



MEETINGS & EVENTS AUSTRALIA



AFMEA (Associate-Fellow of MEA) APPLICATION COVER SHEET

Return to
MEA National Office
Level 1, Suites 5 & 6
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 the Meetings & Events Australia (this includes employees of members)

Yes No

The name and address of the MEA member is:

.....

.....

I have attached either a 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 etc) for the last three years.

I have provided the contact details of two referees Yes No

Referees – one Client and one Supplier. They will be contacted by MEA directly.

Name	Company & Address	Phone / Fax Numbers & Email Address

I have provided evidence of at least 100 Professional Development points.

Yes No

These points have been accumulated in the following ways:

(NB: It is compulsory to have points in Section A and B. It is advisable to claim in excess of 100 PD points)

Industry Employment (maximum 20 points)

State the number of points you are claiming for Industry Employment from Section A
(This section is compulsory)

Organisational Experience (maximum 20 points)

State the number of points you are claiming for Organisational Experience from Section A

Professional Development/Industry Education Undertaken (minimum 20 points)

State the number of points you are claiming from Section B.
(This section is compulsory)

Professional Development/Industry Education Developed

State the number of points you are claiming from Section C.

Professional Development/Industry Education Delivered

State the number of points you are claiming from Section D.

Active Participation in MEA and/or a relevant professional or industry Association.

State the number of points you are claiming from Section E.

Reading/Study Programs

State the number of points you are claiming from section F.

TOTAL (minimum 100)

I have attached the non-refundable payment of AUD\$160.00 (including GST) for the processing of my application.

Yes No

I have signed the Application Form Declaration.

Application Form Declaration

I hereby apply for AFMEA of 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 Employment/Organisational Experience
(This section is compulsory)**

AFMEA is only open to members of Meetings & Events Australia who;

- can provide evidence that, in the three years immediately prior to the application, they have been employed in the Meetings Industry, and,
- for at least 12 months of that time, they have been in a position of responsibility, such as;
 - the management of Meetings, Incentives, Conferences, Exhibitions, and/or Events,
 - the management and/or operation of venues, sales, audio-visual production, travel, and/or any other aspect of the meetings industry.

If you are unable to meet the criteria of MEA membership or Meetings Industry employment do not proceed with your application.

A. 1. Industry Employment: Please attach a Curriculum Vitae or job history which provides evidence of employment in the Meetings Industry.

State the total number of years employed in the meetings industry.

2 Points are awarded for every year of full-time employment in the industry, with a maximum of 20 points.

State the total number of Professional Development points claimed for Industry Employment. (maximum 20 points)

A. 2. Organisational/Operational Experience: Provide evidence (letters from employer, testimonials, copies of contracts, and other documentation) of events which you have either organised or contributed to in a major organisational way during the 12 months immediately prior to the application.

This contribution could be in;

- ⇒ the management of Meetings, Incentives, Conferences, Exhibitions, and/or Events,
- ⇒ the management and/or operation of Venues, Sales, Audio-Visual Production, Travel, and/or any other aspect of the Meetings Industry.

Each appropriate event is worth 5 points, with a maximum of 20 points allowable.

DATES	EVENT	LOCATION	YOUR ROLE	EVIDENCE PROVIDED
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

State the total number of Professional Development points claimed for Organisational/Operational Experience. (maximum 20 points)

Transfer the total number of Professional Development points to Section A of the Application Cover Sheet.

**TOTAL SECTION A
(Maximum allowable for Section A = 40)**

**SECTION B - Professional Development/Industry Education
Undertaken (This section is compulsory, minimum 20 points)**

Only Professional Development (PD) that is meetings industry specific and has been completed 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.

Please note that you are unable to claim points from trade shows as hosted buyer unless you provide evidence that you attended and educational seminar.

Only 25% of your points claimed can be claimed through internal training and a course outline must be provided.

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.

In your supporting documents please include objectives, summary of course outline, length of the course, specify who the presenter was and whether you were deemed competent on completion, attendance records, certificates of attendance, receipts 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.	5 points
TAFE certificate in a subject directly relevant to Meetings or Events Management	10 points (maximum of 20 points)
TAFE Diploma/Advanced Diploma directly relevant to Meetings or Event Management taken at any stage	1 Credit Point per hour
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	

Date	Title of Course	Provider	Contact Name and Number	Hours	Points

Total Points Section B(Minimum 20 Points)

SECTION C – 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. 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.

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.

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 - 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. 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.

You must provide documentary evidence of the delivery of an actual course or part thereof. 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 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 = 2 Credit points per hour of delivery.

Other Courses/PD Sessions that are Meetings Industry related, and that you have personally delivered in the three years immediately prior to the application = 1 Credit Point per hour of delivery.

In your supporting documents please include objectives, summary of course outline, length of the course, specify who the presenter was and whether you were deemed competent on completion.

Date	Title of Course	Provider	Contact Name and Number	Hours	Points

Total Points Section D

SECTION E - 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.

50% of your involvement must be through MEA participation and have occurred within the three year period immediately preceding this application.

MEA Committee/Board Membership (including Sub-Committees) = 5 points for each 12 months of service, for up to 3 Committees. Maximum 15 points.

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.

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 E

SECTION F – 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 F