

**CMP Study Course  
Fall 2010 for 2011 Winter Exam  
Course Outline**

**Purpose:**

To provide a structured curriculum for meeting management functions, meeting management function and conditions outlined by the Convention Industry Council (CIC) for meeting managers interested in securing certification as a Certified Meeting Professional (CMP).

**2010-2011 Deadlines & Important Dates:**

- August 3, 2010**      **Orientation & Application Review at Henry B. Gonzalez Convention Center (download application online and complete prior to class – [www.conventionindustry.org](http://www.conventionindustry.org))**
- August 10, 2010**      **Study Course Fee due. THCC-MPI San Antonio CMP Study Course Fee:  
\$50 THCC-MPI Member - \$100 MPI Member (not THCC)  
\$250 Non-MPI Member**
- August 10, 2010**      **CIC Application Deadline for Submitting Applications - \$225**
- October 20, 2010**      **Submit Exam Registration to CIC - \$450**
- January 8, 2011**      **Exam Date - This year's exam will take place in conjunction with PCMA in Dallas or at regional testing sites.**

**\*\*NOTE\*\* All application deadlines require that the materials be in the hands of CIC by the dates listed above. Postmarked by deadline dates and faxes are not allowed or accepted.**

**Notes:**

- When submitting Exam Registration, the deadline date is **October 20, 2010**. CMP candidates should list **San Marcos, Texas** as the requested CMP exam testing site. (Otherwise additional expense will be incurred by candidate to travel to another city to take the exam)
- Approximately three weeks before the exam date, approved applicants will be sent an Admission Ticket to the exam including information on the designated site, room location and scheduled start time of exam.
- Within sixty (60) calendar days of the exam, candidates will be notified of their exam results by the CIC Testing Agency, Thomson Prometric.
- Upon successful completion of the exam, the CMP Certificate will be awarded to the new Certificant via mail.

**Housekeeping:**

- The first class will be held on Tuesday, August 3, 2009  
5:15 p.m. Food & Beverage begins  
6:00 p.m. Class Starts  
8:30 p.m. Class Concludes

**Payment for study class is due on or before August 10<sup>th</sup>, failure to pay will result in missing classes without the benefit of notes or tapes.**

- All classes will be held Tuesday evenings at the Henry B Gonzalez Convention Center 2<sup>nd</sup> floor Conference Room. Variations on date or location are noted on the outline for a few classes.
- Parking is available under the porte-cochere at the west end of the Henry B. Gonzalez Convention Center.
- Attendance is a vital part of this course. If for some reason you are unable to make class, you must let Amy Sanchez or Anne Moses know you will not be attending. If we know in advance, we will save you notes. If we don't know in advance of your absence, no notes or materials will be provided. **Should you miss the Study Weekend/Mock Exam (for any reason whatsoever) you will NOT be afforded access to the practice exam at a later time/date.** Please note that all mock exams remain the property of the CMP Study Group. Upon conclusion of taking the mock exam, each candidate must return his/her copy immediately without exception. Electronic versions will not be made available – either with or without correct answers noted.

**Official Text Books for Study Course: (Purchase online from CIC - Must have in hand by August 3<sup>th</sup>)**

- CIC Manual 8th Edition (\$65.95 USD) **NEW EDITION**
- CIC International Manual (\$79.95 USD)
- Professional Meeting Management 5th Edition (\$79.95 US)
- APEX Glossary (\$35.00 USD) **OPTIONAL**

**Curriculum Outline, Reading Assignments & Meeting Dates:**

Date	Material Covered	Facilitator	F&B Sponsor
August 3, 2010 Tuesday	Orientation & Final Application Review	CMP Committee & Facilitators	Hard Rock Cafe
	Assignment: Download and complete online CIC Application, bring calculator, text books in hand, pay for course	Reading Assignment: CIC – 1,2	Location: HBGCC

Date	Material Covered	Facilitator	F&B Sponsor
August 10, 2010 Tuesday	Special Programs, Alternative Meeting Environments and International Meetings, International Events, Independent Meeting Planners	Karen Krull, CMP	Maggiano's Little Italy
	Reading Assignment: CIC – 13 CIC Intl – 16,19,20,21,22 CIC Appendix – A,B,E PCMA – 7,16,22		Location: HBGCC

**AUGUST 10<sup>th</sup>, 2010 – CMP Application must be received in the CIC Offices with application fee.**

Date	Material Covered	Facilitator	F&B Sponsor
August 17, 2010 Tuesday	Support Services, Shipping, Evaluation	Annette Hicks, CMP Convenience Store Marketing Assn.	Aldaco's at Sunset Station
	Reading Assignment: CIC – 6,19,32 CIC Intl Appendix – 11, 13 PCMA – 9,37,38,45		Location: HBGCC

