

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 10th, 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 20th, 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 ANNOUNCED-

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:

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