



General Information and Concessions for All Events

- The venue(s) selected must be a PASAE member in good standing or join within 30 days of being selected. Venue must also have valid membership on the date of the event.
- PASAE will provide guaranteed counts three business days prior to the event.
- PASAE's audio visual needs, with the exception of lecterns and wired/wireless internet, will be provided by PASAE's Audio-Visual Partners without surcharges/fees.
- Cancellation, attrition, third party fees, and room rental charges will not apply to any event.
- We request all pricing to be inclusive of taxes, gratuity, service charges, and resort fees.
- We encourage venues to be as creative as possible with food and beverage.
- PASAE holds the right to adjust spacing requirements with selected venue (i.e. instead of two breakout rooms, we may need to combine them into a larger room.)
- PASAE uses the attached addendum for contracts.
- PASAE will not pay for cancellation and/or attrition fees for any rooms not picked up.
- Complimentary Wi-Fi in guest and meeting rooms.
- Complimentary/discounted transportation to/from airport for speakers.
- Complimentary/discounted parking.
- Complimentary acceptance and storage of boxes/product/materials 3 days prior to meeting.

Contact Information

Group: Pennsylvania Society for Association Excellence (PASAE)

Events: Please find the calendar of events up for bid attached and the event descriptions below.

Contact Person & Title: Judy Clapp, CMP, Meeting Manager

Mailing Address: PO Box 8820

City: Harrisburg

State: PA

Zip/Postal Code: 17105-8820

Phone: 717-614-4270

E-mail Address: jclapp@pasae.org

Web Address: www.pasae.org

Preferred Method of Communication: E-mail

Billing Information

Preferred Billing Method: Direct Bill

2019 PASAE Event Professional Development Series Profile

Any Pennsylvania Location

The purpose of Professional Development Session is to provide an educational and networking forum opportunity. Attendance ranges from 30-35 individuals and consists of both business and association members.

Overnight Accommodations: May need overnight accommodation for the speaker(s).

Date: Third Friday of the Month

- April 19, 2019
- May 17, 2019
- August 16, 2019
- September 20, 2019 **(with PASAE Board Meeting)**
- October 18, 2019

Agenda:

8:30 a.m. – 11:00 a.m.	Board Meeting (September ONLY)
10:45 a.m. – 11:45 a.m.	Registration and Networking
11:45 a.m. – 12:45 p.m.	Lunch
12:45 p.m. – 2:00 p.m.	Announcements and Presentation

Set-up:

Professional Development Session:

- (1-2) 6' or 8' Tables for Registration with (2) Chairs
- Coat rack available if needed
- Seating for 30-35 people: Classroom, crescent rounds, squares, etc. will depend on topic and speaker A/V Cart
- Lectern

Board Meeting: **(September ONLY)**

- Conference Table or Hollow Square for 15 – 17 people
- Polycom and phone line for outside call Wireless Internet

F&B:

- Continental Breakfast: \$14.00 per person inclusive **(September ONLY)**
- Lunch: \$18.00 per person inclusive
- Networking Break: Beverages and light snacks complimentary