



# POLICIES & PROCEDURES

## **COMMITTEE & TASK FORCE PROCEDURES**

Committee chairs and vice chairs are appointed by July 1 of each year by the incoming President and President-Elect with approval by the Board of Directors. The committees shall include, but need not be limited to the following:

- Regional Outreach – West
- Member Care – Recruitment
- Member Care - Retention
- Leadership & Professional Development
- Monthly Program – Content
- Monthly Program – Logistics
- Finance – Gala
- Community Outreach
- Finance – Auction Chair
- Publications
- Social Media
- CONNECT
- Strategic Alliances

Note: At the discretion of the President or President-Elect a committee chair may be appointed throughout the year.

Committee chairs shall be allowed to be elected two consecutive years if interested, at the discretion of the applicable Vice President and/or Director.

No committee chair shall be elected more than two consecutive terms as chair on any given committee, unless at the discretion of the President.

Committee chairs shall build their committees through the committee interest forms and their own solicitation. The exception to this is the Nominating Committee in which case the members of the Nominating Committee shall be appointed by the chair (Immediate Past President) with the approval of the Board of Directors.

Committee chairs are required to have working knowledge of this document and the chapter's bylaws.

The committee chair & Vice President shall retain copies of all check request forms and invoices in case there are questions in the future regarding the bills.

Expenses are neither budgeted for nor reimbursed by the chapter for committee meetings, celebrations or site inspections.

Any organization that agrees to help defray the cost of a function does so with the understanding that the chapter's high quality standards must not be compromised. Audio/Visual equipment, if needed, is to be in excellent working condition. The value of food and beverage provided is to be equal to or greater than the price that has been budgeted for each event. Decorations, printed materials and any other donated services related to a function must also meet these same standards. Thank you notes to sponsors are the responsibility of the committee chair and should be standard procedure.

All chapter events are to be held at facilities that meet ADA standards.

Cancellation of any program or event must have the approval of the Board of Directors before any action is taken.

Each committee shall designate one person to be the financial liaison with the Vice President - Finance/Administration. If no one is appointed, it is by default the committee chair.

### **Monthly Luncheon Attendance**

All chapter members in good standing may attend the monthly luncheons. Non-members may attend two (2) educational luncheons in a 12-month period.

## **Cancellation Policies**

Chapter events except Educational Conference: Cancellation notices received 72 hours prior to the event will receive a full refund. Cancellation notices after the 72-hour prior to event deadline and no-shows are non-refundable.

Educational Conference: Cancellation notices received at least two weeks prior to the Educational Conference will receive a refund less a \$25 administrative fee. Cancellation notices received within two weeks of the Conference and no-shows are non-refundable.

Sponsors may negotiate directly with the property/caterer regarding sponsored food and beverage costs. Host facility must abide by Chapter pricing guidelines. However, sponsors may negotiate directly with facility for added value.

Media/press/photographer shall receive complimentary admission to chapter events.

The committee must call guarantees into the host property 48 hours prior to the event. Ask that the host property set room to accommodate ten percent (10%) above guarantee.

## **Budget Guidelines**

Expenses are neither budgeted for nor reimbursed by the chapter for committee meetings, celebrations or site inspections.

No payment will be made without an invoice or Check Request.

All unbudgeted expenses must be approved by the Board.

## **Communications & Cvent Process**

6-8 Weeks Prior to Event: Cvent is due to VP of Communications with all logos URL, description for event, photos, etc.

1-1.5 Weeks Later: VP of Communications will get all graphics together, edit the cvent and Travellink will put it together to send out to membership

## **Social Media**

- The Comms Committee will only post 1 save the date prior to the event going out
- Please provide all text, images and URL for postings to Comms Committee.
- If you update a location, date, etc. Please notify Comms Committee ASAP so we can update in all relevant places.
- If you have ideas for fun articles to post, please send them our way.

## **COMMUNITY OUTREACH FUNDS**

Financial contributions may be accepted for benefactors of the chapter's approved Community Outreach Program. All contributions will be counted by the Executive Director at the collection event and delivered to the supported agency by the Community Outreach chairperson (or their designee). A receipt will be collected verifying the amount of money delivered to the agency.

## **GIVEAWAY/INCENTIVE POLICY**

(Revised 1.21.10)

The MPI TENNESSEE Giveaway/Incentive Policy considers the method of award of any chapter incentive and/or giveaway.

### **Eligibility**

- Who is eligible? Any individual attending an MPI TENNESSEE function is eligible to participate except for current MPI Tennessee Board Members.
- Does the winner have to be present to win? The selected winner must be present at the time of any giveaway or drawing. If the selected individual is not present, a new name will be selected.

