



## Associate-Fellow Checklist

Step	Action
1.	<b>MEA Membership</b> Be a current financial member of MEA
2.	<b>PD Points.</b> Minimum of 100 points accumulated during the three-year period immediately prior to the application. Record of accumulated points is found on Member section.
3.	<b>Employment.</b> Continuous employment in the meetings industry for at least three years, immediately prior to the application - At least 12 months during that time in a position of responsibility such as; (i) the management of Meetings, Incentives, Conferences, Exhibitions and/or Events, or (ii) the management and/or operation of venues, sales, audio-visual production, travel, and/or any other aspect of the meetings industry.
4.	<b>Determine the referees to be contacted by MEA</b> Determine the names of one client and one supplier referee, who are willing to provide a confidential reference.
5.	<b><u><a href="#">Download AFMEA Application Form here (PDF)</a></u></b>
6.	Completed paperwork returned to MEA Return the completed application form together with the application fee.
7.	Referees contacted by MEA
8.	Application sent to Admissions for consideration
9.	Applicant notified in writing of outcome
10.	<b>Endorsement by MEA Board of Directors</b>
10.	<b>Applicant notified in writing of outcome</b>