

# ASSOCIATE-FELLOW MEA GUIDELINES

To achieve Associate-Fellow MEA status, applicants must have a minimum of five years in full-time employment in the events industry and has during prior three years to this application has for a minimum of 12 months operated in a position of responsibility such as;

- (i) the management of events or an event company: or
- (ii) the management and/or operation of venues, sales, audio-visual production, travel, and/or any other aspect of the events industry

The applicant is required to demonstrate that they have achieved the following points to support their application.

Initial application	120 points
Renewal	100 points

## Qualifications

MEA recognises tertiary education as set out in the table below. A maximum limit of 20 points can be attributed to the total points from tertiary study.

MEA will also recognise applicants that do not have any formal qualifications but who have demonstrated that they have been working full time in a senior management role in the event industry for a period of more than five (5) years.

Points for qualifications can only be used in the initial application unless further tertiary education, such as a Masters degree, has been completed post initial accreditation.

Applicants can combine their tertiary qualifications and five years' experience to achieve 20 points.

## Industry Contribution

MEA recognises applicant's contribution to MEA and the events industry. A maximum of 20 points can be attributed to the total points from contributing to the event industry here in Australia or globally.

## Professional Development

Applicants are required to demonstrate ongoing professional development during the three years preceding their application to demonstrate their ongoing commitment to improving their skills and keeping up to date with industry trends and concepts.

MEA recognises professional development that has been delivered by external organisations that relate to the applicant's role as an event professional.

Courses must apply to following areas of learning and development:

### • Event Management

Includes all event related courses.

A minimum of fifty 50 points (of total 120) is required in the initial application and 40 points (of total 80) for renewal.

### • Management Training

Includes courses relating to management such as strategy, negotiation, managing people, financial management and leadership courses

A maximum of twenty (20) points (of total 120) can be included in the initial application and fifteen (15) points (of the total 100) for renewal.

### • Personal Development and Wellness

Includes courses related to personal development and wellness such as branding, media training, public speaking, mindfulness courses

A maximum limit of ten (10) points (of total 120) can be included is required in the initial application and five (5) points (of the total 100) for renewal

## QUALIFICATIONS (maximum 20 points)

<b>Tertiary Study</b>	<b>Points</b>	<b>Unit</b>
General Bachelor degree	20	Degree
Relevant Bachelor degree	20	Degree
Masters / PhD/ Honours	10	Post Grad. Degree
Relevant Diploma / Advanced Diploma in Event Management	15	Course
Accredited Course - Certificate / Diploma / Advanced Diploma in Event Management	15	Course
Relevant Certificate in Event Management (Cert III or Cert IV level industry related)	10	Course
Event Essentials – Online course	5	Course
<b>Years of Experience</b>		
(minimum of five (5) years in the full-time role in the events industry)	Points	Unit
Full time management role	2	Year

## INDUSTRY CONTRIBUTION (maximum 20 points)

<b>Committee/Board Membership</b>	<b>Points</b>	<b>Unit</b>
MEA Board / Branch Committee membership	10	Year
Active participation in another industry association	2	Year
Active participation in MEA creating or assessing programs/panels/policies	1	Hour
<b>MEA Mentor Program</b>	<b>Points</b>	<b>Unit</b>
Participation as a Mentor	10	Annual program
Participation as a Mentee	5	Annual program
<b>MEA Judging</b>	<b>Points</b>	<b>Unit</b>
Participate as a judge of the MEA Awards	10	Annual program
Participate as a judge of the Young Professionals Scholarship program	5	Annual program

## PROFESSIONAL DEVELOPMENT (minimum of 80 points)

<b>Event Management (minimum of 80/60)</b>	<b>Points</b>	<b>Unit</b>
<b>Multi-Day Conferences</b>		
Evolve	30	Event
Other Event industry Conferences*	15	Event
<b>MEA Professional Development</b>		
Professional Development Session	3	Hour
Workshops	3	Hour
Webinar Professional Development	2	Hour
Essentials Online Course	11	Course
Essentials Online Unit	1	Unit
<b>Other Professional Development Programs*</b>		
Professional Development Session	1	Hour
Workshops	1	Hour
Webinar Professional Development	1	Hour
In-House Industry Study (copy of full program required)	1	Hour
<b>Industry Presentations and Updates</b>		
MEA Industry Leaders Events	2	Event
Tourism Body Updates (e.g. Tourism Australia)	1	Hour
<b>Course Content Development and Delivery</b>		
MEA PD Courses/Sessions personally developed in the 3 years immediately preceding application	5	Course/Presentation
MEA PD Presentation only supported MEA's Workshops and events as a guest speaker	1	Hour
Other PD Courses/Sessions* that are events industry related and personally been developed in the 3 years immediately preceding application	3	Course/Presentation

*\*The applicant is required to provide details of the professional development content, and if not recognised by MEA as relevant to the AFMEA recognition, the allocated points will not apply.*

<b>Management Training and Development Courses* (limit 20/10 points)</b>	<b>Points</b>	<b>Unit</b>
Face to face courses (full details of course content required)	2	Hour

*\* The applicant is required to provide details of the professional development content, and if not recognised by MEA as relevant to the AFMEA recognition, the allocated points will not apply.*

<b>Personal Development and Wellness Courses* limit of 10/5 points)</b>	<b>Points</b>	<b>Unit</b>
Face to face courses (full details of course content required)	2	Hour

*\* The applicant is required to provide details of the professional development content, and if not recognised by MEA as relevant to the AFMEA recognition, the allocated points will not apply.*

**NOTE:** The initial application requires a total of 120 points to be achieved. Applicants can allocate points from all three criteria. For both Qualifications and Industry Contribution there is a maximum limit of twenty (20) points that can be achieved. Applicants are required to achieve a minimum of eighty (80) points under the Professional Development criteria.