### **Method of choosing the winner**

- Who determines the method of selection? The method of selection will be determined/approved by an MPI TENNESSEE Executive Committee member. Donors/sponsors will not be permitted to delegate the method of selection unless prior approval of been granted.
- When will the method of selection be determined? The method of selection will be determined prior to the event. Selected methods will not be deviated from during the event. It is recommended that any giveaway is conducted when the bulk of the attendees are present unless otherwise noted in communications to the membership.

### **Recognition of donors**

- How will giveaway sponsors/donors be recognized? Donors will be recognized by verbal announcement at the time of giveaway.

- Are these donations eligible for the in-kind sponsorship program? Donations of giveaways and incentives are eligible for the in-kind sponsorship program. For complete details, please see the Strategic Alliances policy.

### **Limitations**

- Is there a retail value limit on the prizes that can be given away at a regular chapter meeting vs. utilized for a fundraising event? If the retail value of an item is over \$300, MPI TENNESSEE may request that the donation be utilized for fundraising purposes. i.e. online auction, Gala, etc.
- Is there a limit to the number of chapter meetings before a fundraising function that items will be given? Two months prior to a chapter fundraiser, giveaways/incentives are subject to consideration for use in fundraising activities.
- How do we determine what items should be saved for fundraising (i.e. Bristol Weekend, Florida getaway, etc.)? If an item is considered to be of potential value for the chapter's fundraising efforts, the Board will determine the appropriate use based on sponsor approval.
- The word "raffle" cannot be used in any verbiage according to Tennessee State Laws

## **LIFE EVENT POLICY**

(Revised 10.20.10)

It is the general policy of MPI TENNESSEE to acknowledge the life events of its members at the executive committee's discretion based on the following policy. Recognizing life events of non-members (including spouses of members) is at the sole discretion of the executive committee.

**Births & Marriages** - Information may be submitted to the Director of Communications for inclusion in the chapter's publications.

**Illness** - Illnesses may be acknowledged by a card (on behalf of the board).

**Death** - Death may be acknowledged by a card (on behalf of the board), flowers or a donation (if recommended in lieu of flowers). The amount of recognition will not exceed \$75.

## **LOGO USAGE**

(Revised 10.20.10)

MPI TENNESSEE members in good standing to include the MPI TENNESSEE logo on their web site, noting that they are "A Proud Member," provided they follow MPI's graphics guidelines and do not imply or state that either MPI or MPI TENNESSEE endorses that member.

## **MEMBER AWARDS & RECOGNITION**

The Executive Committee is charged with the mission of recognizing the contributions and achievements of chapter members. In addition, this committee is responsible for the administering of the selection process for recognition and awards.

The Executive Committee may create an additional award or decide to award multiples in a category as they see fit. Applicable dates are May 1 – April 29.

Nominations are distributed to the entire membership via e-mail and are posted on the chapter website and social media outlets. While current MPI Tennessee Board Members can be nominated they are not eligible to win.

Each member of the Executive Committee reviews nominations and select five finalists in each of the following categories:

Planner of the Year

Supplier of the Year

Rising Star of the Year

Chapter Leader of the Year

The Pillar Award – Central & West

The five finalists are then submitted to the Board of Directors for a final vote.

The President's Award is selected upon discussion of president, immediate past president and president-elect, and ultimately the president can make the final decision on the recipient yearly.

The Chapter Meeting of the Year – Central & West is determined based on attendee surveys.

The Beth Calveard Volunteer Spirit Award is selected by the Past President's Council.

The Hall of Fame / Lifetime Achievement Award is appointed by the Executive Committee when applicable.

**Planner of the Year**

Recognizes a planner member who represents leadership and excellence in the meeting planning profession along with a commitment to the local meeting community and an exemplary record of customer service in their industry. Nominations are received from the membership. All chapter planner members are eligible.

**Supplier of the Year**

Recognizes a supplier member who represents leadership and excellence in the meeting planning profession along with a commitment to the local meeting community and an exemplary record of customer service in their industry. Nominations are received from the membership. All chapter supplier members are eligible.

**Rising Star of the Year**

Recognizes an MPI Tennessee Chapter member for their enthusiastic contributions to the chapter, involvement in a committee and demonstrated leadership ability during their first three years of membership in MPI and MPI Tennessee Chapter.

**Chapter Meeting of the Year - Central & West Regions**

Recognizes the meeting that had the greatest impact on our members and provided a return on investment. (This award is based on attendee evaluations and is awarded to all vendors involved in producing the meeting.)

**Chapter Leader of the Year**

Recognizes the special impact and contributions of a committee member who received the committee Rock Star recognition. They are long-standing members of the chapter and outstanding leaders and role models in the meeting industry.

**The Pillar Award – Central & West Regions**

Recognizes an individual or company that makes continuous contributions to the Tennessee Chapter. Nominated by the Board of Directors.

