Please post questions in the Q&A and use upvoting

Start peer to peer conversations in the chat

Yes! Slides will be posted

The recording will be available with closed captions later today

Earn 1.00 CE for completing the survey post-session.
Welcome

- Barbara Connell, CAE, CMP
- Chief Executive Officer, American Society for Gastrointestinal Endoscopy
- Chair, CMP Governance Commission
CMP Governance Commission

Chair: Barbara Connell, CMP, CAE
American Society for Gastrointestinal Endoscopy

Chair-Elect: Alisa Peters, CMP, CMM
Experient, A Maritz Global Events Company

Immediate Past Chair: Aleka Garcia, CMP-HC, CMM
Johnson & Johnson Vision

Michelle Allgeier, CMP, CAE, CMM
Financial Services Institute

Christine Faiman, CMP
Marriott International

Sathyya Darshan Chinni, CMP
Eventures

Deanna Griffith-House, CMP, PMP, CAE, CMM, Financial Services Institute

Cornelia Horner, CMP
American Land Title Association

WeeMin Ong, CMP, GEM
Marina Bay Sands

Jessica McLane Gann
Inteleos

Tim Glanzer, CMP
Elevated Event Solutions

Tyra Warner, CMP, PhD, JD
College of Coastal Georgia

Leslie Jones, CMP, CAE
American Occupational Therapy Association, Inc.

Robert Webb, CMP, MBA
ASCD

Steve Lorenz, CMP, HMCC
Takeda
Resources for the events industry related to coronavirus

Materials aggregated to educate and inform.

Learn more

https://eventsCouncil.org/coronavirus
Poll:

When do you plan to sit the CMP exam?

• May 2020
• August 2020
• November 2020
• January 2021
• More than a year from now
• I'm already a CMP
• unsure
Poll:

Where are you on your CMP journey?

• Fact Finding. Just starting to research.
• I've created an account at EventsCouncil.org
• I've submitted my initial application.
• I've scheduled my exam.
• I've taken the exam and am preparing for a retake.
• I'm already a CMP!
prometric testing center update
May Testing Window Update
As of 9 April 2020

• Prometric closed US and Canada based testing centres on 17 March
• Centers are scheduled to re-open on 16 April

EIC Staff can help you at certification@eventscouncil.org or +1 202 367 1190
# Candidate Safety Measures at Centres

<table>
<thead>
<tr>
<th>Candidate Safety</th>
<th>Candidates will be permitted to use medical masks and gloves while they are testing. Please note these items will be subject to visual inspection upon entry to the test center.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Center Cleanliness</td>
<td>Prometric has fully reviewed all test center operations and continue to reinforce expected actions at all test centers around the world that will mitigate the risk of spread of the virus at these locations. These procedures include regularly cleaning high-touch surfaces (ex. test station keyboard keys, mouse, biometric touch chip device) and providing disposable wipes so that common surfaces can be wiped.</td>
</tr>
<tr>
<td>Reschedule Fee Waivers</td>
<td>Prometric is also extending a liberal rescheduling policy due to COVID-19 for the May 2020 CMP exam window. Any candidate scheduled for the May exam can also proactively reschedule for the end of the May window or move their test to the August 2020 window <strong>without paying the $75 reschedule fee</strong> through Prometric’s online system.</td>
</tr>
</tbody>
</table>

EIC Staff can help you at certification@eventscouncil.org or +1 202 367 1190
preparing for the exam
1. create an online account
   www.eventscouncil.org

2. review CMP resources
   • CMP Handbook
   • CMP-IS (CMP International Standards)

3. track education
   Document 25 clock hours of continuing education (use a Preferred Provider for pre-accepted CE) activities or complete an industry-specific internship.

4. submit your CMP application
   Submit resume, education, and work experience.

5. prepare for the exam
   Access recommended readings available on the Events Industry Council website.

6. pay the exam fee
   Online through your Events Industry Council account

7. take the exam
   Within a year of your application approval

8. congratulations!

