

MPI-THCC -- CMP Study Group
Fall 2009 classes for Winter Exam – January 2010
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).

2009-2010 Deadlines & Important Dates:

- August 3, 2009** **Orientation & Application Review – Location TBD**
(download application online and complete prior to class – www.conventionindustry.org)
- August 10, 2009** **CMP Study Group - Course Fees due:**
\$50 THCC-MPI Member
\$100 MPI Member (not THCC)
\$250 Non-MPI Member
- August 14, 2009** **CIC Application Deadline for Submitting Applications - \$225**
- October 22, 2009** **Submit Exam Registration to CIC - \$450**
- January 9, 2010** **Exam Date - The 2010 Winter exam will take place in Dallas, Texas in conjunction with the PCMA Conference.**

****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. *(If interested in taking the CMP Exam in Summer 2010, please see the last page of this document.)*

Notes:

- When submitting Exam Registration, the deadline date is **October 22, 2009**. CMP candidates should list **Dallas, Texas** as the requested CMP exam testing site.
- 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 Monday, August 10, 2009

5:30 pm - Food & Beverage begins

6:00 pm - Class Starts

8:30 pm - Class Concludes

- All classes will be held on Monday evenings at various locations around the Austin area. You will receive a confirmation email notating the location of class each Thursday before the next class. (Variations or changes on date or location will be given in advance if they should occur.)
- Should you miss a class we will save notes for your personal review. **However, 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.

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

Official Text Books for Study Course: (Purchase online from CIC - Must have in hand by the first class)

CIC Manual 8th Edition (\$65.95 USD)

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, 2009 Monday	Orientation & Final Application Review	CMP Committee – Co – Chairs: Rick Bissonett, CMP & Nickie Morgan, CMP CMP Committee Member – Lisa Gallo, CMP	
	Assignment: Download and complete online CIC Application, bring calculator, text books in hand, pay for course (if not paid beforehand)	Reading Assignment: CIC – 1,2	Location: Embassy Suites – Austin Central

Date	Material Covered	Facilitator	F&B Sponsor
August 10, 2009 Monday	Strategic Planning and ROI, Accounting, Budgeting	Taylor Jackson, CMP	
	Reading Assignment: CIC – 3, 8, 9 CIC Intl. - 7 PCMA – 3,4,6		Location: Doubletree Hotel Austin

AUGUST 14th – CMP Application must be received in the CIC offices with the application fee.

Date	Material Covered	Facilitator	F&B Sponsor
August 17, 2009 Monday	Support Services, Shipping, & Evaluations	Eva Leos, CMP	
	Reading Assignment: CIC – 13,19,32 CIC Intl Appendix - H PCMA – 9,37,38,45		Location: TBD

Date	Material Covered	Facilitator	F&B Sponsor
August 24, 2009 Monday	Meeting and Convention Websites, Technology Toolbox, Computer Applications	Jeff Rasco, CMP	
	Reading Assignment: CIC – 21, 22 PCMA – 10,13		Location: Hyatt Regency Town Lake

Date	Material Covered	Facilitator	F&B Sponsor
August 31, 2009 Monday	Education Goals & Objectives, Program Content, Continuing Education, Evaluation	Kanice Spears, CMP	
	Reading Assignment: CIC – 4, 5, 6, 7 PCMA – 2,18,19,20		Location: TBD (North Austin Location if possible.)

MONDAY, SEPTEMBER 7th – LABOR DAY Holiday – NO CLASS

Date	Material Covered	Facilitator	F&B Sponsor
Sept. 14, 2009 Monday	Exhibits	Julie Walker, CMP	
	Reading Assignment: CIC – 33 CIC Intl. – 14 PCMA – 17,27		Location: Sheraton Austin Hotel

Date	Material Covered	Facilitator	F&B Sponsor
Sept. 21, 2009 Monday	Audiovisual Requirements & Virtual Conferencing	Brenda Whiteaker, CMP & Brandy Boswell, CMP	
	Reading Assignment: CIC – 23, 29 CIC Intl. - 11 PCMA – 28, 29		Location: Barton Creek Resort

Date	Material Covered	Facilitator	F&B Sponsor
Sept. 28, 2009 Monday	Transportation, Housing & Reservations, Registration, Special Events & Entertainment	Lisa Gallo, CMP & June Mason, CMP	
	Reading Assignment: CIC – 20, 24, 25, 31 CIC Intl. - 12 PCMA – 21,25,31,32,33		Location: Hilton Austin