**President's Award**

Recognizes a Tennessee Chapter member who has gone beyond the call of duty, providing outstanding contributions to the chapter. Selected upon discussion of president, immediate past president and president-elect, and ultimately the president can make the final decision on the recipient yearly. All chapter members are eligible.

**The Beth Calveard Volunteer Spirit Award** (revised 04.20.11)



Recognizes quiet leaders who continually stand behind the chapter, supporting it and pushing it forward. A leader whose inner strength, character and integrity are seen by everyone around yet not often traits they see in themselves. Final selection of this award is made by the Past Leaders Council and suggestions are made to the committee by the Board of Directors.

#### Monthly Chapter Meeting Recognition:

##### **Rock Star Policy** (Revised 08.09.15)

The Rock Star Award recognizes an active MPI Tennessee Chapter committee member or chair for their contributions to their committees. Nominees cannot be currently serving on the Board of Directors. Each officer will submit nominations they have collected from their committees to all members of the Board for voting.

One department will be recognized at each Chapter meeting per month from May 1 – April 30 annually. All committee members/chairs are eligible.

##### **Membership Anniversaries**

Members celebrating five or more years of membership will be recognized by the president during chapter meetings. Their name and year of membership will continue to be included in the newsletter.

##### **Certification Recognition**

Members in good standing who obtain either the Certified Meeting Professional (CMP) or Certified Meeting Manager (CMM) designations will be recognized during a regular chapter meeting with a bouquet of flowers valued at no more than \$30.00. All other industry related certifications may be announced from the podium during a regular chapter meeting.

##### **Past President's Council Recognition**

Members of the Past President's Council will be honored and recognized as the Executive Committee sees fit during the annual State of the State chapter meeting.



## **CIRCLE OF EXCELLENCE AWARDS**

### **PLANNER OR SUPPLIER OF THE YEAR NOMINATION**

Please complete this form by April 1, 2018 for consideration as a finalist for this award.  
Additional pages can be attached if needed.

#### **Criteria**

- These awards are presented annually to the member of MPI TENNESSEE in recognition of outstanding association/industry contributions, leadership and professionalism.
- The nominee must be a current MPI Tennessee Chapter member in good standing.
- The awards are based on participation on the chapter and international level.
- The awards recognize a career of involvement, commitment and achievement, and recipients will represent models of professional excellence for our chapter.

Section I. Professional/Career Advancements

Current Position:

Brief Current Job Description:

Major Professional accomplishments you are the most proud of:

1.

2.

3.

Please list year that you joined MPI: \_\_\_\_\_

Section II Meeting Industry Service

Includes industry, MPI International & chapter service, certification and continuing education.

**Industry:** List any association or organization (with the exception of MPI) involvement. Please define all acronyms.

**MPI International & Chapter Service:** List in order each office/position held and give dates of service (International committees, chapter officer, committee chair, participation, etc.).

While on a committee or Board position list an achievement either by the team or you as an individual that you are most proud of.

**Certification/Continuing Professional Education**

Chapter Attendance (past year only). Note if CEU's were received.

MPI MeetDifferent and/or World Education Congress/Institute/Regional Attendance. Note if CEU's were received.

Chapter Leadership Forum at MPI MeetDifferent or WEC Attendance.

List courses taken, other than MPI-related, to further professionalism in the industry.



## **MEMBER DATA POLICY**

(Revised 11.18.09)

It is the general policy of MPI TENNESSEE to be restrictive in the distribution and sale of contact information of its members. This policy is intended to balance the member-service aspect of receiving information with the inconvenience of receiving too much information.

The Membership Data Policy is approved by the Board of Directors. The policy covers the release and sale of membership information in written and electronic form to members and non-members, including mailing addresses, e-mail addresses, phone numbers, and fax numbers.

### **Information for Sale**

Mailing labels of a physical address may be sold based on current strategic alliance pricing and policies. Only the member's name and address will be provided. Member's price is \$300 non-member's price is \$500. Pricing will be added to the Strategic Alliance à la carte offerings.

1. MPI TENNESSEE reserves the right to inspect the actual contents of any proposed mailing prior to providing mailing labels for the purpose of determining the category of user and to apply the terms and prohibitions of this policy.
2. All sales are on a one-time only basis for the requested purpose. Purchasers are not authorized to duplicate, reuse, or re-market MPI TENNESSEE labels or lists, whether in hard-copy or electronic format. If provided in electronic format, data must be destroyed after the one-time use.
3. A sales agreement must be executed by each purchaser, and by the mailing house, if one is used by the purchaser, prior to delivery of the requested labels or lists.
4. Payment shall be required prior to delivery of requested labels.
5. MPI TENNESSEE will not sell email addresses, or other electronic addresses, and reserves the right to review e-mail address protections to assure adequate safeguards against unauthorized e-mail address "harvesting."
6. The sale of mailing labels and lists for commercial purposes is a discretionary act. All sales of mailing labels or lists in this category must be approved by the executive director or designee. The executive director is authorized to reject requests for mailing labels or lists related to the sale of products and services that are not directly related to the meetings industry or that conflict with the goals and purposes of MPI TENNESSEE. The executive director is also authorized to provide mailing labels or lists to others not specified above.
7. Mailing labels or lists shall not be provided for:
  - Partisan or nonpartisan political mailings at any level.