9. recertify every five years
### Eligibility Requirements

<table>
<thead>
<tr>
<th>Experience</th>
<th>Option 1: 36 months of professional experience in the event management industry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Option 2: 24 months with an industry-related degree</td>
</tr>
<tr>
<td>Education</td>
<td>Option 1: 25 clock hours of industry-related activities</td>
</tr>
<tr>
<td></td>
<td>Option 2: Industry internship</td>
</tr>
</tbody>
</table>
submitting the CMP application

- log-in to your secure CMP account
- pay US$250 CMP application fee
- application undergoes 3-5 week review process
- one year window to sit for exam (example: 12 July, 2020 – 12 July, 2021)
registering for your exam

1. receive approval of CMP application
2. pay the US $475 exam fee through your account at EventsCouncil.org
3. schedule your exam through Prometric first-come first-serve basis
   exam seat availability is based upon site availability
exam preparation

Understand the exam

Develop a plan for study

Organize a study space and schedule a regular appointment to study

Identify the gaps

Take official CMP Practice exams

Two practice exams available

20 question and 40 question exams

Exam questions appeared in previous CMP exams

72 hour access from time of purchase
study resources

required

recommended
EIC Knowledge Hub
Comprehensive CMP-IS Bundles

22 CE Bundle
• Includes 3 free bonus hours of CE for 25 CE total
• $440 → $340 Discounted price

9 CE Bundle
• Includes 1 free bonus hour of CE for 10 CE total
• $180 → $120 Discounted price

EIC offers additional bundles focused on Sustainability, Healthcare and past Conclaves

Visit EventsCouncil.org/KnowledgeHub
CMP International Standards

**DOMAIN A: STRATEGIC PLANNING**

This domain outlines the knowledge and skills needed to manage a strategic plan for a meeting or event, develop a sustainability plan for an event and develop a business continuity or long-term viability plan for a meeting or event. This domain sets the direction for all decisions about event management.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Strategic Planning</td>
<td>10%</td>
</tr>
<tr>
<td>B. Project Management</td>
<td>6%</td>
</tr>
<tr>
<td>C. Risk Management</td>
<td>5%</td>
</tr>
<tr>
<td>D. Financial Management</td>
<td>11%</td>
</tr>
<tr>
<td>E. Human Resources</td>
<td>4%</td>
</tr>
<tr>
<td>F. Stakeholder Management</td>
<td>4%</td>
</tr>
<tr>
<td>G. Meeting or Event Design</td>
<td>34%</td>
</tr>
<tr>
<td>H. Site Management</td>
<td>14%</td>
</tr>
<tr>
<td>I. Marketing</td>
<td>12%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
taking the exam
upcoming CMP and CMP-HC exam dates

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-31 May, 2020</td>
</tr>
<tr>
<td>1-31 August, 2020</td>
</tr>
<tr>
<td>1-30 November 2020</td>
</tr>
<tr>
<td>1-31 January 2021</td>
</tr>
</tbody>
</table>
check-in process

1. Arrive at test center
2. Present valid government-issued identification that matches the name on your registration
3. Assigned locker and key
4. Security check-in
5. Testing center administrator explains rules of the testing center
6. Dry erase board issued
7. Begin exam
proper identification

- valid driver’s license
- valid government-issued ID card
- valid passport
- U.S. military ID card

*make sure that the name on your ID matches your first and last name in your CMP account*
check-in process (continued)

• Lockers
  - You will be provided with a locker so that you may secure any personal belonging(s).
  • Examples:
    - Purse
    - Cell Phone
    - Exam notes/study materials

• Security Check-in
  - Photo capture
  - Brief body scan
in the testing room

<table>
<thead>
<tr>
<th>prohibited items</th>
<th>provided items</th>
</tr>
</thead>
<tbody>
<tr>
<td>• food</td>
<td>• onscreen calculator</td>
</tr>
<tr>
<td>• water</td>
<td>• dry erase board</td>
</tr>
<tr>
<td>• notes of any kind</td>
<td>• dry erase markers</td>
</tr>
<tr>
<td>• electronic devices</td>
<td></td>
</tr>
<tr>
<td>• personal headphones</td>
<td></td>
</tr>
</tbody>
</table>
breaks

• unscheduled breaks are permissible
  - no additional time provided
  - raise hand to request break
  - fingerprint scan will be required upon re-entry into the exam room

• Use of cell phones and other electronic devices are not permitted during unscheduled breaks.