Date	Material Covered	Facilitator	F&B Sponsor
October 5, 2009 Monday	Marketing, Promotion & Publicity, Production of Presented Materials	Rick Bissonett, CMP & Nickie Morgan, CMP	
	Reading Assignment: CIC – 26 CIC Intl. – 6, 17 PCMA – 5		Location: TBD

Date	Material Covered	Facilitator	F&B Sponsor
October 12, 2009 Monday	Event Specifications Guidebook, Function Rooms and Set Up, Green Meetings, Environment for Meetings	Debbie Farnum, CMP	
	Reading Assignment: CIC – 14, 27, 28 CIC Intl. – 15, Appendix D PCMA – 15,23,30,34		Location: TBD

Date	Material Covered	Facilitator	F&B Sponsor
October 19, 2009 Monday	Destination Selection, Convention Center Facilities, Facility Contracts and Insurance, Venue Selection, Accessibility, Event Insurance	Susan Greenberg, CMP & Donna Cottle, CMP, CHSC	
	Reading Assignment: CIC – 10, 11, 12, 16 CIC Intl. 3,4,8 PCMA–11,12,14,15,40,41,42,43		Location: TBD

THURSDAY, OCTOBER 22nd – CMP EXAM Registration must be received in the CIC Offices with exam fee.

Date	Material Covered	Facilitator	F&B Sponsor
October 26, 2009 Monday	Food & Beverage, Etiquette, & Protocol	Dana Williams, CMP	
	Reading Assignment: CIC – 30,34 CIC Intl – 10 CIC Appendix – C,F,G PCMA – 26		Location: TBD

Date	Material Covered	Facilitator	F&B Sponsor
November 2, 2009 Monday	International Meetings & Events, Independent Meeting Planners	Nancy Reeves, CMP & Steven Long, CMP	
	Reading Assignment: CIC – 13 CIC Intl. – 13,16,19,20,21,22 CIC Intl. Appendix A,B,E PCMA – 7,16,22		Location: TBD

Date	Material Covered	Facilitator	F&B Sponsor
November 9, 2009 Monday	Convention Services, Facilities Staff, Pre-Con, On-Site Communications, Risk Management, Communication with Event Facilities	TBD	
	Reading Assignment: CIC – 15, 17, 18 CIC Intl. – 5,9 PCMA – 24,34,35,36,38,44		Location: Doubletree Hotel Austin

Date	Material Covered	Facilitator	F&B Sponsor
November 16, 2009 Monday	Environmental & Humanitarian Aspects, Ethics	Liz Alexander, CMP	
	Reading Assignment: CIC – 35 CIC Intl. – 18 PCMA – 39		Location: Austin Community College

Study Weekend Dates – To Be Determined (More than likely will be December 4 – 5 and will include the Austin & San Antonio groups)

Schedule of Events for Study Weekend:

Friday Evening “CMP Jeopardy” starts at around 6:00 PM until 11:00 PM

Saturday Morning Mock Exam from 8:30 AM to 1:00 PM

SATURDAY, JANUARY 9, 2010 - CMP EXAM DATE

Location: DALLAS, TX

Austin MPI-THCC CMP Study Group Committee:

First	Last	E-Mail:	Title:
Rick	Bissonett, CMP	Rick.Bissonett@horizonmeetings.com Director of National Accounts, Horizon Meetings & Events	CMP Co-Chair – Austin study group
Nickie	Morgan, CMP	Nmorgan@austintexas.org Convention Services Manager, Austin Convention & Visitors Bureau	CMP Co-Chair – Austin study group
Lisa	Gallo, CMP	Lisa.Gallo@horizonmeetings.com Exhibit Sales Coordinator, Horizon Meetings, Inc.	CMP Study Group – Committee Member

****PLEASE NOTE****

If you are interested in taking the CMP Examination in Summer 2010, this study group will be the only one offered through the MPI-THCC before that exam date.

Here are the deadlines/information for the Summer 2010 exam:

CMP Exam Application Deadline – March 4, 2010

CMP Exam Registration Deadline – May 13, 2010

Exam Date – July 24, 2010

Exam Location – Dallas, Texas