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Management

CEM

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Freeman



IAEE Guidelines for Hosting a CEM Learning Program Course

We are pleased that you are interested in hosting an IAEE CEM course. Please read the below information on how to collaborate with IAEE on a CEM course.

Dates and Guarantees:

- IAEE and Host will agree on a date that does not conflict with any IAEE or other major industry event. Date should be during the week.
- Minimum guarantee of 10 per class (IAEE will work with Host if that minimum cannot be met). This minimum ensures that IAEE can cover the costs of the honorarium, travel and miscellaneous expenses of the speaker. The minimum guarantee also ensures that a small amount of revenue can be invested back into the program.

Registration Requirements:

Registration for the CEM course will be managed by IAEE.

- Fee of \$299 will be charged per IAEE Member; Fee of \$440 will be charged per IAEE Non-Members

Host Requirements:

- Provide complimentary meeting room from 8:00am – 4:30pm. Preferable room set is crescent rounds but classroom style is also acceptable. Minimum seating for class is 10 and maximum is 40.
- Provide complimentary audiovisual to include (1) laptop computer, (1) LCD data projector with wireless mouse, (1) front projection screen, (1) wireless lavalier microphone (if needed) and (2) flip charts with markers
- Provide complimentary Internet access for room for CEM exam from 3:30pm – 4:30pm
- Host may choose CEM course offering and recommend speaker

IAEE Requirements:

- Provide a CEM Commission approved faculty member to conduct the CEM course to include covering honorarium, hotel, travel and expenses
- Provide CEM course information and course module to registered participants
- Provide CEM course promotion through the IAEE calendar, CEM course schedule and two promotional email blasts to members within region of Host. Course promotion will include Host logo and verbiage stating that the Host is sponsoring the course
- Provide two complimentary registrations for Host to the CEM course when minimum number of 10 registrants is met. Host will receive one additional complimentary registration when 20 registrants is met and one additional complimentary registration when 30 registrants is met for a possible total of four complimentary registrations.

CEM Learning Program Chapter Host/Co-Location Request Form

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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