• Accessing study materials or discussing the exam is prohibited during the exam.

• You are not allowed to leave the immediate vicinity of the testing center or restrooms while the exam is in session.
unexpected circumstances impacting your exam

- A Candidate Care representative from Prometric will contact you by phone if one of the following disruptions occurs and you are unable to complete your exam during your schedule appointment:
  - Inclement weather (snow, flash flood, etc.)
  - Natural disaster (hurricane, tornado, earthquake, etc.)
  - Fire
  - Significant noise problem
exam composition

non-disclosure agreement 5 minutes + tutorial 15 minutes + exam 210 minutes (3.5 hours) + survey 10 minutes = complete time 240 minutes (4 hours)

computer based

165 multiple choice questions

each question has 4 choices
non-disclosure agreement (NDA)

- Contents of the CMP exam are the property of Events Industry Council and its contents are copyrighted under the laws of the United States.

- Copying, reproducing, or distributing the contents of the exam in any form is unlawful.

- Revealing the contents of the questions on the exam is strictly prohibited.

- Using any prohibited aids in connection with the exam, attempting to give or receive assistance, or otherwise communicate in any form with another person or entity about the exam during the exam is strictly prohibited.
exam functionality
exam results

Congratulations! You have achieved a passing score on the Certified Meeting Professional examination and are now CMP certified!

You will receive a Certified Meeting Professional certificate documenting your accomplishments from the Events Industry Council within 30 days. Included in this package will be information on retaining your CMP designation as well as the CMP Program Policies.
exam results - unsuccessful

<table>
<thead>
<tr>
<th></th>
<th>Subject</th>
<th>Level of Minimum Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Financial Management</td>
<td>At or above the level of minimum acceptance</td>
</tr>
<tr>
<td>2</td>
<td>Human Resources</td>
<td>Below the level of minimum acceptance</td>
</tr>
<tr>
<td>3</td>
<td>Marketing</td>
<td>Below the level of minimum acceptance</td>
</tr>
<tr>
<td>4</td>
<td>Meeting or Event Design</td>
<td>Below the level of minimum acceptance</td>
</tr>
<tr>
<td>5</td>
<td>Project Management</td>
<td>Below the level of minimum acceptance</td>
</tr>
<tr>
<td>6</td>
<td>Risk Management</td>
<td>Below the level of minimum acceptance</td>
</tr>
<tr>
<td>7</td>
<td>Site Management</td>
<td>Below the level of minimum acceptance</td>
</tr>
<tr>
<td>8</td>
<td>Stakeholder Management</td>
<td>At or above the level of minimum acceptance</td>
</tr>
<tr>
<td>9</td>
<td>Strategic Planning</td>
<td>Below the level of minimum acceptance</td>
</tr>
</tbody>
</table>
maintaining your CMP
Make sure your profile is updated at myaccount.events-council.org.
CMP renewal

25.00 Hours of CE

OR

15.00 Hours of CE + 3 Industry-Support Activities

+ 3 Years of Industry Experience + CMP Renewal

Use your online profile to keep track of your CEs as you earn them.
Obtaining your Continuing Education Hour

- Email address for your registration needs to match the email on your EIC portal account
- CE will be granted upon completion of the post-course survey that will be sent within the next week to all attendees.
EIC Certification Team

Chris Peck
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- Managing Director
- Contact for sponsorships and partnerships; media
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- Certification Manager
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- Certification Associate
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Derrick Williams
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- Education Coordinator
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