkbox"/>			
	Electricity needed? <input type="checkbox"/> Please explain: Click here to enter text.			
Special request? <input type="checkbox"/> Please explain (e.g., near another affiliate): Click here to enter text.				
Total number of staff expected at the matching table				
(a minimum of two is suggested):				
<i>A map of the room layout is carefully prepared to meet requests. The map is also a valuable tool for families to find you during the event.</i>				
Changes of table location only can be made with the approval of SWAN staff.				

*You must provide a valid email address in order to receive confirmation of your registration. *If you do not receive a confirmation, your table is not reserved.* Please contact Charlotte Wilson-Manley with any questions at cwilson-manley@diakon-swan.org.

Send registration form (by January 4, 2017) to:

Charlotte Wilson-Manley
471 JPL Wick Drive, P.O. Box 4560
Harrisburg, PA 17111

[**cwilson-manley@diakon-swan.org**](mailto:cwilson-manley@diakon-swan.org)