



CMP BOOT CAMP

May 17-18 and June 21, 2008

Take your career to the next level. Become a CMP, MPIOC will help you reach your goal.

What is MPI Orange County doing to help you?

The MPI Orange County "CMP Boot Camp" is another value-added benefit to assist its members in preparing for the CMP examination.

The CMP Boot Camp is a three-day intensive review course developed and taught by current CMPs that will assist you in refreshing old concepts and getting ready to pass the exam.

The program is a combination of lecture, self-study and interaction. The following is a sample of the agenda:

Day One (May 17, 2008)

Overview of the first half of the Convention Industry Council Manual (current edition and updates) as well as the corresponding chapters of the Professional Meeting Management manual (current edition) and CIC International manual.

Day Two (May 18, 2008)

Review of Day One; overview of the second half of the same textbooks.

Day Three (June 21, 2008)

Full-length mock exam

Interactive game-show style review

An open forum for questions about the exam topics.

IMPORTANT DATES

Wednesday, April 9, 2008

CMP Application Deadline to Convention Industry Council - \$225.00 fee

Friday, May 2, 2008

Boot Camp fee due to MPIOC - \$150.00 member or \$200.00 nonmember* (early bird rate)

After this date (\$175.00/\$225.00)

Wednesday, June 11, 2008

Exam Fee Deadline to Convention Industry Council - \$450.00

Saturday & Sunday, May 17-18, 2008

8:00am – 5:00pm (*lunch provided*)

Saturday, June 21, 2008

Review Course & Mock Exam

Saturday, August 9, 2008

CMP Exam

THE CMP PROCESS

CMP Steps

1. Qualify
2. Obtain the CMP Candidate Handbook and complete the application
3. Submit application and wait for approval
4. Register for Exam
5. Study/prepare
6. Site for the exam
7. Re-certify every five years

Step 1: Qualify

- 3+ years work experience in meeting management
- Responsibility and accountability for the successful completion of meetings
- Unemployed individuals may apply within 12 months of unemployed status

Step 2: Order & Complete the Application

- Download through CIC website (www.conventionindustry.org/cmp)
- Copy the application and make a draft
- Submit to CIC
 - Completed original application
 - Required documentation
 - Application fee
- Wait for approval

Application Points System (a minimum of 90 points is required)

- Experience: maximum points – 35
- Management responsibility – 50
- Education/continuing education – 25
- Membership – 10
- Professional contributions in meeting management - 30

Step 3: Application Submission & Approval (Eligibility)

- Application goes to the CIC Board of Directors for approval
- Candidates have 2 years from the time of approval to take and pass the exam
- Application fee valid for 2 years

Step 4: Register for Exam

Step 5: Study and Prepare

- Blueprint available at CIC website (www.conventionindustry.com/cmp/candidates.htm)
- CIC Manual, 8th Edition
- CIC International Manual, 1st Edition
- Professional Meeting Management
- APEX Industry Glossary

THE CMP PROCESS - continued

What to Study?

- 5 topic areas called “Domains”
 - Strategic Planning Process
 - Financial and Contract Management
 - Facilities and Services
 - Logistics
 - Program Planning
- Exam questions are written to assess candidates’ knowledge in these particular areas
- Blueprint & Study Texts Cross Reference Guide

Ways to Prepare

- Self Study
- CMP Boot Camp by MPIOC
 - May 17-28, 2008 (8:00am – 5:00pm each day)
- Review & Mock Exam by MPIOC
 - June 21, 2008 (8:00am – 5:00pm)