IAEE Guidelines for a Chapter 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 Chapter will agree on a date that does not conflict with any IAEE or other major industry event. Date(s) should be during the week.
- Minimum guarantee of 10 per class (IAEE will work with Chapter 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 will be managed by IAEE and will be available through IAEE's Learning Management System (LMS) Elevate at https://learn.iaee.com/courses.
- IAEE will charge and collect $329 USD per course for both IAEE members and IAEE non-members.
- IAEE will provide the Chapter with timely registration reports.
- IAEE will close registration at 12:00pm CT the day before the course and provide a final roster to the Chapter.

Chapter Requirements:

- Provide a complimentary meeting room from 8:00am – 4:30pm. Preferable room set is crescent rounds, but classroom style is also acceptable. Minimum seating for a class is 10 and maximum is 40.
- Provide complimentary audiovisual to include (1) laptop computer, (1) LCD data projector, (1) front projection screen, (1) wireless lavaliere microphone (if needed) and (2) flip charts with markers.
- Provide complimentary Internet access in the room for CEM exam.
- Promote the program in normal and customary marketing collateral to Chapter members. The CEM logo should appear in all promotions, along with a statement that the program is co-located with IAEE.
- The Chapter has the option of providing complimentary breakfast, lunch, and/or beverages (sponsorships may be coordinated by the Chapter).
- Chapter may recommend or choose the CEM course offering and recommend or choose a 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.

- IAEE will promote the course in normal and customary marketing collateral to members and prospects including the online IAEE Events Calendar (https://www.iaee.com/event-information/cem/) and promotional email blasts to members and prospects within region of event. All promotions will include a statement that the course is sponsored by the Chapter.
- When the minimum number of 10 registrants is met, IAEE will provide two complimentary registrations for the Chapter to use at their discretion for the CEM course. When registration reaches 20 registrants, the Chapter will receive one additional complimentary registration. When registration reaches 30 registrants, the Chapter will receive another additional complimentary registration for a possible total of four complimentary registrations.