

**SWAN/IL Matching Reception**

**Display Table Registration Form**

Please use this form to reserve a table for your county or affiliate agency at the 2016 SWAN/IL Summer Statewide Meeting’s Matching Reception on **Tuesday, June 14, 2016, from 6:00 p.m. to 8:30 p.m.** at Kalahari Resorts & Conventions, Pocono Manor, Pennsylvania. 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.

**Registration deadline is March 11, 2016. 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.**

**Agency displays may be set up Monday, June 13, 2016, beginning at 4:00 p.m. Displays must be taken down immediately following the event that evening.**

|  |
| --- |
| 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 [ ]  ½ Table [ ] Electricity needed? [ ]  Please explain: Click here to enter text.Special request? [ ]  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):* |  |
| *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.* ***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 March 11, 2016) to:**

Charlotte Wilson-Manley

471 JPL Wick Drive, P.O. Box 4560

Harrisburg, PA 17111

***cwilson-manley@diakon-swan.org***