

Tips for CMP Candidates

- Adhere to the CMP policies and deadlines outlined in your CMP Candidate Handbook. Always refer to this publication – do not rely on any source other than CIC for CMP program details.
- Candidates must be mindful about the importance of CMP deadlines. Candidates are responsible for adhering to all deadlines, policies and documentation requirements outlined in the Handbook.
- Candidates should deal directly with CIC regarding eligibility, policy and examination inquiries. Do not have anyone contact the CIC office on your behalf.
- Study the NEW CMP Blueprint, which will be applicable beginning with the January 2007 CMP exam, is featured on the CIC website, www.conventionindustry.org. The NEW CMP Blueprint is based on the job analysis commissioned by CIC & Thomson Prometric (CMP testing agency) in 2005. The NEW CMP Blueprint is divided into 5 meeting management domains.
- Recommended resources for the CMP exam are the CIC Manual, 7th Edition, CIC International Manual, 1st Edition, APEX Industry Glossary and PCMA's Professional Meeting Management, 5th Edition. Review each thoroughly. The majority of CMP examination items (questions) are inspired from these publications.
- Your professional experience, review of material and general industry knowledge will assist in preparing you for the challenging questions. You will be required to select the best answer to each.
- If possible, join a study group. By sharing experiences, the corporate meeting planner will learn from the association planner, the salesperson will learn from the meeting planners, and convention service personnel can share a wide variety of experiences. Advantages of study group participation include networking, continuing education, and a support group during an intense time.
- Candidates will be notified directly by the CIC staff regarding examination eligibility. General CMP process questions from study group leaders are welcomed and encouraged, however candidates should deal directly with CIC regarding eligibility, policy and examination inquiries.
- CIC offers the only "Practice Examination" for candidates. Additional information on CIC's Official Practice Examination can be obtained by accessing the "Practice Examination" section on the CIC Website, www.conventionindustry.org. The questions contained in the practiced test are actual retired items from the CMP Item (Question) Bank. Use caution when purchasing study guides or paying for review courses from organizations other than CIC that may claim to address actual examination questions.
- Some candidates study for the examination on their own. If this method is best for you, have faith in your ability as a meeting professional along with your careful review of reference materials to achieve the goal of successfully completing the CMP examination. Candidates may also benefit from one of the on-line study programs offered by Meeting Professionals International (www.mpiweb.org), Professional Convention Management Association (www.pcma.org) and Society of Government Meeting Professionals (www.sgmp.org).
- CIC policy states that CMP test questions are not to be discussed outside of the examination. Any infraction of this is considered to be a violation of a candidate's ethical responsibilities. It is also a violation of copyright law and test security.

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CMP Facts:

The Certified Meeting Professional (CMP) is a program of the Convention Industry Council (CIC), formerly Convention Liaison Council (CLC). Did you think it was a program of Meeting Professionals International (MPI) or Professional Convention Management Association (PCMA)? MPI and PCMA are members of CIC and heavily promote their study groups as well as the CMP examination, but CMP has always been a program of CIC/CLC!

CIC neither endorses nor sponsors any review courses for the CMP Examination. Many of CIC's member organizations offer study groups. The quality and success of study group varies. Please refer to the content in the CMP Candidate Handbook publication to determine if a particular study group will be beneficial.

CMP Examination content is only exposed to CMP Board members and candidates. Strict security measures are taken to prevent the removal and/or reproduction of examination questions from the CMP Item Bank. CIC offers the only practice examination for candidates. The questions contained in the practice test are actual retired items from the CMP Item Bank. Use caution when purchasing study guides or paying for review courses that may claim to address actual examination questions.

All examination items are in a carefully constructed multiple-choice format. There are no "all of the above" or "none of the above", "fill in the blank" or "true/false" choices on the CMP Examination. Most items present a problem-solving situation for candidates to resolve. The examination emphasizes these types of questions because they test how well examinees can process information and situations to reach the appropriate solution, a skill essential for successful meeting management. The examination is designed to be challenging to the modern meeting professional.

