

## CMP Blueprint & Study Texts Cross Reference Guide

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

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

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

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

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