

# Sample Entry

## COLLOPY GROUP LTD.

### 1. COLLOPY HOSPITAL

2. 4319 Stonewall Ave.  
Jackson, VA 23225

3. 800-254-5654

4. FAX: 800-259-5655

5. Web site: www.collopyhospital.com

6. E-mail: scrumptious@collophospital.com

7. Business Type: Manufactures Candy

8. JEMIMA POTTS (Mtg. & Travel Planner)

9.	# of Meetings	10. Months	11. Days	12. Attendees	13. Locations
	U A C D	2 4 6	1-3	U C	NE W SE R S C

1) Hospital Name

2) Address: Where applicable, a post office box address will appear first with a corresponding street address following.

3) Telephone Number

4) Fax Number

5) Web site

6) General E-mail

7) Type of Business

8) Meeting Planners: Individuals at the hospital who are responsible for the planning and site selection of offsite meetings and events. Where applicable, separate telephone numbers (or extensions) will follow.

9) Number of Meetings: Indicates the average number of offsite meetings and events the hospital plans annually.

10) Months Held: Indicates the months or seasons of the year the hospital normally holds its offsite meetings and events.

11) Number of Days: Indicates the average length of the hospital's offsite meetings and events.

12) Number of Attendees: Indicates the average number of persons the hospital expects to attend its meetings and events.

13) Locations: Indicates first the geographic region of the country where the hospital holds its meetings, then the types of facilities it prefers to use. For those hospitals that plan meetings outside of the continental United States or outside of Canada for Canadian listings, worldwide geographic locations are indicated.

For further explanation of the coding system, please refer to the Key to Codes & Symbols on the following page.

# KEY TO CODES

## MONTHS HELD

See item 9 in the “Key to Entries” on the Sample Entry Page.

1 = January	7 = July	P = Spring
2 = February	8 = August	S = Summer
3 = March	9 = September	F = Fall
4 = April	A = October	W = Winter
5 = May	B = November	V = Various
6 = June	C = December	

## NUMBER OF ATTENDEES

See item 11 in the “Key to Entries” on the Sample Entry Page.

U = Under 50	C = 201-500
A = 51-100	D = Over 500
B = 101-200	

## GEOGRAPHIC LOCATION CODES

See item 12 in the “Key to Entries” on the Sample Entry Page.

NE = Northeast	W = West
SE = Southeast	US = Nationwide
MW = Midwest	OC = International

## COUNTRY CODES

See item 12 in the “Key to Entries” on the Sample Entry Page.

1 = Canada	7 = Africa
2 = Mexico	8 = Far East
3 = Caribbean	9 = South Pacific
4 = South America	10 = Hawaii
5 = Europe	11 = Alaska
6 = Middle East	

## FACILITY AND SERVICE CODES

### Services

See item 8 in the “Key to Entries” on the Sample Entry Page.

S = Hires Speakers
E = Hires Entertainers
T = Teleconferencing
V = Videoconferencing
X = Buys Exhibit Space

### Facilities

See item 11 in the “Key to Entries” on the Sample Entry Page.

A = Airport
C = Cruise
D = Downtown
R = Resort
S = Suburban