Each examination offered is a different examination representing a new selection from the CMP Item Bank. Different questions appear, but the same variety of knowledge is tested on each examination. All of the questions undergo an extensive review process by a group of meeting subject matter experts that includes the CMP Board and a staff psychometrician. These experts ensure that the examination actually measures a meeting professional's level of knowledge. Only questions that measure competency and skill are placed and scored on the examination. Writing, reviewing and analyzing questions is an important on-going process.

The examination is scored as either pass or fail, and only candidates are informed of their individual results. A computer scores the examination answer sheets – then results are reviewed by the CMP Board and testing agency to determine a pass score. The CMP Examination is designed to measure competency, not "academic excellence". Only failing candidates receive numeric scores.

The CMP Examination was created by all types of meeting managers. The CMP Examination contains questions from a variety of functions a meeting manager must perform, based on the CMP Blueprint. The examination covers the knowledge and skills that are common among all meeting management disciplines. Since its inception in 1985 the examination was always open to any type of meeting professional – including planner or supplier.

The CMP Examination evaluates the skills and knowledge of meeting professionals. The major topics included on the examination can be found in the CMP Blueprint listed in the CIC website, www.conventionindustry.org. The blueprint details how many questions on each meeting management topic will be featured on the examination. CMP Examination questions are inspired by (not taken word for word from) the content in the CIC Manual, CIC International Manual, APEX Industry Glossary and PCMA's Professional Meeting Management. CIC strongly suggests that candidates review these materials before taking

the CMP Examination. The examination is not something for which meeting professionals can prepare for at the last minute, so evaluate your own study habits and give yourself plenty of time.

Most CMPs value their designation, speak highly of the program and volunteer to assist in the continuation of its progress. The majority of CMPs recertify at the required five-year intervals. A CMP survey confirmed that CMPs find the CMP experience rewarding on both a professional and personal level. The success of the CMP program can be attributed in part to the dedication of CMP volunteers who assist in the administration of examinations, promotion of the program and study groups.

CMP Blueprint & Study Texts Cross References

I. STRATEGIC EVENT PLANNING PROCESS			
(24%)			
	Meeting Management Functions	Number of Questions on Examination	Study Texts and Chapters
A.	Determining the purpose of the meeting (event)	4-5	<i>CIC Manual, 7th Ed: Chapter 3</i> <i>PCMA, PMM, 5th Ed: Chapter 2</i>
B.	Identifying relationship of meeting (event) to organizational strategy	2-3	<i>CIC Manual, 7th Ed: Chapters 3 & 4</i> <i>PCMA, PMM, 5th Ed: Chapter 2</i>
C.	Identifying stakeholder needs, expectations, and desired outcomes	3-4	<i>CIC Manual, 7th Ed: Chapter 3</i> <i>PCMA, PMM 5th Ed: Chapter 18</i>
D.	Preparing program outline (e.g., topics, content, potential speakers)	1-2	<i>CIC Manual 7th Ed: Chapter 4</i> <i>CIC International Manual 1st Ed: Chapter 6</i> <i>PCMA, PMM 5th Ed: Chapter 19</i>
E.	Obtaining and analyzing statistics and historical information related to meetings (events)	1-2	<i>CIC Manual 7th Ed: Chapter 3</i> <i>PCMA, PMM 5th Ed: Chapter 38</i>
F.	Design program details that meet needs of participants	2-3	<i>CIC Manual 7th Ed: Chapter 5</i> <i>CIC International Manual 1st Ed: Chapters 4 & 6</i> <i>PCMA, PMM 5th Ed: Chapter 18</i>
G.	Identify successful criteria for evaluation of meeting (event)	2-3	<i>CIC Manual 7th Ed: Chapter 33</i> <i>PCMA, PMM 5th Ed: Chapters 45 & 46</i>
H.	Preparing comprehensive timeline (project plan) for meeting (event)	1-2	<i>CIC Manual 7th Ed: Chapter 18</i> <i>PCMA, PMM 5th Ed: Chapter 19</i>
I.	Preparing meeting (event) specifications	2-3	<i>CIC Manual 7th Ed: Chapter 20</i> <i>CIC International Manual 1st Ed: Chapter 18</i> <i>PCMA, PMM 5th Ed: Chapter 34</i>
J.	Developing marketing plan for meeting (event)	2-3	<i>CIC Manual 7th Ed: Chapter 29</i> <i>CIC International Manual 1st Ed: Chapter 17</i> <i>PCMA, PMM 5th Ed: Chapter 5</i>
K.	Assessing technology requirements	1-2	<i>CIC Manual 7th Ed: Chapters 9, 10, 11 & 12</i> <i>PCMA, PMM 5th Ed: Chapter 10</i>
L.	Creating marketing materials for the meeting (event)	1-2	<i>CIC Manual 7th Ed: Chapters 11 & 29</i> <i>PCMA, PMM 5th Ed: Chapter 5</i>
M.	Creating, leading and managing project team	2-3	<i>CIC Manual 7th Ed: Chapter 3, 17 & 19</i> <i>PCMA, PMM 5th Ed: Chapter 9</i>

