

**Austin CMP Study Group
Fall 2010**

Date	Material Covered	Assignment	Facilitator	F & B Sponsor
8/2/10	Orientation & Final Application Review	1) Download and complete online CIC Application, bring calculator, text books in hand, pay for course (if not paid in advance) 2) Reading Assignment: CIC 1, 2	CMP Committee Co-Chairs Lisa Gallo, CMP and Debbie Farnum, CMP	Location: Norris Conference Center
8/9/10	Strategic Planning and ROI, Accounting, Budgeting	Reading Assignment: CIC – 3, 8, 9 CIC Intl. - 7 PCMA – 3,4,6 Reading Assignment: CIC – 3, 8, 9 CIC Intl. - 7 PCMA – 3,4,6	Sherry Wagner, CMP	Location: Crowne Plaza North IH35
8/10/10 CMP Application must be received in the CIC offices with the application fee.				
8/16/10	Audiovisual Requirements & Virtual Conferencing	Reading Assignment: CIC – 23, 29 CIC Intl. - 11 PCMA – 28, 29	Brenda Whiteaker, CMP	Location: Barton Creek Country Club
8/23/10	Meeting and Convention Websites, Technology Toolbox, Computer Applications	Reading Assignment: CIC – 21, 22 PCMA – 10,13	Jeff Rasco, CMP	Location: Sheraton Austin
8/30/10	Education Goals & Objectives, Program Content, Continuing Education, Evaluation	Reading Assignment: CIC – 4, 5, 6, 7 PCMA – 2,18,19,20	Kanice Spears, CMP Kim Maka, CMP	Location: Norris Conference Center
9/6/10 LABOR DAY Holiday – NO CLASS				
9/13/10	Exhibits	Reading Assignment: CIC – 33 CIC Intl. – 14 PCMA – 17,27	Julie Walker, CMP Laura Tibbitts, CMP	Location:

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9/20/10	Support Services, Shipping and Evaluations	Reading Assignment: CIC – 13, 19, 32 CIC Intl. Appendix -H PCMA – 9, 37, 38, 45		Location: Lakeway Resort
9/27/10	Transportation, Housing & Reservations, Registration, Special Events & Entertainment	Reading Assignment: CIC – 20, 24, 25, 31 CIC Intl. - 12 PCMA – 21,25,31,32,33	Lisa Gallo, CMP June Mason, CMP	Location: Norris Conference Center
10/4/10	Marketing, Promotion & Publicity, Production of Presented Materials	Reading Assignment: CIC – 26 CIC Intl. – 6, 17 PCMA – 5	Taylor Jackson, CMP	Location: Radisson Town Lake
10/11/10	Event Specifications Guidebook, Function Rooms and Set Up, Green Meetings, Environment for Meetings	Reading Assignment: CIC – 14, 27, 28 CIC Intl. – 15, Appendix D PCMA – 15,23,30,34	Debbie Farnum, CMP	Location: TASB
10/18/10	Destination Selection, Convention Center Facilities, Facility Contracts and Insurance, Venue Selection, Accessibility, Event Insurance	Reading Assignment: CIC – 10, 11, 12, 16 CIC Intl. 3,4,8 PCMA–11,12,14,15,4 0,41,42,43		Location: TBD
10/20/10 CMP EXAM Registration must be received in the CIC Offices with exam fee.				
10/25/10	Food & Beverage, Etiquette, & Protocol	Reading Assignment: CIC – 30,34 CIC Intl – 10 CIC Appendix – C,F,G PCMA – 26	Dana Williams, CMP	Location: Texas Old Town

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11/1/10	International Meetings & Events, Independent Meeting Planners	Reading Assignment: CIC – 13 CIC Intl. – 13,16,19,20,21,22 CIC Intl. Appendix A,B,E PCMA – 7,16,22	Nancy Reeves, CMP Steven Long, CMP	Location: TBD
11/8/10	Convention Services, Facilities Staff, Pre-Con, On-Site Communications, Risk Management, Communication with Event Facilities	Reading Assignment: CIC – 15, 17, 18 CIC Intl. – 5,9 PCMA – 24,34,35,36,38,44	Anna Jenkins, CMP	Location: Texas Academy Family Physicians Office
11/15/10	Environmental & Humanitarian Aspects, Ethics	Reading Assignment: CIC – 35 CIC Intl. – 18 PCMA – 39	Liz Alexander, CMP	Location: Austin Community College Eastview Campus
11/19/10 1/8/11	Study Weekend Exam Date (In conjunction with PCMA in Dallas or at regional testing sites)			Location: TBD Location: TBD