- Solicitations for contributions by any organization not specifically approved by the Board of Directors.

Members who wish to remove their name from mailing labels sold to third parties may opt-out by contacting the chapter's executive director.

#### **Information for Release to Current MPI Members for an Individual Member or Non-Member via Phone**

- Name
- Mailing Address
- Office Phone Number

#### **Information for Release to Non-MPI Members for an Individual Member via Phone:**

- Name
- Office Phone Number

#### **Internal Use of Member Data**

Electronic membership databases (including email addresses) may be utilized by the MPI TENNESSEE Board of Directors, the executive director and authorized committee members for the sole purpose of conducting MPI business.

Use of member data outside of the MPI TENNESSEE chapter must receive authorization from the chapter president.

#### **Tracking of Member Continuing Education Units**

MPI Tennessee is a CMP Preferred Provider. The program(s) identified with the CMP Preferred Provider logo meet the requirements to receive continuing education (CE) credit for the Certified Meeting Professional (CMP) credential. Education at MPI events and through the MPI Academy will update to members MPI Member transcript and will then sync that to the members EIC account.

#### **Updating Member Contact Information**

Members are responsible for updating their contact information directly with MPI International at [www.mpiweb.org](http://www.mpiweb.org). When approached by chapter members to update information, chapter representatives should instruct members directly to the Web site and should not collect contact information updates for the chapter's business purposes.

#### **Updating Non-Member Contact Information**

Non-member information may be updated by contacting the chapter's executive director.

## **MEMBERSHIP LIST LICENSE TERMS**

**MPI TENNESSEE's Ownership of its Membership List** - The MPI TENNESSEE Membership List is and remains the exclusive property of MPI which MPI is entitled to protect. The Membership List represents specific, unique, secret, confidential and unpublished data and material.

### **RENT A MEMBERSHIP LIST**

MPI TENNESSEE Membership list is not available for sale as member information can be accessed via MPI Global's website under member directory.





## **STRATEGIC PARTNERSHIP OPPORTUNITIES**

**2017 - 2018**

### **WHY PARTNER WITH MPI TENNESSEE?**

The meetings industry contributes MORE to the United States GDP than the following industries: air transportation, motion picture, sound recording, performing arts and spectator sports. This industry is the FIFTH largest with over \$102.3 billion dollars involved per year.

**MPI Tennessee currently ranks 4th in the world in MEMBER SATISFACTION.** It's **350+ members** represent **over \$390 million in buying power** within the meetings industry. The Tennessee chapter was established in 1980 to provide continuing education, professional development and business growth opportunities to meeting professionals throughout the state and beyond.

The international organization has more than 17,500 members in 52 chapters and is the global authority and resource for the meetings and events industry.

#### **CHAPTER PROFILE**

- More than 350 members: 43% planner members/57% supplier members
- Made up of TWO unique regions: Central & West
- RISE (Recognizing Industry Success and Excellence) Winner in 2012 and 2016
- 2016 RISE Member of the Year is former Chapter President Carol Norfleet, CMP, DMCP
- Ranked 4th GLOBALLY in average number of meetings attended by its members
- Ranked 4th GLOBALLY in overall membership satisfaction
- Educational Luncheons - 15+ opportunities to share your brand and company
- Other Events - 4+ events throughout the year to network (MIX, Gala, CONNECT, etc.)
- E-Newsletter Circulation is distributed to 350+ MPI Tennessee members

- Social Media: Facebook, LinkedIn and Twitter presence to keep members connected and to highlight the chapter events and sponsors

## **SPONSORSHIP PACKAGES**

### **Educational Sponsorship \$10,000 for year**

- Primary sponsor for 15+ educational luncheons
- Chapter Educational Luncheon Exposure: Ribbon on name tag, two (2) complimentary lunch registrations for each educational luncheon, one (1) tabletop display opportunity at two (2) educational lunch meetings along with two (2) minutes of mic time, visual and verbal recognition at every educational event
- Website visibility ( [www.mpitn.org](http://www.mpitn.org) ) - logo with hyperlink
- PlanIt Tennessee - Chapter's monthly E-newsletter - logo
- Social Media Exposure: Facebook, LinkedIn and Twitter - mentioned on that month's educational lunch post
- Two (2) complimentary gala tickets