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II. FINANCIAL AND CONTRACT MANAGEMENT			
			(20%)
	Meeting Management Functions	Number of Questions on Examination	Study Texts and Chapters
A.	Identifying ancillary revenue sources and/or cost savings opportunities	2-3	<i>CIC Manual 7th Ed: Chapters 6, 13 & 14</i> <i>PCMA, PMM 5th Ed: Chapter 3</i>
B.	Developing budget for meeting (event)	5-6	<i>CIC Manual 7th Ed: Chapters 6 & 8</i> <i>CIC International Manual 1st Ed: Chapter 7</i> <i>PCMA, PMM 5th Ed: Chapter 3</i>
C.	Determining fees for participation, if any	2-3	<i>CIC Manual 7th Ed: Chapter 6 & 33</i> <i>PCMA, PMM 5th Ed: Chapter 3</i>
D.	Conducting Request for Proposals (RFP) process	3-4	<i>CIC Manual 7th Ed: Chapters 13 & 14</i> <i>PCMA, PMM 5th Ed: Chapters 11 & 12</i>
E.	Negotiating contracts	4-5	<i>CIC Manual 7th Ed: Chapters 7, 14 & 19</i> <i>CIC International Manual 1st Ed: Chapter 8</i> <i>PCMA, PMM 5th Ed: Chapters 40, 41 & 42</i>
F.	Securing appropriate types and amounts of insurance	2-3	<i>CIC Manual 7th Ed: Chapter 7</i> <i>CIC International Manual 1st Ed: Chapters 8 & 9</i> <i>PCMA, PMM 5th Ed: Chapter 44</i>
G.	Managing resources within budgeted guidelines	3-4	<i>CIC Manual 7th Ed: Chapter 6 & 8</i> <i>CIC International Manual 1st Ed: Chapter 7</i> <i>PCMA, PMM 5th Ed: Chapter 3</i>
H.	Ensuring completion of the payment and/or billing processes	2-3	<i>CIC Manual 7th Ed: Chapter 8 & 33</i> <i>PCMA, PMM 5th Ed: Chapters 3 & 38</i>

