



Meetings & Events Australia

## PD Point GuideLines



### Category 1: National Conference

Encourages attendance at PD Sessions

- Capped at 30 points

(attendees must attend all sessions to receive maximum amount of points)

### Category 2: PD Session Professional Skills Development

Perhaps more of a workshop style whereby delegates have to 'think' and practice 'learning' during the session and then use it after session. Example: GST seminar, Negotiation skills where there is role playing; budget setting etc

- 3 credit points per hour

### Category 3: Panel Session

Delivery is more passive, More 'listening' and asking questions. Could be considered 'info-tainment'. Example: Olympics Briefing, globalisation seminar etc.

- 2 credit points per hour

### Category 4: Site visits

To venues or other opportunities to experience new product, product updates and participation in special interest groups to update knowledge base.

- 1 credit point per hour

### **Category 5: Networking**

Developing contacts and having drinks, good time etc.

- No credit points

### **Category 6: Residential Program**

In context of application for AMM and AFMEA (Formerly AMIAA), 3 years continuous employment in the industry and satisfying at least two additional criteria on the application form is required (see application form).

- Capped at 60 points

### **Category 7: Non MEA Courses**

Approval of course content from National Office and/or Admissions Board

- 1 credit point per hour as per current criteria

### **Category 8: Tertiary Study**

- 10 points for any Bachelor degree undertaken at any stage
- 15 points for any Bachelor degree directly relevant to Meetings or Event Management – or at least majoring in these subjects within a tourism/hospitality degree
- An additional 5 points for a masters/phd/honours studied at any stage.
- 5 points for a TAFE Certificate in a subject directly relevant to Meetings or Event Management – or at least majoring in these subjects within a tourism/hospitality course taken at any stage.
- 10 points for at TAFE Diploma / Advanced Diploma directly relevant to Meetings or Event Management – or at least majoring in these subjects within a tourism/hospitality course taken at any stage.
- Maximum of 20 points.

## Category 9: Industry Curriculum Development

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.

## Category 10: PD Delivery

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

- 10 PD points per presentation of 2 hour+ duration (capped at 20 points per day).  
*Presenter to collect maximum points for initial presentation and 2 PD points per hour of delivery for repeat presentations.*

Other non-MEA Courses/PD Sessions *that are Meetings Industry related* , and that you have personally delivered in the three years immediately prior to the application

- 5 PD points per presentation of 2 hour+ duration (capped at 10 points per day)  
*Presenter to collect maximum points for initial presentation and 1 PD point per hour of delivery for repeat presentations.*

## Category 11: Committee/Board membership

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 as Chair of a Special Interest Group Meeting

- 1 additional point per meeting.

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.

## Professional Reading Program

A synopsis of a minimum of 200 words 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. Publications must be dated within the three year period immediately preceding application.

- 4 Points per title. Maximum 20 Points

For more detailed information on each of these categories contact the MEA Accreditation Admissions office/MEA National Office on email [accred@mea.org.au](mailto:accred@mea.org.au) or phone (02) 9929 5400