### **Platinum Sponsorship \$3000 - Non-members \$2500 - Members**

- Website visibility ( [www.mpitn.org](http://www.mpitn.org) ) - logo with hyperlink
- PlanIt Tennessee - Chapter's monthly E-newsletter - logo
- E-Mail Blast to Membership - two (2) per year
- Social Media Exposure: Facebook, LinkedIn and Twitter - promoted with hyperlink six (6) times annually
- Chapter Educational Luncheon Exposure: Platinum ribbon on name tag, six (6) complimentary lunch registrations (can be split up; CONNECT excluded), one (1) tabletop display opportunity at two (2) educational lunch meetings with two (2) minutes of mic time and visual recognition at the luncheon.
- Annual Gala Benefits: visual recognition and two (2) complimentary gala tickets

### **Gold Sponsorship \$2000 - Non-members \$1500 - Members**

- Website visibility ( [www.mpitn.org](http://www.mpitn.org) ) - logo
- PlanIt Tennessee - Chapter's monthly E-newsletter - logo
- E-Mail Blast to Membership - one (1) per year
- Social Media Exposure: Facebook, LinkedIn and Twitter - promoted with hyperlink four (4) times annually
- Chapter Educational Luncheon Exposure: Gold ribbon on name tag, two (2) complimentary lunch registrations (can be split up; CONNECT luncheon excluded), one (1) tabletop display opportunity at one (1) educational lunch meetings with two (2) minutes of mic time and visual recognition at the luncheon.

- Annual Gala Benefits: visual recognition

**Regional Meeting Sponsorship \$1000 - Non-members \$750 - Members**

- ONE-TIME Benefit
- Social Media Exposure: Facebook, LinkedIn and Twitter - mentioned on that month's educational lunch post
- Chapter Educational Luncheon Exposure: two (2) complimentary lunch registrations (CONNECT lunch excluded), one (1) tabletop display opportunity at one (1) educational lunch meetings with two (2) minutes of mic time and visual recognition at the luncheon.

**Website Banner Sponsorship \$750 - Non-members \$500 - Members**

- ONE-TIME Benefit for 12 months
- Website banner visibility on [www.mpitn.org](http://www.mpitn.org)

***Please contact Jill Kopecky at [jill@nem-ent.com](mailto:jill@nem-ent.com)  
if you are interested in any of these sponsorship opportunities.***

*The Strategic Alliances committee will reach out to you quarterly about fulfilment for your benefits, but it is your responsibility to supply your promotional materials in a timely manner.*



## **SCHOLARSHIP OPPORTUNITIES**

The MPI Tennessee Chapter Board of Directors is pleased to offer a scholarship program for the Tennessee Chapter. Scholarships will be awarded to individuals who are deemed to be deserving of the award as determined by the Board.

Scholarships will be awarded as needed. Applicants will be notified of the results within 30 days of submission of application.

### ***Membership Scholarship***

Recipient awarded funding for annual MPI Tennessee Chapter Preferred Membership fee based on need and previous participation in the MPI Tennessee Chapter. Rules for membership acceptance apply. Recipient must submit a written membership application to the Executive Director, via the Vice President of Membership, who will submit the application directly to MPI along with fee.

#### **Criteria, the recipient:**

- May be unemployed in the meetings industry, actively searching for a position within the industry.
- Has not received a chapter membership scholarship more than two consecutive years of the date of application.
- Must agree to pay any additional costs incurred for events, monthly luncheons, conferences, etc.

#### **Upon Award, the recipient:**

- Must attend 50% of MPI Tennessee meetings in the year the scholarship is granted.
- Will serve on one (1) committee in the year the scholarship is granted.
- Is encouraged to be a mentor for others who receive this scholarship in the following year.
- Must submit an article on their experience for publication in *PlanIt Tennessee* within 12 months of receiving scholarship.

### ***Certified Meeting Professional & Certified Meeting Manager Scholarship***

Recipient awarded \$500 to assist with registration and exam fees for Certified Meeting Professional (CMP) designation **or** \$1000 to assist with registration and exam fees for Certified

Meeting Manager (CMM) certification. Reimbursement in the amount of the scholarship will be processed AFTER the exam is completed and passed.

**Criteria, the recipient:**

- Must be a current chapter member in good standing for a minimum of one year.
- Must be pre-accepted to sit for the CMP exam/participate in the CMM program.
- Must become certified within one (1) year of the scholarship award.
- Must pass the associated exam/program for which the award is received.
- Must agree to pay any additional costs incurred for registration, study materials, travel and accommodations.