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III. FACILITIES AND SERVICES			(18%)
	Meeting Management Functions	Number of Questions on Examination	Study Texts and Chapters
A.	Determining the appropriate geographic location for the meeting (event)	3-4	<i>CIC Manual 7th Ed: Chapters 13, 14 & 16</i> <i>CIC International Manual 1st Ed: Chapters 3 & 4</i> <i>PCMA, PMM 5th Ed: Chapters 11, 12 & 16</i>
B.	Determining the appropriate venue for the meeting (event) (e.g., hotel, convention center, conference center)	3-4	<i>CIC Manual 7th Ed: Chapters 13 & 14</i> <i>CIC International Manual 1st Ed: Chapters 4 & 15</i> <i>PCMA, PMM 5th Ed: Chapters 11, 14 & 15</i>
C.	Identify the types of services required for a successful meeting (event)	3-4	<i>CIC Manual 7th Ed: Chapters 16, 17 & 18</i> <i>CIC International Manual 1st Ed: Chapter 11</i> <i>PCMA, PMM 5th Ed: Chapter 37</i>
D.	Conducting site inspection to determine viability of location and venue including potential offsite activities	2-3	<i>CIC Manual 7th Ed: Chapters 13, 16 & 19</i> <i>CIC International Manual 1st Ed: Chapter 4</i> <i>PCMA, PMM 5th Ed: Chapter 11 & 12</i>
E.	Conducting a pre-meeting (event) briefing (pre-con) with suppliers and facility providers	2-3	<i>CIC Manual 7th Ed: Chapter 18</i> <i>CIC International Manual 1st Ed: Chapter 11</i> <i>PCMA, PMM 5th Ed: Chapter 36</i>
F.	Coordinating security procedures with venues	2-3	<i>CIC Manual 7th Ed: Chapter 28</i> <i>CIC International Manual 1st Ed: Chapter 16</i> <i>PCMA, PMM 5th Ed: Chapters 36 & 44</i>
G.	Planning, ordering, and overseeing technology requirements for the meeting (event)	2-3	<i>CIC Manual 7th Ed: Chapters 9, 10 & 11</i> <i>PCMA, PMM 5th: Chapters 29 & 13</i>
H.	Conducting a post-meeting (event) review (post-con) with suppliers and facility providers	2-3	<i>CIC Manual 7th Ed: Chapter 33</i> <i>PCMA, PMM 5th Ed: Chapter 36</i>

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IV. LOGISTICS		(20%)	
	Meeting Management Functions	Number of Questions on Examination	Study Texts and Chapters
A.	Establishing invitation and/or registration procedures for the meeting (event)	2-3	<i>CIC Manual 7th Ed: Chapter 20 & 24</i> <i>CIC International Manual 1st Ed: Chapter 17</i> <i>PCMA, PMM 5th Ed: Chapter 24</i>
B.	Assessing risk management issues in order to determine needed insurance and operations	2-3	<i>CIC Manual 7th Ed: Chapter 28</i> <i>CIC International Manual 1st Ed: Chapter 16</i> <i>PCMA, PMM 5th Ed: Chapter 44</i>
C.	Determining exhibitor booth assignments and setup process for exhibits]	2-3	<i>CIC Manual 7th Ed: Chapter 26</i> <i>CIC International Manual 1st Edition: Chapter 14</i> <i>PCMA, PMM 5th Ed: Chapter 27</i>
D.	Securing transportation arrangements for the meeting (event)	1-2	<i>CIC Manual 7th Ed: Chapter 22</i> <i>PCMA, PMM 5th Ed: Chapter 33</i>
E.	Managing the housing reservation process	2-3	<i>CIC Manual 7th Ed: Chapters 20 & 21</i> <i>PCMA, PMM 5th Ed: Chapter 25</i>
F.	Identifying security measures required for each facility and/or meeting (event)	2-3	<i>CIC Manual 7th Ed: Chapter 28</i> <i>CIC International Manual 1st Ed: Chapter 16</i> <i>PCMA, PMM 5th Ed: Chapters 44 & 36</i>
G.	Communicating travel arrangements for participants to get to and from an event site	1-2	<i>CIC Manual 7th Ed: Chapter 22</i> <i>PCMA, PMM 5th Ed: Chapter 33</i>
H.	Managing all aspects of food and beverage functions	2-3	<i>CIC Manual 7th Ed: Chapters 20 & 30</i> <i>CIC International Manual 1st Ed: Chapter 10</i> <i>PCMA, PMM 5th Ed: Chapter 26</i>
I.	Preparing and reviewing housing reports in a timely manner	1-2	<i>CIC Manual 7th Ed: Chapters 20 & 25</i> <i>PCMA, PMM 5th Ed: Chapter 25</i>
J.	Determining the setup for function rooms including seating and audiovisual (A/V) requirements	2-3	<i>CIC Manual 7th Ed: Chapters 27 & 31</i> <i>PCMA, PMM 5th Ed: Chapter 23</i>
K.	Coordinating the shipping of materials to and from the meeting (event) site	1-2	<i>CIC Manual 7th Ed: Chapter 23</i> <i>CIC International Manual 1st Ed: Chapter 13</i> <i>PCMA, PMM 5th Ed: Chapter s 34 & 38</i>
L.	Tracking and recording continuing education credits earned	1-2	<i>CIC Manual 7th Ed: Chapter 5</i>

