

PVMA General Membership Meeting Sponsorship Summary *Updated March 2018*

The PVMA holds General Membership Meeting and Lecture Dinners the 2nd Thursday of January, February, March, April, May, September, October, and November. The event begins at 6:30pm and usually ends by 9pm. A social reception is held the first half hour, then dinner is served, and a general membership meeting is conducted. After, the guest speaker provides a CE presentation.

Overview:

- Attendance for the PVMA General Membership Meetings can range between 50-90 attendees.
- The current cost for dinner at the Oregon Zoo is \$32 per person.
- There is no cost to rent the banquet room, just a \$40 set-up fee for the no-host bar
- An additional 20% Service Charge for the Oregon Zoo is added to the bill
- Administrative Fee and event liability insurance: \$350
- The cost for the Zoo dinner, admin fees, and insurance usually totals \$2-3k depending on attendance. This does not include speaker costs.

Booking:

- Sponsorship of PVMA General Membership Meetings will be available to interested parties approved by the Executive Board including privately owned hospitals, non-profits, corporations, related small businesses and individuals. However, the presentations must be scientific in nature.
- A proposal period will be available each year (March/April) for booking September-May meeting dates. Interested companies/orgs will provide information as outlined in the application. Proposals will be reviewed by the CE committee and the Executive Board will review and approve/deny all interested sponsors and proposed topics/speakers. This will allow us to include the highest quality programming and most desirable and timely topics.
- A company/business/organization may only sponsor one meeting per 12 months. Each meeting may only be sponsored by one company/business/organization unless co-sponsorship is approved in advance by the PVMA.
- Sponsor will be responsible for providing the speaker and proposing lecture topics and paying for all fees relating to the event including, but not limited to, venue use fee, event meal and beverage costs, speaker fees and travel costs and event insurance. Speakers may be local veterinarians or from outside of the Metro Area.

Sponsor is responsible for:

- Total cost for guest speaker's travel, accommodations, and speaking fee; and for making all of those arrangements
- Sponsor may suggest potential speaker and/or topics but the PVMA Executive Board approves, rejects or may suggest topics of interest to local practitioners and that will maximize attendance. Local speakers must be PVMA members. Presentations for General Membership Meetings will be scientific based unless otherwise approved by the executive board.
- Printed lecture notes for attendees (these are mandatory- can be a bulleted summary, slide notes or otherwise)
- Providing the speaker's PowerPoint presentation to share with members
- Dinner and venue costs for attendees
- Cost of event liability insurance (Approximately \$100)
- Administrative Fee: \$250

Optional

- Hosted bar- one beer, wine, soda per attendee

The PVMA is responsible for:

- Advertising the meeting in the PVMA newsletter that goes out to nearly 600 PVMA members (200+ practices)
- Sending out meeting announcements via social media, fax, and email, and posting on the PVMA website
- Arranging catering through the Oregon Zoo
- Reserving banquet room at the Oregon Zoo
- Taking RSVPs for meeting
- Providing a sign in sheet & name tags for attendees (a copy of the final attendance list is given to the sponsor after the event)
- Producing an agenda for meeting
- CE approval and issuing of credits to attendees
- Arranging AV (projectors, screens, microphones, etc) needs; laptop provided for PowerPoint presentation
- Arrange to have an 8' table set up in the lobby for sponsor materials
- Arranging event insurance
- Audio recording the lecture to provide to members only (when possible), along with the PowerPoint presentation

Payment

The Zoo invoice for the event is typically received 2 weeks after the event. Once received, a final invoice will be sent to the sponsor with a 30 day remit period. Payment by check is preferred. If payment by credit card (VISA/MC/Discover only) is desired, a 3.5% processing fee will be applied. A \$100 late fee will be applied for every 30 days past due. A letter of engagement will be provided to the sponsor when the date is booked for both parties to sign.

Attendance fees

For regular meetings, the PVMA charges non-member veterinarians a \$35 fee to attend. This is to differentiate between members and non-members, to show value of membership. We also welcome veterinary students (no cost) and veterinary team members to attend our events. Those team members not part of our Veterinary Team Affiliate (VTA) Program will pay \$10 to attend. Attendance of event by other reps/distributor reps, must be approved by the sponsor.