CMP PREFERRED PROVIDER SESSION REVIEW FORM

Event Name	MPI New England Fall Institute
Program Date:	November 20-21, 2017
Program Time:	9:00am Monday, November 20 through Noon, Tuesday, November 21
Date of Submission:	11.17.17
Host Organization Name:	MPI New England
Contact Name:	Mark Bice, CMP, mbice@hpnglobal.com

In order to process your request we must have the following information for each session. Please use the following sample as a guide.

Individual Session Title:	Project Management for Meeting Professionals: Using Project Management Best Practices
Date/Time of Session and Session Length(Calculated to nearest .25)	11:45AM-12:45AM, 1 hour, November 20
Session Description/ Learning Objectives:	Session Description: Every event planned is a project and all event planners benefit from applying project management to their event planning projects. This session will provide attendees with a structured approach to planning events of any size and complexity by taking a project management approach. A variety of project management best practices will be shared to enable meeting planners to better accomplish their work and ensure consistency from event to event. Learning Objectives (What is the session trying to accomplish): Participants will learn how to: ⬜ Plan their initiatives using a four phased approach ⬜ Identify and manage risks that may impact the success of the initiative ⬜ Get others engaged to ensure support and buy-in ⬜ Develop a workable and stress-free schedule ⬜ Manage changes to reduce stress, frustration and negative impacts ⬜ Capture lessons learned to ensure consistency from event to event Session Take-Aways (What new skills or knowledge will the attendees be leaving the session with): ⬜ A number of best practices to manage event projects of any size or complexity ⬜ A four step process to enable for consistency in managing events

Web Link for Event:	http://www.cvent.com/events/2017-fall-educational-institute/agenda-		
CMP -IS Domain:	Domain B: Project Management		
FOR CIC USE ONLY	Approved: 1.00 CE credit.		
	Declined:		
	Remarks:		