

**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.**

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