**Upon Award, the recipient:**

- Must attend 50% of MPI Tennessee meetings in the year the scholarship is granted.
- Will serve on one (1) committee in the year the scholarship is granted.
- Is encouraged to be a mentor for others who receive this scholarship in the following year.
- Must submit an article on their experience for publication in *PlanIt Tennessee* within 2 months of receiving scholarship.

***World Education Conference Scholarship***

Recipient awarded funding for the MPI World Education Conference early bird registration fee. Reimbursement in the amount of the scholarship will be processed AFTER the event and only if the recipient attends the Conference. Applicants whose companies are exhibiting at any of the event tradeshows are not eligible to apply.

**Criteria, the recipient:**

- Must be a current chapter member in good standing.
- Has not received a chapter WEC scholarship more than two consecutive years of the date of application.
- Must agree to pay any additional costs incurred for travel and accommodations.

**Upon Award, the recipient:**

- Must attend 50% of MPI Tennessee meetings in the year the scholarship is granted.
- Will serve on one (1) committee in the year the scholarship is granted.
- Must submit an article on their experience for publication in *PlanIt Tennessee* within 2 months after conference.

## Meeting Professionals International opportunities:



### **MPI Foundation Scholarship Information**

It's the mission of the MPI Foundation to fund education and pan-industry research that drives the success of meeting professionals. This happens most directly through scholarships to MPI members.

#### **APPLICATION CYCLE**

- ◆ MPI Foundation scholarships are accepted on an ongoing basis. Applications received by the end of the month will receive notification by the end of the following month.
- ◆ Deadlines are set for conference scholarships to ensure enough time is allowed for recipients to arrange travel and accommodations.
- ◆ Applicants should take the review process into consideration when applying for funding. When possible, applications for a preferred course should be submitted three months before the course. This allows the committee to review and award scholarships two months prior so the risk of a course being full is reduced. *(i.e. If a course takes place in September, the applicant should have their application submitted by the end of June.)*
- ◆ Qualified applications that are not awarded their first month will be carried over for consideration through the calendar year. Applications will be removed from consideration after the date of the program/event applied for.

#### **SCHOLARSHIP TYPES AND QUALIFICATIONS**

##### **Membership Scholarships**

- Available for new MPI members.

- Covers the cost of a Preferred MPI membership for one (1) year.
- Designated funds are not available for renewals at this time. If a member needs support in maintaining their membership, they can work directly with their chapter and the MPI Global membership team to discuss alternative solutions.

### **Professional Development Scholarships**

- Only available to current MPI members in good standing.
- Funding available towards all MPI Academy courses (including CMM, HMCC, Experiential Event Series, Meetings Essentials, Basics Boot Camp, and more!)
- Courses can be found online at [www.mpiweb.org/MPI-Academy](http://www.mpiweb.org/MPI-Academy)
- Partial and full scholarships awarded.
- Funds awarded will be applied towards registration and program fees.
- Applicants for a CMM scholarship should have already submitted an application to the program. Applicants that have not applied for the CMM program will likely not be considered for funding.
- CMP scholarships are awarded as reimbursements for courses successfully passed within one year from date of passing the exam.

### **Conference Scholarships**

- Only available to current MPI members in good standing.
- Conferences available for funding each year include: WEC, EMEC, IMEX America and IMEX Frankfurt.
- Partial and full scholarships awarded.
- Funds can be applied towards registration fees, airfare, and accommodations, depending on the amount and type of scholarship awarded.
- Conference scholarships are awarded as complimentary registration to MPI events. Additional funding opportunities are awarded as reimbursements after the conference, provided the member has attended the conference.

### **Academic Scholarships**

The MPI Foundation provides academic scholarships for students attending Rosen College at the University of Central Florida and universities in Toronto through sponsored scholarships. Please contact the MPI Foundation to inquire more about these opportunities.

### **ADDITIONAL INFORMATION**

- ◆ Preference is given to members that have been an MPI member for at least 1 year for most conference and professional development scholarships. This does not include student member applicants. *\*Members with less than 1 year will still be considered and should contact the MPI Foundation if they have any questions.*
- ◆ The number of scholarships available each month varies based on funding and current events/programs taking place.

- ◆ Many scholarships supported by a sponsor include restrictions such as member type, geographical location and volunteerism. Scholarships with specific requirements will be listed online.
- ◆ Scholarship funds are available for use for up to one (1) year from date of award.

Please contact the [MPI Foundation](#) with any questions regarding scholarships and grants.





## SCHOLARSHIP APPLICATION

**Please check the scholarship for which you are applying:**

- ☐ Membership Scholarship
- ☐ \$500 toward CMP
- ☐ \$1000 toward CMM
- ☐ WEC Registration

**Personal Information:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Years in present position \_\_\_\_\_ Member of MPI since \_\_\_\_\_

I am a: \_\_\_ Planner \_\_\_ Supplier \_\_\_ Student

Describe your involvement in MPI. Please list all committee involvement.