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V. PROGRAM		(18%)	
	Meeting Management Functions	Number of Questions on Examination	Study Texts and Chapters
A.	Reviewing goals of meeting and determine details of program to meet those goals	4-5	<i>CIC Manual 7th Ed: Chapter 3,4 & 33</i> <i>PCMA, PMM 5th Ed: Chapters 2 & 20</i>
B.	Securing speakers	3-4	<i>CIC Manual 7th Ed: Chapter 4</i> <i>PCMA, PMM 5th Ed: Chapter 21</i>
C.	Manage the contractual relationship with speakers	2-3	<i>CIC Manual 7th Ed: Chapter 4, 29 & 31</i> <i>PCMA, PMM 5th Ed: Chapter 21</i>
D.	Securing entertainment for the meeting (event) (e.g., music, artists)	2-3	<i>CIC Manual 7th Ed: Chapters 17 & 32</i> <i>CIC International Manual 1st Ed: Chapter 12</i> <i>PCMA, PMM 5th Ed: Chapter 32</i>
E.	Determining food and beverage arrangements that support program objectives	3-4	<i>CIC Manual 7th Ed: Chapters 30</i> <i>PCMA, PMM 5th Ed: Chapters 26</i>
F.	Arranging ancillary programs in conjunction with the meeting (event) including pre- and post-meeting activities	2-3	<i>CIC Manual 7th Ed: Chapter 28 & 32</i> <i>PCMA, PMM 5th Ed: Chapters 31 & 32</i>
G.	Determining audiovisual (A/V) needs	3-4	<i>CIC Manual 7th Ed: Chapter 31</i> <i>PCMA, PMM 5th Ed: Chapter 29</i>
H.	Arranging media and public relation activities for the meeting (event)	1-2	<i>CIC Manual 7th Ed: Chapter 29</i> <i>CIC International Manual 1st Ed: Chapter 17</i> <i>PCMA, PMM 5th Ed: Chapter 5</i>

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2007-2008 CMP Preparation – Recommended Study References by Exam Date

	January 2007 Exam	July 2007 Exam	January 2008 Exam	July 2008 Exam
Recommended Study References	<u>CIC Manual, 7th Edition</u>	<u>CIC Manual, 7th Edition</u>	NEW: <u>CIC Manual, 8th Edition</u>	<u>CIC Manual, 8th Edition</u>
	<u>CIC International Manual, 1st Edition</u>	<u>CIC International Manual, 1st Edition</u>	<u>CIC International Manual, 1st Edition</u>	<u>CIC International Manual, 1st Edition</u>
	<u>APEX Industry Glossary</u>	<u>APEX Industry Glossary</u>	<u>APEX Industry Glossary</u>	<u>APEX Industry Glossary</u>
	<u>PMM, 5th Edition</u>	<u>PMM, 5th Edition</u>	<u>PMM, 5th Edition</u>	<u>PMM, 5th Edition</u>