



# MEETINGS & EVENTS AUSTRALIA



## AMM ACCREDITATION APPLICATION COVER SHEET

Return to  
MEA National Office  
Suites 5 & 6  
Level 1, 1 McLaren Street  
North Sydney NSW 2060

### PERSONAL INFORMATION

Family Name:		
Given Names:		
Address for Correspondence:		
Phone:	Fax:	Email:

### APPLICATION CHECKLIST

- I am currently a member of Meetings & Events Australia (includes employees of members)  
Yes  No

The name and address of the MEA member is:

.....

.....

- I have attached a Curriculum Vitae or a job history which includes evidence of employment in the management of meetings or conferences (letters from employers, Statement of Duties, description of business if self-employed etc) for at least three of the last four years.  
Yes  No
- I have provided the contact details of four Referees Yes  No

Referees – 2 External Suppliers and 2 Internal/External Clients - to be contacted by MEA.

Name	Company & Address	Phone/ Fax Numbers and Email Address



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

These points have been accumulated in the following ways:

*NB: It is compulsory to have at least 30 points in Section A. It is advisable to claim in excess of 60 PD points.*

**SECTION A: (This section is compulsory.) Minimum 30 points.**  
**Professional Development/Industry Education Undertaken**  
 State the number of points you are claiming towards accreditation from Section A.

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

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

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

**SECTION E:**  
**Reading/Study Programs**  
 State the number of points you are claiming towards accreditation from section E.

**TOTAL (minimum 60)**

## I have requested either an Assessment Task, or Recognition of Prior Learning.

### Assessment Task

If you have a minimum of 3 out of the last 4 years immediately prior to this Application, but less than 10 years, employment as a Meetings/Conference Manager, then you will be required to complete an Assessment Task. (see Application Information Document, Section 7)

Please tick the box if you are seeking an Assessment Task

**OR**

### Recognition of Prior Learning (R.P.L.)

If you have a minimum of 10 years experience as a Meetings/Conference Manager, with at least five of those years immediately prior to the Application, then you need to provide evidence of your experience, and attend an interview where your experience will be assessed.

Please tick the box if you are seeking Recognition of Prior Learning



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- I have attached the non-refundable payment of AUD\$330(including GST) for the processing of my application. Yes  No
- I have signed the Application Form Declaration. Yes  No

### **Application Form Declaration**

I hereby apply for AMM 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

Professional Development/Industry Education Undertaken
(This section is compulsory, and requires a minimum of 30 points.)

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.

You must provide documentary evidence of your attendance at the course. 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

Table with 2 columns: Activity and Points. Rows include MEA PD skills development sessions (3 points per hour), MEA Panel session attendance (2 points per hour), MEA site visits (1 point per hour), Bachelor degree (10-15 points), Masters/Phd/Honors (Additional 5 points), TAFE certificate (5 points), TAFE Diploma (10 points), and Other Courses/PD Sessions (1 point per hour).

Table with 6 columns: Date, Title of Course, Provider, Contact Name & No., Hours, Points. Multiple empty rows for data entry.

Total Points Section A
Minimum 30 points

Grey rectangular box for total points entry.



SECTION B
Professional Development/Industry Education Developed

Only Professional Development (PD) that is meetings industry specific and has been developed in the three years immediately preceding this application can be claimed.

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.

You must provide documentary evidence of the development of an actual course or part thereof. Such evidence may be in the form of copies of Course Outlines/Curriculum, Invoices for Payment, Material promoting the course etc.

GUIDELINES FOR PD VALUES

Table with 2 columns: Guidelines and Points. Row 1: MEA Courses/PD Sessions... 2 points per hour. Row 2: Other Courses/PD Sessions... 1 point per hour.

Table with 6 columns: Date, Title of Course, Provider, Contact Name and Number, Hours, Points. Multiple empty rows for data entry.

Total Points Section B [Grey box for total points]



SECTION C
Professional Development/Industry Education Delivered

Only Professional Development (PD) that is meetings industry specific and that you have delivered in the three years immediately preceding this application can be claimed.

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.

You must provide documentary evidence of the delivery 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

Table with 2 columns: Description of course type and Points per hour of delivery. Includes categories for MEA approved courses and other industry-related courses.

Main table for recording course details with columns: Date, Title of Course, Provider, Contact Name & No., Hours, Points.

Total Points Section C [Grey box for total points]



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## 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

• MEA Committee/Board Membership (including Sub-Committees)	5 points for each 12 months of service, for up to 3 Committees. <i>Maximum 15 points.</i>
• 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. <i>Maximum 6 points</i>
• 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**



**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 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: 4 Points per title. (Maximum 20 Points)**

Title	Author	Publication Date

**Total Points Section E**