



I have provided evidence of at least 80 Professional Development points.
Yes No

These points have been accumulated in the following ways:
(It is not necessary to have points in every section.)

Industry Education/Professional Development Undertaken
State the number of points you are claiming towards accreditation from Section A.

Industry Education/Professional Development Developed
State the number of points you are claiming towards accreditation from Section B.

Industry Education/Professional Development Delivered
State the number of points you are claiming towards accreditation from Section C.

Active Participation in MEA and/or a relevant professional or industry Association.
State the number of points you are claiming towards accreditation from Section D.

Reading/Study Programs
State the number of points you are claiming towards accreditation from Section E.

TOTAL (minimum 80)

- I have attached the non-refundable payment of AUD\$260(incl GST) for the processing of my application.
Yes No
- I have signed the Application Form Declaration.

Application Form Declaration

I hereby apply for AMM Re-Accreditation by Meetings & Events Australia. I declare that the information provided by me is accurate and true and that I am of good standing.

Signature _____ **Date:** _____



Section A - Industry Education/Professional Development Undertaken

Only Professional Development (PD) that is meetings industry specific and has been completed by you in the three years immediately preceding this application can be claimed. This PD need not have been wholly provided by MEA, but may have been undertaken through other providers.

Complete the table below, using the following Guidelines for PD Values. List the date of the course, its title, the name of the provider, the number of contact hours and the amount of points being claimed. Only face to face hours, not time allowed for meal breaks or social segments of the program can be claimed.

Unless it is a MEA Course, you must provide documentary evidence of your attendance. Such evidence may be in the form of receipts, attendance records, certificates of attendance, etc.

If there is insufficient space, photocopy this page and attach.

GUIDELINES FOR PD VALUES

• MEA PD skills development sessions involving active involvement eg workshop	3 points per hour
• MEA Panel session attendance	2 points per hour
• <u>MEA</u> organised site visits or product launches and participation in Special Interest Groups (SIGs)	1 point per hour
• Any Bachelor degree taken at any stage. Can only be claimed once and not on renewal application.	10 points
• Bachelor degree majoring in Meetings or Events Management. Can only be claimed once and not on renewal application.	15 points
• Masters/Phd/Honours studied at any stage. Can only be claimed once and not on renewal application.	Additional 5 points
• Certificate III or IV in Venues and Events • Certificate III or IV in Live Production, Theatre and Events • Certificate III in Events	5 points
• Diploma or Advanced Diploma in Venues and Events • Diploma or Advanced Diploma in Live Production, Theatre and Events • Diploma or Advanced Diploma in Events • Advanced Diploma of Stage Management	10 points <i>(maximum of 20 points)</i>
• Other Courses/PD Sessions, (non-MEA) <i>that are Meetings & Events Industry related</i> and that you have personally undertaken in the three years immediately prior to the application. A maximum of 50% of points in this section can be claimed for in-house training – and that in-house training <u>must</u> be supported by documentary evidence of the structure and content, number of contact hours, and training delivery and assessment.	1 point per hour

Date	Title of Course	Provider	Contact Name and Number	Hours	Points

Total Points Section A

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Section B - Industry Education Developed

Only Professional Development (PD) that is meetings industry specific and has been developed by you in the three years immediately preceding this application can be claimed. This PD need not have been wholly provided by MEA, but may have been developed through other providers.

Complete the table below, using the following Guidelines for PD Values. List the date of the course, its title, the name of the provider, the number of preparation hours and the amount of points being claimed. Only time for preparation of the material can be claimed.

Unless it is a MEA Course, you must provide documentary evidence of the development of an actual course. Such evidence may be in the form of Invoices for Payment, Material promoting the course, copies of Learning Outcomes and Assessment Methods.

If there is insufficient space, photocopy this page and attach.

GUIDELINES FOR PD VALUES

<input type="checkbox"/> 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 & Events Industry related and for which you have personally DEVELOPED a curriculum in the three years immediately prior to the application.	2 points per hour of preparation
<input type="checkbox"/> Other Courses/PD Sessions that are Meetings & Events Industry related, and for which you have personally DEVELOPED a curriculum in the three years immediately prior to the application.	1 point per hour of preparation

Date	Title of Course	Provider	Contact Name and Number	Hours	Points

Total Points Section B



Section C - Industry Education Delivered

Only Professional Development (PD) that is meetings industry specific and has been delivered by you in the three years immediately preceding this application can be claimed. This PD need not have been wholly provided by MEA, but may have been delivered through other providers.

Complete the table below, using the following Guidelines for PD Values. List the date of the course, its title, the name of the provider, the number of delivery hours and the amount of points being claimed. Only time for delivery of the material can be claimed.

Unless it is a MEA Course, you must provide documentary evidence of the development of an actual course. Such evidence may be in the form of Invoices for Payment, Material promoting the course, copies of Learning Outcomes and Assessment Methods.

If there is insufficient space, photocopy this page and attach.

GUIDELINES FOR PD VALUES

<input type="checkbox"/> 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 which you have personally DELIVERED in the three years immediately prior to the application	2 points per hour of delivery
<input type="checkbox"/> Other Courses/PD Sessions that are Meetings & Events Industry related, and which you have personally DELIVERED in the three years immediately prior to the application	1 point per hour of delivery

Date	Title of Course	Provider	Contact Name and Number	Hours	Points

Total Points Section C



Section D - Active participation in MEA, and/or Active participation in a relevant professional or industry Association, other than MEA.

This participation is expected to be greater than simply being a member of a professional body. It should demonstrate active membership through committee involvement or any other such activity which is relevant to the Meetings Industry.

Your involvement must have occurred within the three year period immediately preceding this application.

GUIDELINES FOR VALUES

<ul style="list-style-type: none"> • MEA Committee/Board Membership (including Sub-Committees) 	5 points for each 12 months of service, for up to 3 Committees. Maximum 15 points
<ul style="list-style-type: none"> • Active participation in MEA through - assessing/creating education/conference programs; judging panels; policy issues, etc 	1 point per hour Maximum 10 points
<ul style="list-style-type: none"> • Active participation or involvement in a relevant professional or industry association other than MEA 	2 points for each 12 months service, for up to 3 Committees. Maximum 6 points
<ul style="list-style-type: none"> • Active participation as Chair of a Special Interest Group Meeting 	1 additional point per meeting

In the table provided, detail your involvement. For non-MEA involvement, you must provide evidence such as a confirmation letter from the association, attendance records, annual report or other such records.

Date	Name of Committee/Professional Organisation etc.	Branch	Description of involvement	Points

Total Points Section D

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Section E – Reading Program

Professional reading program.

A synopsis, of a minimum of 200 words, must be provided for articles, papers, books, tapes etc, in which the content is directed to the meetings industry. The synopses must demonstrate familiarity with the text and must provide a degree of critique of the article, paper, book or tape. Paraphrasing of the article, paper, book or recording will not be accepted.

These synopses must be typed and attached to the application form. Complete the table below showing the name of the article, paper, book or tape, the author and its publication date which must be within the three year period immediately preceding this application.

Point Values: 4 points per title. (Maximum 20 points)

Title	Author	Publication Date

Total Points Section E