Date	Material Covered	Facilitator	F&B Sponsor
August 24, 2010 Tuesday	Education Goals & Objectives, Program Content, Continuing Education	Brenda Square, CMP Felicia Madison, CMP	SACVB
	Reading Assignment: CIC – 4, 5, 7 PCMA – 2,18,19,20		Location: HBGCC

Date	Material Covered	Facilitator	F&B Sponsor
August 31, 2010 Tuesday	Meeting and Convention Websites, Technology Toolbox, Computer Applications	Jeff Rasco, CMP	PSAV
	Reading Assignment: CIC – 21, 22 PCMA – 10,13		Location: HBGCC

Date	Material Covered	Facilitator	F&B Sponsor
Sept 7, 2010 Tuesday	Audiovisual Requirements, Virtual Conferencing,	Rebecca Gonzales, CMP	Freeman Audio Visual Company
	Reading Assignment: CIC – 23, 29 CIC Intl. - 11 PCMA – 28, 29		Location: Freeman AV Pan Am Expressway

Date	Material Covered	Facilitator	F&B Sponsor
Sept 14, 2010 Tuesday	Convention Services, Facilities Staff, Pre-Con, On-Site Communications, Risk Management, Communication with Event Facilities	Becky Carrizales, CMP	Smart City
	Reading Assignment: CIC – 15, 17, 18 CIC Intl. – 5,9 PCMA – 24,34,35,36,38,44		Location: HBGCC

Date	Material Covered	Facilitator	F&B Sponsor
Sept 21, 2010 Tuesday	Transportation, Housing & Reservations, Registration, Special Events & Entertainment	Nancy Battram, CMP	The CE Group
	Reading Assignment: CIC – 20, 24, 25, 31 CIC Intl. - 12 PCMA – 21,25,31,32,33		Location: HBGCC

Date	Material Covered	Facilitator	F&B Sponsor
Sept 28, 2010 Tuesday	Environmental & Humanitarian Aspects, Ethics	Elias Aguirre, CMP	RK Group
	Reading Assignment: CIC – 35 CIC Intl. – 18 PCMA – 39		Location: HBGCC

Oct 5, 2010 Tuesday	NO MEETING –	Please consider attending Cruising for Tourism	

Date	Material Covered	Facilitator	F&B Sponsor
Oct 12, 2010 Tuesday	Strategic Planning and ROI, Accounting, Budgeting	Patricia Musquiz-Cantor, CMP Catherine Herrberg, CMP	Edlen Electric
	Reading Assignment: CIC – 3, 8, 9 CIC Intl. - 7 PCMA – 3,4,6		Location: HBGCC

Date	Material Covered	Facilitator	F&B Sponsor
Oct 19, 2010 Tuesday	Event Specifications Guidebook, Function Rooms and Set Up, Green Meetings, Environment for Meetings	Jeff Cook, CMP	AT&T
	Reading Assignment: CIC – 14, 27, 28 CIC Intl. – 15, Appdx D PCMA – 15,23,30,34		Location: HBGCC

**OCTOBER 20<sup>th</sup>, 2010 – CMP EXAM registration must be received in the CIC Offices with application fee.**

Date	Material Covered	Facilitator	F&B Sponsor
Oct 26, 2010 Tuesday	Food & Beverage, Etiquette and Protocol	Jim Tappero, CMP	Marriott Rivercenter
	Reading Assignment: CIC – 30, 34 CIC Intl. - 10 CIC Intl. Appendix C, G, F PCMA - 26		Location: Marriott Rivercenter

Date	Material Covered	Facilitator	F&B Sponsor
Nov 2, 2010 Tuesday	Exhibits Marketing, Promotion & Publicity, Production of Presented Materials	Brenda Hoffmann, CMP Nancy Kenney, CMP	
	Reading Assignment: CIC – 26, 33 CIC Intl. – 6,17,14 PCMA – 5, 17,27		Location: HBGCC

Date	Material Covered	Facilitator	F&B Sponsor
Nov 9, 2010 Tuesday	Destination Selection, Convention Center Facilities, Facility Contracts and Insurance, Venue Selection, Accessibility, Event Insurance	Mindy Miller, CMP	
	Reading Assignment: CIC – 10, 11, 12, 16 CIC Intl. 3,4,8 PCMA–11,12,14,15,40,41,42,43		Location: HBGCC

**November 26 THANKSGIVING WEEK – NO CLASS SCHEDULED**

Study Weekend DATE TO BE ANNOUNED-

Friday Evening “CMP Jeopardy” starts at around 6 PM until 11 PM

Saturday Morning Mock Exam from 8:30 AM to 1 PM

**January 8, 2011 - CMP EXAM DATE**

**Location: TBD**

**Committee:**

Al Lomas, CMP,CMM,CEM,CFE  
Anne Moses, CMP  
Amy Sanchez, CMP

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**Title:**

MPI-THCC Education Committee  
Proctor and Pre-course logistics  
Candidate coordinator

Elias Aguirre, CMP  
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Co-Chair San Antonio Study Group  
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