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**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.**

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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 (*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](mailto: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**](mailto:conferencing@diakon-swan.org)