



Pamplin Society

**Pamplin Signature Event
Planning Follow-up call
Monday April 16, 2018 7:00-8:00 PM**

Attendees:

Phil Hamlett
Gaffar Chowdhury
Elle Consolvo
Marco Leung

Not able to attend:

Justin Coleman
Adam Workman

Meeting Notes:

- Possible locations
 - Tower Club – Tysons (**Gaffar** to check on pricing/amenities available)
 - Ballston (Virginia Tech Graduate Center) – Arlington (**Gaffar** to check on pricing/amenities available)
 - Westin Hotel – Arlington (**Elle** to check on pricing/amenities available)
 - Westwood Country Club – Vienna (**Marco** to check on pricing/amenities available)
- Proposed Dates:
 - Late April, June 2019– Recommendation is Thursday
 - Potential dates – 4/18, 4/25, 6/6, 6/13, 6/20
- Length:
 - Half-day event
 - Start time - Noon
 - Networking (front-end) – 12:00 – 1:00
 - Food/Refreshments
 - Heavy hors d'oeuvres
 - Drinks during the day
 - Cash bar? – or possibly included (if there is upfront registration)
 - Program (1:00 – 5:00)

- Two VT speakers (Dr. Sumichrast, Dr. Sands) – 1:00 – 1:30
 - Kickoff
 - Speak of current events at VT
- Two speakers (hour each) -thought leadership SME – is there cost?
 - 1:30 -2:30
 - 15 min break
 - 2:45 – 3:45
 - 15 min break
- Panel discussion 4:00 – 5:00
- Anticipated Costs:
 - Facility
 - Estimates on food scenarios
 - is catering offered at the proposed facilities
 - Bar estimates to be gotten as well
 - Will admission be charged?
- *Next steps*
 - *Group to come up with standard questions to ask for prospective host facilities before those facilities are approached for pricing*