



**AMM RE-ACCREDITATION  
APPLICATION COVER SHEET**

**PERSONAL INFORMATION**

Family Name:
Given Names:
Address for Correspondence:
Phone: <span style="margin-left: 150px;">Fax:</span> <span style="margin-left: 150px;">Email:</span>

**APPLICATION CHECKLIST**

- I am currently a member of the Meetings & Events Australia (or an employee of a member)?*** Yes  No

The name and address of the MEA member is:

.....

.....

.....

- I have attached either a current Curriculum Vitae or a job history which includes evidence of employment in the meetings industry (employment date, job function title, employer's name and a brief summary of duties performed, description of business if self-employed) for the last three years.*** Yes  No
- I have provided the contact details of two Referees*** Yes  No

**Referees – one Client and one Supplier  
(covering professional activities during the period since initial accreditation)**

Name	Company & Address	Phone /Fax Numbers & Email Address

(Continued over)

- ***I have provided evidence of at least 60 Professional Development points.***  
Yes  No

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

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<b>Industry Education/Professional Development Undertaken</b>	<input style="width: 50px; height: 30px;" type="text"/>
State the number of points you are claiming towards accreditation from Section A.	
<b>Industry Education/Professional Development Developed</b>	<input style="width: 50px; height: 30px;" type="text"/>
State the number of points you are claiming towards accreditation from Section B.	
<b>Industry Education/Professional Development Delivered</b>	<input style="width: 50px; height: 30px;" type="text"/>
State the number of points you are claiming towards accreditation from Section C.	
<b>Active Participation in MEA and/or a relevant professional or industry Association.</b>	<input style="width: 50px; height: 30px;" type="text"/>
State the number of points you are claiming towards accreditation from Section D.	
<b>Reading/Study Programs</b>	<input style="width: 50px; height: 30px;" type="text"/>
State the number of points you are claiming towards accreditation from section E.	
<b>TOTAL (minimum 60)</b>	<input style="width: 50px; height: 30px;" type="text"/>

- ***I have attached the non-refundable payment of AUD\$250 (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.
- MEA site visits or product launches and participation in Special Interest Groups (SIGs) = 1 point per hour.
- Any Bachelor degree taken at any stage = 10 points
- Bachelor degree directly relevant to Meetings or Events Management = 15 points
- An additional 5 points for Masters/Phd/Honors studied at any stage.
- TAFE certificate in a subject directly relevant to Meetings or Events Management = 5 points
- TAFE Diploma/Advanced Diploma directly relevant to Meetings or Event Management taken at any stage = 10 points (*maximum of 20 points*)
- Other Courses/PD Sessions, (non-MEA) *that are Meetings Industry related* and that you have personally **undertaken** in the three years immediately prior to the application = 1 Credit Point per hour.

Date	Title of Course	Provider	Contact Name and Number	Hours	Points

**Total Points Section A**

## 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 Course Outlines/Curriculum.

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

### GUIDELINES FOR PD VALUES

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.

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 Course Outlines/Curriculum.

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

### GUIDELINES FOR PD VALUES

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

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.**

**MEA Committee/Board Membership = 10 points, for each 12 months of service, 3 points for less than 12 months of service.**

**Non-MEA Committee/Board Membership = 5 points for each 12 months of service, 1.5 points for less than 12 months of service.**

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**

## Section E – Reading Program.

### Professional reading program.

A synopsis, of a minimum of 200 words, must be provided for at least **five** 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 tape 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: 5 titles = 20 points.**

Title	Author	Publication Date

**Total Points Section E**