



PD Point GuideLines



Category 1: National Conference

Encourages attendance at PD Sessions.

- Capped at 30 points

(attendees must attend 80% of sessions to receive full PD points)

Category 2: PD Session Professional Skills Development

Perhaps more of a workshop style whereby delegates have to think and practice learning during the session and then use it after session. Example: GST seminar, negotiation skills where there is role playing; budget setting etc.

- 3 credit points per hour

Category 3: Panel Session

Delivery is more passive. Could be considered 'info-tainment'. Example: Olympics briefing, globalisation seminar etc.

- 2 credit points per hour

Category 4: Site visits

To venues or other opportunities to experience new products, product updates and participation in special interest groups to update knowledge base.

- 1 credit point per hour

Category 5: Networking

Share ideas and experiences, contact venues/suppliers, business opportunities and business to business alliances.

- No credit points

Category 6: Residential Program

In context of application for AMM and AFMEA (formerly AMIAA), 3 years continuous employment in the industry and satisfying at least two additional criteria on the application form is required (see application form).

- Capped at 60 points

Category 7: Non MEA Courses

Approval of course content from National Office and/or Admissions Board

- 1 credit point per hour as per current criteria

Category 8: Tertiary Study

- 10 points for any Bachelor degree undertaken at any stage
- 15 points for any Bachelor degree directly relevant to Meetings or Event Management – or at least majoring in these subjects within a Tourism/Hospitality degree
- An additional 5 points for a Masters/PHD/Honours studied at any stage
- 5 points for a TAFE Certificate in a subject directly relevant to Meetings or Event Management – or at least majoring in these subjects within a Tourism/Hospitality course taken at any stage
- 10 points for a TAFE Diploma/Advanced Diploma directly relevant to Meetings or Event Management – or at least majoring in these subjects within a Tourism/Hospitality course taken at any stage
- Maximum of 20 points

Category 9: Industry Curriculum Development

MEA Courses/PD Sessions (including National Conference), or Courses/PD Sessions approved by MEA, including those delivered by Universities, TAFEs and Registered Training Organisations, that are Meetings Industry related and for which you have personally developed a curriculum in the three years immediately prior to the application.

- 2 credit points per hour of preparation

Other Courses/PD Sessions that are Meetings Industry related, and for which you have personally developed a curriculum in the three years immediately prior to the application.

- 1 credit point per hour of preparation

Category 10: PD Delivery

MEA Courses/PD Sessions (including National Conference), or Courses/PD Sessions approved by MEA, including courses at Universities, TAFEs and Registered Training Organisations that are Meetings Industry related and that you have personally delivered in the three years immediately prior to the application.

- 10 credit points per presentation of 2 hour+ duration (capped at 20 points per day). Presenter to collect maximum points for initial presentation and 2 credit points per hour of delivery for repeat presentations

Other non-MEA Courses/PD Sessions that are Meetings Industry related, and that you have personally delivered in the three years immediately prior to the application.

- 5 credit points per presentation of 2 hour+ duration (capped at 10 points per day). Presenter to collect maximum points for initial presentation and 1 credit point per hour of delivery for repeat presentations

Category 11: Committee/Board membership

MEA Committee/Board Membership (including Sub-Committees)

- 5 credit points for each 12 months of service, for up to 3 Committees. Maximum 15 credit points

Active participation in any MEA Conference Committees

- 2 credit points

Active participation as Chair of a Special Interest Group Meeting

- 1 additional credit point per meeting

Active participation or involvement in a relevant professional or industry association other than MEA

- 2 credit points for each 12 months service, for up to 3 Committees. Maximum 6 credit points

Category 12: Professional Reading Program

A synopsis of a minimum of 200 words for articles, papers, books, tapes etc, in which the content is directed to the meetings industry. The synopsis must demonstrate familiarity with the text and must provide a degree of critique of the article, paper, book or tape. Publications must be dated within the three year period immediately preceding application.

- 4 credit points per title. Maximum 20 credit points

Category 13: MEA Mentor Program participation

- 10 credit points for participation as a Mentor
- 4 credit points for participation as a Mentee

Participants must participate in the full program from training to graduation.

Category 14: MEA Awards Program

Participation as a Judge in the MEA Awards Program

- 5 credit points

For more detailed information on each of these categories contact the MEA National Office (02) 9929 5400.