



ASSOCIATION OF LEGAL ADMINISTRATORS
PHILADELPHIA CHAPTER
PHILADELPHIA, PENNSYLVANIA

EDUCATIONAL LUNCHEON PROGRAM

The Philadelphia Chapter offers six general educational luncheons to the chapter membership as well as functional section luncheons during the year.

General Membership Educational Luncheons:

The purpose of this program is to offer education in the areas that encompass a general administrator's management responsibilities, such as, financial, facilities, human resources, benefits, technology and marketing. Each presentation is approximately one hour in length.

Vendors are invited to sponsor these events and to offer their suggestions for topics. The cost of sponsorship per luncheon is currently \$2,500. An e-mail is sent to the 250+ chapter members inviting them to a free lunch with a description of the presentation to be offered. This e-mail also identifies the vendor sponsor along with a brief description of the services/products offered by that vendor. An e-mail reminder is sent the week of the event, which again contains the identifying information of the vendor sponsor. The vendor sponsor is also acknowledged at the start of the presentation. Vendors are welcome to offer brochures and/or promotional items.

While the program must be purely educational, it does offer the vendor sponsor a great opportunity to network with chapter members and to demonstrate their expertise in a particular area of interest to legal administrators.

Functional Section Luncheons:

The Philadelphia Chapter also has several functional sections - *Facilities, Financial Management, Human Resources/Benefits, General Administration; Systems and Technology* section. Educational events are held at a section level throughout the year and the audience is normally very focused on the topic presented. Sponsorships are available for these meetings at a lower cost and can be arranged with the approval of the Vice President of Education.

For more information contact:

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