



## CEM LEARNING PROGRAM PLAN OF ACTION

To start the CEM Learning Program, candidates are required to have at least three years of full-time experience as a practitioner in exhibitions and events management. Nine of the twelve courses offered, including passing each corresponding examination, must be successfully completed within three years in order to obtain the CEM designation. A candidate’s start date is the date the first exam is passed and the completion date is three years after that date.

Candidates are urged to use this form to design a personal action plan for the CEM Learning Program and to assist in mapping out the required courses over three years. It is not necessary to submit this form to IAEE. It is for the candidate’s records.

**Candidate Name:** \_\_\_\_\_  
**Target Completion Date:** \_\_\_\_\_

**COURSES (CHOOSE NINE OF THE FOLLOWING):**

√	Course	Location	Date
<input type="checkbox"/>	Conference and Meeting Management*		
<input type="checkbox"/>	Consumer Show Management		
<input type="checkbox"/>	Event Operations		
<input type="checkbox"/>	Event Marketing		
<input type="checkbox"/>	Exhibition and Event Sales		
<input type="checkbox"/>	Facilities and Site Selection		
<input type="checkbox"/>	Finance, Budgeting and Contracts		
<input type="checkbox"/>	Floor Plan Development		
<input type="checkbox"/>	Housing and Registration Management		
<input type="checkbox"/>	Selecting Service Contractors		
<input type="checkbox"/>	Security, Risk and Crisis Management		
<input type="checkbox"/>	Strategic Planning and Management		

*\*Current CMPs may receive credit for this course. Send email a copy of your CMP certificate along with a letter requesting that it be applied to your CEM course record to IAEE at [cem@iaee.com](mailto:cem@iaee.com).*

### QUESTIONS?

Contact IAEE by phone at (972) 687-9224, by email at [cem@iaee.com](mailto:cem@iaee.com),  
or by visiting us at [www.iaee.com/cem](http://www.iaee.com/cem) for program information.