CMP Blueprint & Study Texts Cross Reference Guide

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**	*CIC Manual, 8th Ed: Chapter 4* *PCMA, PMM, 5th Ed: Chapter 2*
B.	**Identifying relationship of meeting (event) to organizational strategy**	**2-3**	*CIC Manual, 8th Ed: Chapters 4 & 5* *PCMA, PMM, 5th Ed: Chapter 2*
C.	**Identifying stakeholder needs, expectations, and desired outcomes**	**3-4**	*CIC Manual, 8th Ed: Chapter 4* *PCMA, PMM 5th Ed: Chapter 18*
D.	**Preparing program outline (e.g., topics, content, potential speakers)**	**1-2**	*CIC Manual 8th Ed: Chapter 5* *CIC International Manual 1st Ed: Chapter 6* *PCMA, PMM 5th Ed: Chapter 19*
E.	**Obtaining and analyzing statistics and historical information related to meetings (events)**	**1-2**	*CIC Manual 8th Ed: Chapter 4* *PCMA, PMM 5th Ed: Chapter 38*
F.	**Design program details that meet needs of participants**	**2-3**	*CIC Manual 8th Ed: Chapter 7* *CIC International Manual 1st Ed: Chapters 4 & 6* *PCMA, PMM 5th Ed: Chapter 18*
G.	**Identify successful criteria for evaluation of meeting (event)**	**2-3**	*CIC Manual 8th Ed: Chapter 6* *PCMA, PMM 5th Ed: Chapters 45 & 46*
H.	**Preparing comprehensive timeline (project plan) for meeting (event)**	**1-2**	*CIC Manual 8th Ed: Chapter 17* *PCMA, PMM 5th Ed: Chapter 19*
I.	**Preparing meeting (event) specifications**	**2-3**	*CIC Manual 8th Ed: Chapter 27* *CIC International Manual 1st Ed: Chapter 18* *PCMA, PMM 5th Ed: Chapter 34*
J.	**Developing marketing plan for meeting (event)**	**2-3**	*CIC Manual 8th Ed: Chapter 26* *CIC International Manual 1st Ed: Chapter 17* *PCMA, PMM 5th Ed: Chapter 5*
K.	**Assessing technology requirements**	**1-2**	*CIC Manual 8th Ed: Chapters 21, 22 & 23* *PCMA, PMM 5th Ed: Chapter 10*
L.	**Creating marketing materials for the meeting (event)**	**1-2**	*CIC Manual 8th Ed: Chapters 22& 26* *PCMA, PMM 5th Ed: Chapter 5*
M.	**Creating, leading and managing project team**	**2-3**	*CIC Manual 8th Ed: Chapter 4, 19 & 35* *PCMA, PMM 5th Ed: Chapter 9*

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II.	**FINANCIAL AND CONTRACT MANAGEMENT**		**(20%)**
A.	**Identifying ancillary revenue sources and/or cost savings opportunities**	**2-3**	*CIC Manual 8th Ed: Chapters 8, 11 & 12* *PCMA, PMM 5th Ed: Chapter 3*
B.	**Developing budget for meeting (event)**	**5-6**	*CIC Manual 8th Ed: Chapters 8 & 9* *CIC International Manual 1st Ed: Chapter 7* *PCMA, PMM 5th Ed: Chapter 3*
C.	**Determining fees for participation, if any**	**2-3**	*CIC Manual 8th Ed: Chapter 6 & 8* *PCMA, PMM 5th Ed: Chapter 3*
D.	**Conducting Request for Proposals (RFP) process**	**3-4**	*CIC Manual 8th Ed: Chapters 11 & 12* *PCMA, PMM 5th Ed: Chapters 11 & 12*
E.	**Negotiating contracts**	**4-5**	*CIC Manual 8th Ed: Chapters 10, 12 & 35* *CIC International Manual 1st Ed: Chapter 8* *PCMA, PMM 5th Ed: Chapters 40, 41 & 42*
F.	**Securing appropriate types and amounts of insurance**	**2-3**	*CIC Manual 8th Ed: Chapter 10* *CIC International Manual 1st Ed: Chapters 8 & 9* *PCMA, PMM 5th Ed: Chapter 44*
G.	**Managing resources within budgeted guidelines**	**3-4**	*CIC Manual 8th Ed: Chapter 8 & 9* *CIC International Manual 1st Ed: Chapter 7* *PCMA, PMM 5th Ed: Chapter 3*
H.	**Ensuring completion of the payment and/or billing processes**	**2-3**	*CIC Manual 8th Ed: Chapter 6 & 9* *PCMA, PMM 5th Ed: Chapters 3 & 38*

