



# 2010 Fall CMP Study Course

## To prepare for the Certified Meeting Professional Exam

Hosted by TSAE and FSAE, September 21 – December 14 Tuesday Evenings, 5:30 pm-7:30pm  
(No class on October 19, 2010)

To be held in Tallahassee, FL. **Location:** TSAE Office, 1311-B Paul Russell Road, Suite 201, Tallahassee, FL 32301. Participants outside of Tallahassee can participate by Conference Call.

**Costs: Payable to TSAE:** for Study Course: \$150.00 for TSAE and/or FSAE Members first time attendees; \$75 for second-time attendees; \$200 for non- TSAE or FSAE members first time attendees: \$125 for second-time attendees. (*Cost Includes kick off orientation, all sessions and any handout materials*). Deadline to register is **Friday, September 17, 2010**

**Register for CMP Exam:** If you intend to take the **exam** to earn your CMP on **January 8, 2011**, you must have submitted your CMP application to the Convention Industry Council by **August 17, 2010**. The exam registration deadline **October 10, 2010**. CMP exam applications and information are available on the Convention Industry Council Website at: [www.conventionindustry.org](http://www.conventionindustry.org).

**You do not have to have applied for the CMP or be registered for the exam to take this CMP Study Course.**

### This Course Can Help You:

- Become a more effective meeting professional
- Stay on a schedule and develop an examination skill set
- Interact with other meeting professionals who are interested in earning their CMP
- Experience distance learning with conference call technology
- Learn meeting and event planning practices you will need throughout your career

### Who Should Attend:

If you have the drive, ability and dedication that it takes to earn the Convention Industry Council's Certified Meeting Professional (CMP) designation, you will join a select group of peers statewide who have chosen to attain this high level of excellence and achievement. The CMP designation recognizes those who have achieved the meetings, conventions and exhibitions industries' highest standard of professionalism.

Those who are currently employed full time by an association or organization in a meeting or event planning position should consider this certification. The course is also open to non-CMP candidates who wish to expand their knowledge of the meeting professional.

## How It Works:

This course is designed to give you support and assistance in your study efforts and provide you with a systematic study format. Candidates will have an opportunity to prepare for the CMP exam over a three-month period just before the exam.

In order to participate fully, candidates will be informed about the preparation required, study techniques, and test format information. The curriculum includes all areas covered in the test as outlined in the Certified Meeting Professional Examination Blueprint. The kick-off orientation session is a mandatory information session. All candidates are encouraged to begin reading preparation materials as soon as possible, and agree to having quickly reviewed all reading materials before the course begins. The books may be purchased through the Convention Industry Council's website [www.conventionindustry.org](http://www.conventionindustry.org).

Each week, participants answer key questions related to the CMP exam, posting answers and reviewing other participants' answers and comments. We also cover scenarios for exploration and discussion with emphasis on alternative solutions, legalities, prioritization of issues, and action plans. Review session will cover sample test questions and important tips on taking multiple-choice tests.

## Faculty:

CMP Study Group Committee Chairs will facilitate discussions along with professionals that have taken the exam and who will focus on specific areas of study.

## Requirements to take CMP Exam:

Candidates are required to have a minimum of three years experience in meeting management; must have current, full-time employment in a meeting management capacity; and must be responsible and accountable for the successful completion of meetings.

The preparation course requires the following publications\*:

- The Convention Industry Council Manual 8<sup>th</sup> Edition. **Please note:** This is the new version of the Manual. The Manual can be order from the Convention Industry Council.
- Professional Meeting Management: Comprehensive Strategies for Meetings, Conventions and Events 5<sup>th</sup> Edition
- Convention Industry Council International Manual 1<sup>st</sup> Edition
- APEX (Accepted Practices Exchange) Forms

\* You can purchase books from the Convention Industry Council at [www.conventionindustry.org](http://www.conventionindustry.org); ask a co-worker to borrow their books; or a limited number of books are available for short-term check out of the TSAE library.

If you don't have enough hours to take the CMP you may earn up to 20 hours of CMP credits to your application by participating in this course.

**TSAE/FSAE CMP Study Group**  
**Tentative Study Session Schedule**

<b>DATE</b>	<b>DOMAIN*</b>
September 21, 2010	Strategic Event Planning Process (Part I)
September 28, 2010	Strategic Event Planning Process (Part II)
October 5, 2010	Financial & Contract Management (Part I)
October 12, 2010	Financial & Contract Management (Part II)
October 19, 2010	No Class
October 26, 2010	Facilities and Services (Part I)
November 2, 2010	Facilities and Services (Part II)
November 9, 2010	Mid-Term Exam
November 16, 2010	Logistics (Part I)
November 23, 2010	Logistics (Part II)
November 30, 2010	Program (Part I)
December 7, 2010	Program (Part II)
December 14, 2010	Final Review & Practice Exam
January 8, 2011	CMP Exam Date

The exam usually takes place in these cities. Refer to the CIC website for the official exam sites/cities.

Atlanta, GA  
Boston, MA  
Chicago Metro Area  
Dallas, TX  
Denver, CO  
New York Metro Area  
Orange County, CA  
Orlando, FL  
Philadelphia, PA  
San Francisco, CA  
Toronto, Canada  
Vancouver, BC  
Washington DC Metro Area

\*The Domain being covered on a specific date is subject to change based on facilitator availability.

## TSAE/FSAE

### 2010 FALL CMP STUDY GROUP REGISTRATION FORM

#### **Contact Information:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Association/Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Do you plan on taking the exam January 11, 2011? \_\_\_YES \_\_\_NO

(You do **not** have to be registered to take the CMP Exam in order to register for and participate in the CMP Study Group).

#### **Check one:**

TSAE member \_\_\_ FSAE member \_\_\_

Both TSAE and FSAE Member \_\_\_ Neither a TSAE or FSAE Member \_\_\_

#### **Method of Payment:**

\_\_\_ Check (Please make checks payable to TSAE)

\_\_\_ Credit Card (Circle One): Visa MC AMEX

Name on Credit Card:

Credit Card: # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Security Code (Required): \_\_\_\_\_ (The 3 digit code on back of Visa/MC; 4 digit code on AMEX above account #)

Signature: \_\_\_\_\_

#### **Cost: (includes all Study Group sessions, and handout materials)**

TSAE and FSAE Members: \_\_\_\$150.00 first time attendee \_\_\_\$75 second time attendee

Non TSAE or FSAE Member: \_\_\_\$200.00 first time attendee \_\_\_\$125 second time attendee

Call (850) 561-6124 for more information. Fax completed registration form to (850) 561-6164 or e-mail it to [fran@tallysae.org](mailto:fran@tallysae.org).

No-show or No-cancellation registrants will be BILLED.

Tallahassee Society of Association Executives

P.O. Box 1139, Tallahassee, FL 32302 Phone: 850-561-6124 Fax: 850-561-6164

E-mail: [fran@tallysae.org](mailto:fran@tallysae.org) website: [www.tallysae.org](http://www.tallysae.org)

**Registration Deadline: Friday, September 17, 2010**