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Have you won any MPI Awards? (Rising Star, Planner of the Year, etc)

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Name \_\_\_\_\_

Outside of regular chapter meetings, what other MPI programs have you attended (Leadership programs, MeetDifferent, WEC, Institutes)

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To what extent does your employer financially support (percentage) your involvement in MPI?

- ☐ Annual Dues
- ☐ Monthly Meetings
- ☐ Conference Fees

Have you received a Chapter scholarship before? If so, when?

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Please describe your involvement in other meetings industry organizations. Include mention of any articles you have written or presentations you have made.

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Please describe how you have promoted the chapter. (Member sponsorships, guest at monthly meeting, etc)

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Name \_\_\_\_\_

How will this scholarship benefit your professional development goals?

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Why should you receive this scholarship?

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By submitting this application, I agree to the criteria and requirements pertaining to the scholarship as outlined in the MPI – Tennessee Scholarships Policies and Procedures. I also agree the scholarship is forfeited if I am unable to participate for any reason or do not pass said exam. I must re-apply for future events and will reimburse TN-MPI any advanced award monies and/or any assessed event cancellation fees within 30 days of notification. I will immediately notify the TN-MPI Chapter Administrator.

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Name	Signature	Date
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**Please return your completed application to:**

Lindsay Buchanan  
MPI TENNESSEE, c/o Travelink  
404 BNA Drive \* Building 200 \* Suite 650  
Nashville, TN 37217  
(615) 373-8002  
Fax (615) 469-3229

Email: [info@tnmpi.org](mailto:info@tnmpi.org)

Website: [www.tnmpi.org](http://www.tnmpi.org)



## Subscriber Membership Form

If you are a current member of MPI and want to be known among our over 300 Tennessee Chapter members, the most effective and least expensive way is thru our Subscriber Membership.

**Don't miss out on the many benefits of MPI TENNESSEE membership!**

- **SAVE MONEY** – Enjoy discounted member rates for all chapter programs
- **KEEP INFORMED** – Receive our monthly newsletter *PlanIt Tennessee*, and all other special chapter mailings and e-mailings to ensure you know what's happening.
- **GET KNOWN** - Most importantly, Subscriber Members enjoy the privilege of being active on a committee(s), the most effective way to get to know and be known by our over 300 members.

**Please type or print:**

<b>Name</b>			<b>Designation</b>	
<b>Title</b>				
<b>Organization</b>				
<b>Chapter of Membership</b>				
<b>Membership Type</b>	<input type="checkbox"/> Corporate Meeting Professional <input type="checkbox"/> Association/Non-Profit Meeting Professional <input type="checkbox"/> Government Meeting Professional <input type="checkbox"/> Supplier Meeting Professional <input type="checkbox"/> Meeting Management Professional			
<b>MPI Membership #</b>			<b>Renewal Date</b>	
<i>Note: Your MPI TENNESSEE Subscriber Membership will be processed upon verification of your current MPI membership status.</i>				
<b>Address</b>				
<b>City, State, Zip</b>				
<b>Phone</b>			<b>Fax</b>	
<b>Email</b>				
<b>Form of Payment: <i>Subscriber Membership Fee \$100.00</i></b>				
<b>Check #</b> <i>(Make checks payable to TNMPI)</i>				
<b>Credit card type: Amex, Visa, MasterCard</b>			<b>Sec. Code</b>	
<b>Credit card #</b>			<b>Expiration Date</b>	
<b>Name on card</b>				
<b>Signature</b>				

<b>For Office Use Only</b>			
<b>Subscriber Membership Start Date</b>		<b>Renewal Date</b>	
<b>Received by</b>		<b>Date</b>	

**Meeting Professionals International Tennessee Chapter**

c/o Travelink \* 404 BNA Drive \* Building 200 \* Suite 650 \* Nashville, TN 37217  
 Phone: 615-373-8002 x 2 | Fax: 502-456-1821 | [info@tnmpi.org](mailto:info@tnmpi.org) | [www.tnmpi.org](http://www.tnmpi.org)

## **TRAVEL & EXPENSE PROCEDURES**

When members are traveling at the direct request of the chapter, reasonable and customary expenses will be reimbursed:

### **Registration**

- Event registration will be reimbursed at the early bird rate.
- Additional charges will only be reimbursed if the activity/event is being attended at the direct request of the president.
- Participation in CSR activities (carbon offset fees, community service events, etc.) are not reimbursable.