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III.	**FACILITIES AND SERVICES**		**(18%)**
A.	**Determining the appropriate geographic location for the meeting (event)**	**3-4**	*CIC Manual 8th Ed: Chapters 11, 12 & 18* *CIC International Manual 1st Ed: Chapters 3 & 4* *PCMA, PMM 5th Ed: Chapters 11, 12 & 16*
B.	**Determining the appropriate venue for the meeting (event) (e.g., hotel, convention center, conference center)**	**3-4**	*CIC Manual 8th Ed: Chapters 11 & 12* *CIC International Manual 1st Ed: Chapters 4 & 15* *PCMA, PMM 5th Ed: Chapters 11, 14 & 15*
C.	**Identify the types of services required for a successful meeting (event)**	**3-4**	*CIC Manual 8th Ed: Chapters 17, 18 & 19* *CIC International Manual 1st Ed: Chapter 11* *PCMA, PMM 5th Ed: Chapter 37*
D.	**Conducting site inspection to determine viability of location and venue including potential offsite activities**	**2-3**	*CIC Manual 8th Ed: Chapters 11, 18 & 35* *CIC International Manual 1st Ed: Chapter 4* *PCMA, PMM 5th Ed: Chapter 11 & 12*
E.	**Conducting a pre-meeting (event) briefing (pre-con) with suppliers and facility providers**	**2-3**	*CIC Manual 8th Ed: Chapter 17* *CIC International Manual 1st Ed: Chapter 11* *PCMA, PMM 5th Ed: Chapter 36*
F.	**Coordinating security procedures with venues**	**2-3**	*CIC Manual 8th Ed: Chapter 15* *CIC International Manual 1st Ed: Chapter 16* *PCMA, PMM 5th Ed: Chapters 36 & 44*
G.	**Planning, ordering, and overseeing technology requirements for the meeting (event)**	**2-3**	*CIC Manual 8th Ed: Chapters 21 & 22* *PCMA, PMM 5th: Chapters 29 & 13*
H.	**Conducting a post-meeting (event) review (post-con) with suppliers and facility providers**	**2-3**	*CIC Manual 8th Ed: Chapter 6* *PCMA, PMM 5th Ed: Chapter 36*

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IV.	**LOGISTICS**		**(20%)**
A.	**Establishing invitation and/or registration procedures for the meeting (event)**	**2-3**	*CIC Manual 8th Ed: Chapter 24 & 27* *CIC International Manual 1st Ed: Chapter 17* *PCMA, PMM 5th Ed: Chapter 24*
B.	**Assessing risk management issues in order to determine needed insurance and operations**	**2-3**	*CIC Manual 8th Ed: Chapter 15* *CIC International Manual 1st Ed: Chapter 16* *PCMA, PMM 5th Ed: Chapter 44*
C.	**Determining exhibitor booth assignments and setup process for exhibits**	**2-3**	*CIC Manual 8th Ed: Chapter 33* *CIC International Manual 1st Edition: Chapter 14* *PCMA, PMM 5th Ed: Chapter 27*
D.	**Securing transportation arrangements for the meeting (event)**	**1-2**	*CIC Manual 8th Ed: Chapter 31* *PCMA, PMM 5th Ed: Chapter 33*
E.	**Managing the housing reservation process**	**2-3**	*CIC Manual 8th Ed: Chapters 25 & 27* *PCMA, PMM 5th Ed: Chapter 25*
F.	**Identifying security measures required for each facility and/or meeting (event)**	**2-3**	*CIC Manual 8th Ed: Chapter 15* *CIC International Manual 1st Ed: Chapter 16* *PCMA, PMM 5th Ed: Chapters 44 & 36*
G.	**Communicating travel arrangements for participants to get to and from an event site**	**1-2**	*CIC Manual 8th Ed: Chapter 31* *PCMA, PMM 5th Ed: Chapter 33*
H.	**Managing all aspects of food and beverage functions**	**2-3**	*CIC Manual 8th Ed: Chapters 27 & 30* *CIC International Manual 1st Ed: Chapter 10* *PCMA, PMM 5th Ed: Chapter 26*
I.	**Preparing and reviewing housing reports in a timely manner**	**1-2**	*CIC Manual 8th Ed: Chapters 27 & 28* *PCMA, PMM 5th Ed: Chapter 25*
J.	**Determining the setup for function rooms including seating and audiovisual (A/V) requirements**	**2-3**	*CIC Manual 8th Ed: Chapters 16 & 29* *PCMA, PMM 5th Ed: Chapter 23*
K.	**Coordinating the shipping of materials to and from the meeting (event) site**	**1-2**	*CIC Manual 8th Ed: Chapter 32* *CIC International Manual 1st Ed: Chapter 13* *PCMA, PMM 5th Ed: Chapter s 34 & 38*
L.	**Tracking and recording continuing education credits earned**	**1-2**	*CIC Manual 8th Ed: Chapter 7*

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V.	**PROGRAM**		**(18%)**
A.	**Reviewing goals of meeting and determine details of program to meet those goals**	**4-5**	*CIC Manual 8th Ed: Chapter 4, 5 & 6* *PCMA, PMM 5th Ed: Chapters 2 & 20*
B.	**Securing speakers**	**3-4**	*CIC Manual 8th Ed: Chapter 5* *PCMA, PMM 5th Ed: Chapter 21*
C.	**Manage the contractual relationship with speakers**	**2-3**	*CIC Manual 8th Ed: Chapter 5, 16 & 26* *PCMA, PMM 5th Ed: Chapter 21*
D.	**Securing entertainment for the meeting (event) (e.g., music, artists)**	**2-3**	*CIC Manual 8th Ed: Chapters 19 & 20* *CIC International Manual 1st Ed: Chapter 12* *PCMA, PMM 5th Ed: Chapter 32*
E.	**Determining food and beverage arrangements that support program objectives**	**3-4**	*CIC Manual 8th Ed: Chapters 30* *PCMA, PMM 5th Ed: Chapters 26*
F.	**Arranging ancillary programs in conjunction with the meeting (event) including pre-and post-meeting activities**	**2-3**	*CIC Manual 8th Ed: Chapter 15 & 20* *PCMA, PMM 5th Ed: Chapters 31 & 32*
G.	**Determining audiovisual (A/V) needs**	**3-4**	*CIC Manual 8th Ed: Chapter 16* *PCMA, PMM 5th Ed: Chapter 29*
H.	**Arranging media and public relation activities for the meeting (event)**	**1-2**	*CIC Manual 8th Ed: Chapter 26* *CIC International Manual 1st Ed: Chapter 17* *PCMA, PMM 5th Ed: Chapter 5*