

**SWAN/IL Matching Reception**

**Display Table Registration Form**

Please use this form to reserve a table for your county or affiliate agency at the 2018 SWAN/IL Summer Statewide Meeting’s Matching Reception on **Tuesday, June 12, 2018, from 5:30 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.

**The registration deadline is April 27, 2018. 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 Tuesday morning, June 12, 2018, beginning at 8:00 a.m. Displays must be taken down immediately following the event.**

|  |
| --- |
| 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 (*we cannot guarantee all requests will be honored*): Click here to enter text. |
| **Total Number of Staff Expected at the Matching Table** *(two is the suggested minimum):* |  |
| *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 Conferencing with any questions at conferencing@diakon-swan.org.

**Send registration form (by April 27, 2018) to:**

Conferencing

471 JPL Wick Drive, P.O. Box 4560

Harrisburg, PA 17111

**conferencing@diakon-swan.org**