IAEE Chapter Guidelines for Co-Location of CEM Learning Program Courses

Dear Chapter Leader,

We are pleased that you are interested in hosting an IAEE CEM Learning Program. In order for IAEE to manage the CEM Learning Program effectively, which includes ongoing administration, as well as planning for growth, both IAEE and the Chapter are to follow certain guidelines. Please read the below information on how to collaborate with IAEE on a CEM Learning Program.

Dates and Guarantees:
- The Chapter will provide date(s) that do not conflict with any IAEE or other major industry event. Date(s) should preferably be during the week.
- Minimum guarantee of 18 per class at the prevailing CEM rate must be met 30 days out from the date of the course. This minimum is based on the requirements listed below being met by the chapter. It ensures that IAEE can cover the costs of the honorarium, travel and miscellaneous expenses of the speaker, as well as travel and hotel for one IAEE staff person to administer the program on-site. The minimum guarantee also ensures that a small amount of revenue can be invested back into the program. The 30-day guarantee requirement is the minimum amount of time necessary to secure flights for the speaker and staff person.

Registration Requirements:
Registration for the CEM Learning Program may be managed by the host chapter or by IAEE.
- **If registration is managed by the host chapter: (if chapter has its own registration process)**
  o Chapter will charge and collect $250 per member registration. A total of $225 will be paid to IAEE for the cost of the program and the chapter will retain $25 of each registration to cover costs associated with credit card and registration processing. IAEE will invoice the chapter within 14 days of receiving the final roster for registration revenues.
  o Chapter will provide IAEE with registration reports each Friday after registration opens.
  o Chapter will provide IAEE with current roster on the day prior to the course.
  o Chapter will provide IAEE with final attendee roster 14 business days after the conclusion of the event.
- **If registration is managed by IAEE:**
  o Fee of $250 will be charged per registrant; however, the chapter **will not** receive $25 per registrant.
  o IAEE will provide weekly registration reports to the chapter.

Chapter Requirements:
- Provide complimentary meeting room from 7:00am – 6:00pm, to include room set with (8) eight crescent rounds, (5) five chairs to a table (maximum 40)
- Provide complimentary audio visual to include (1) laptop computer, (1) LCD data projector, (1) front projection screen, (1) wireless lavaliere microphone and (2) flip charts with markers
- Provide complimentary Internet access for room for CEM exam from 3:30pm – 4:30pm
- Provide complimentary beverage service throughout day

Please note: If the chapter is unable to secure the complimentary meeting room to include set-up and beverages, it will be necessary to increase the minimum guarantee to cover those costs. Chapters should contact 972.687.9210 or membership@iaee.com to discuss.

- Provide complimentary hotel accommodations for CEM faculty (1 night)
- Provide discounted hotel accommodations for one IAEE staff member (1 night)
- Promote the program in normal and customary meeting marketing collateral to members and prospects including print materials, email promotions and website. The CEM logo will appear on all promotional materials, along with a statement that the program is co-located with IAEE.

IAEE Requirements:
- Provide a CEM Commission approved faculty member to conduct the CEM course to include covering honorarium, travel and expenses
- Provide CEM course information and course module to registered participants
- Provide IAEE staff to handle check-in and on-site duties. IAEE will cover staff travel and expenses
- Provide CEM course promotion through the IAEE calendar, CEM course schedule and two promotional email blasts to members within region of Chapter
- Provide one complimentary registration for the CEM course when minimum number of 18 registrants is met

CEM Learning Program
Chapter Host/Co-Location Request Form
Deadline for Submitting Request: 29 August 2014

Chapter:	

This request is for a:

	Stand Alone CEM Course		Co-Located CEM Course with Chapter Event

Contact Full Name:	

Contact Phone:		Contact Email:	

Chapter Event:	

Chapter Event Details:
(Please provide IAEE with demographic details of your event.)

Name of course requested:

Event Date(s):		Proposed CEM Date:	

Venue:	

Venue Address:	

Hotel:	

IAEE
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