### **Travel**

The chapter will reimburse for transportation to and from the event:

- Ground transportation
  - The most cost efficient mode (rental, mileage, etc.) should be utilized at all times.
  - When multiple chapter members are traveling simultaneously, every effort should be made to consolidate costs.
- Air transportation
  - Ground transportation (including tips) to and from the airport will be reimbursed.
  - Members are expected to use the most economical means of transportation available (including traveling in groups when possible).
  - The chapter will reimburse baggage check fees as follows:
    - 5 nights or less – one bag
    - More than 5 nights – two bags

Travel to regional meetings will be reimbursed based on the following guidelines:

- Board member offers transportation for members at large (coordinated by the chapter's executive director).
- The Board member will only be conducting official MPI TENNESSEE business.
- MPI TENNESSEE Chapter will not be liable or responsible for travel acts of God or damages created by member. (i.e., traffic tickets, accidents, parking tickets etc.)
- MPI TENNESSEE Chapter will reimburse for fuel and appropriate vehicle rental for number of passengers or mileage if a personal vehicle is used. The most economical means of transportation is preferred.

**Accommodations**

- Accommodations will be reimbursed based on the official dates of the event.
- All members should book their accommodations within the room block provided (if available).
- Tips for hotel staff (including bell staff and parking staff) will be reimbursed.

**Accommodations for Regional Meetings**

- ALL overnight stays must be pre-approved by the chapter president.
- Approvals will be determined by event start time and length of travel time. If travel time is reasonable for the day of the event overnight stays will not be approved. If there are extenuating circumstances, the board member may request additional consideration.

**Food & Beverage**

- The chapter will reimburse (or authorize, if the member has been issued a chapter debit card) \$100 per day for meals (tax and tip included).
- If a meal is provided as part of the event, chapter members are expected to use this meal option before using per diem amounts.
- Participation in elective activities is not reimbursable.

**Miscellaneous**

- Individuals traveling on chapter business may extend their travel plans for personal pleasure provided that additional travel costs are not incurred by the chapter.
- Passport fees will be reimbursed for chapter representatives traveling to destinations that require one. This reimbursement will be considered for individuals who do not have a passport and would not have a need to obtain one except for chapter business.

Reimbursement will be processed upon receipt of a completed check request along with all itemized receipts. If using a chapter debit card, consult the debit card policy for reporting procedures.

**TRAVEL REIMBURSEMENT FOR GUEST SPEAKER**

When a Professional Speaker is working with the MPI TENNESSEE chapter, there are specific guidelines set in place regarding reimbursement for food and lodging. The members of the Education committee should first approach local members of hotel and lodging facilities to sponsor the speaker (comp a room for the speaker). If the speaker is unable to attend dinner with a member of the Board, the following guidelines will be in place regarding meals:

- Breakfast/Lunch – the speaker may be reimbursed up to \$20 for each breakfast or lunch during their stay for the speaking engagement for MPI TENNESSEE.
- Dinner - the speaker may be reimbursed up to \$50 for each dinner during their stay for the speaking engagement for MPI TENNESSEE.

## **UTILIZATION OF CHAPTER RESOURCES**

While MPI TENNESSEE supports its members and their endeavors both internally and externally, chapter communications tools are primarily reserved for organizational messaging, such as the delivery of invitations to monthly events and other chapter-sponsored events.

All advertising or individual-based messaging requests must be distributed via a Strategic Alliances agreement through the chapter's Director of Strategic Alliances. Messages must be pre-approved by MPI TENNESSEE Strategic Alliances and/or Communications prior to the sending an e-blast or delivery of membership labels. (See also the [Monthly Meeting Sponsor and In-Kind Value Agreement](#) and Membership List License Terms section of this manual.)



## VOLUNTEER LEADERSHIP INTEREST FORM

Dear MPI TENNESSEE Member:

MPI is the leading educational, technology and networking resource for the worldwide meeting industry. MPI's goals of professionalism, educational excellence, globalism, financial viability and advocacy require visionary and effective leadership.

If you are willing to dedicate the time and energy necessary to lead our association to the next level, I encourage you to complete and return the application provided.

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MPI/Tennessee wants to assist in meeting your long-range leadership goals. Please indicate below, the area of leadership in which you are interested:

- |   |  |
|---|--|
| <input type="checkbox"/> Committee Member   | <input type="checkbox"/> Board Member        |
| <input type="checkbox"/> Committee Co-Chair | <input type="checkbox"/> Executive Committee |
| <input type="checkbox"/> Committee Chair    | <input type="checkbox"/> President Elect     |

1. Describe in detail how your professional leadership strengths will benefit MPI/Tennessee.
2. What specific personal traits do you feel are your strengths, enhancing your value as a volunteer leader?
3. What strategic change in direction do you think the association should embrace to better serve the needs of our membership and the industry?
4. What would you like MPI/Tennessee to offer you in terms of assisting you in meeting your goals?

