



DRAFT MEMBERSHIP INFORMATION :: 16 February 2009

The C4EE is to be the professional association for the events industry. The aim and vision for the C4EE is to:

- provide a framework where those who work in the events industry can be recognised as professionals
- provide a "voice" for the industry, through developing best practise, writing & publishing opinion pieces, regular commentary, event statistics, annual forum
- provide continuing professional development facility - primarily online, but also through seminars and accreditation of attendance at other cpd events
- develop an awards/rewards facility - not the traditional awards ceremony/dinner/bash, but a more sedate and realistic facility. Perhaps event of the month section on the website?
- provide information on working in the industry - qualifications necessary, salaries, typical jobs, hiring & firing, guidance on legal and regulatory matters affecting the industry
- have a jobs section where jobs can be posted and applied for online
- have a tenders facility where companies/organisations can post tenders/rfps for events
- operate an internship programme where we match interns to suitable positions and companies
- be the central point for all event organisers and meeting planners
- in conjunction with the Network for Event Organisers, provide a meeting space and marketplace for the events industry

Membership to be open to

- professional events organisers/managers
- professional events staff (technicians, admin, etc)
- students in full time events education or C4EE approved part time education
- conference & banqueting managers/executives in venues/hotels
- companies providing goods & services used by events organisers/managers

The Centre for Excellence in Events Ltd
No 1 Rogans Court, Patrick Street, Dun Laoghaire, Co Dublin, Ireland
Telephone : 01 2304500 - Email : info@centreforexcellenceinevents.ie

The Centre for Excellence in Events is a company registered in Ireland. Registration No: 449001
Directors: C. Carroll, S. Carroll, D. Doris, L. Horan, E. O'Connor



- people working in events/marketing/pr in both public & private sector, not necessarily full time

Benefits for Members

- professional status – industry recognition of the professional status of a C4EE member
- access to the tenders and jobs sections
- inclusion in the internship programme where appropriate
- ability to recommend suppliers to other members and in the directory
- member listing made public if they wish
- inclusion in the awards programme
- access to continuing professional development both online and off
- contribute to the templates and articles archive

Membership Types

a. Founder Member

A founder member of the C4EE is a full member who joins the C4EE within the first 12 months of operations – starting on 01 March 2009. Founder members will be entitled to:

- Propose and second new members
- Stand for election to the governing board of the C4EE and any subcommittee
- Contribute to the definition of membership criteria and operating practice
- Recommend supplier members in their application for membership
- Use the C4EE founder member logo on all promotional literature
- Use the letters FMC4EE as part of their qualifications
- Post their CV in the Work Wanted section under the relevant categories
- Respond to RFP's and Tenders on the website
- Contribute to the templates and articles archive
- Undertake the Certification programme leading to a Master Certificate in their chosen speciality

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After the 28th of February 2010, no further founder memberships will be appointed. Founder members will still be entitled to all the benefits as stated above.

b. Full member

A full member of the C4EE is a person who or a body corporate which fulfills the criteria for full membership of the C4EE. Full members of the C4EE will be entitled to:

- Propose and second new members
- Stand for election to the governing board of the C4EE and any subcommittee
- Recommend supplier members in their application for membership
- Use the C4EE member logo on all promotional literature
- Use the letters PMC4EE as part of their qualifications
- Post their CV in the Work Wanted section under the relevant categories
- Respond to RFP's and Tenders on the website
- Contribute to the templates and articles archive
- Undertake the Certification programme leading to a Master Certificate in their chosen speciality

c. Graduate Member

A Graduate member of the C4EE is a graduate of a recognised degree level course in events management. Graduate members will be entitled to:

- Stand for election to the education committee
- Post their CV in the Work Wanted section under the relevant categories
- Undertake the Certification programme leading to a Master Certificate in their chosen speciality
- Be accepted for full membership following one year of full time practise within the industry, or 3 years part time practise.

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d. Recommended Supplier Member

Suppliers to the events industry are as welcome as events organisers as full members of the C4EE. Supplier members will be entitled to:

- Propose and second new members
- Stand for election to the governing board of the C4EE and any subcommittee
- Recommend supplier members in their application for membership
- Use the MC4EE member logo on all promotional literature
- Respond to RFP's and Tenders on the website
- Contribute to the templates and articles archive

Other member types:

Student members : Individuals who are following a recognised course of study leading to a diploma or degree in events management may apply to become student members. Student members will be entitled to:

- Join the intern programme
- Post their CV on the Work Wanted section
- Access the templates and articles section

Associate members : Individuals, companies or organisations who wish to associate themselves with the C4EE. To include academic institutions, other professional associations and others.

Approved supplier members : Suppliers to the events industry who can not fulfill the criteria necessary for recommended supplier member status, but who wish to demonstrate their professionalism through membership of the C4EE.



Criteria for Membership

Professional Member of the C4EE :

Have an academic qualification which includes Events management or organisation as a primary subject AND have at least 3 professional references demonstrating at least 1 one years full time or 3 years part time professional events management experience.

OR

Have at least 3 professional references demonstrating at least 3 years full time or 5 years part time professional events management experience

OR

Be a company or partnership or consultant who can demonstrate at least 3 years professional experience and have at least 3 professional references demonstrating client satisfaction.

Founder members of the C4EE will fulfill the criteria for Professional Members of the C4EE or Recommended Supplier member of the C4EE.

Recommended Supplier Member of the C4EE:

Have been in business, trading under their current name for a minimum of 18 months prior to application.

Be recommended by at least 10 members of the C4EE through the online recommendations system

Be able to produce relevant documentation relating to insurance, health & safety, tax compliance and other relevant documentation

Survive the objections period – where members may object to recommending a supplier member for valid reasons. Any objections made to recommending a supplier member will be examined and evaluated by the governing board.

Approved Supplier Member of the C4EE:

A supplier to the events industry who does not fulfill all the criteria for Recommended supplier membership, but who can produce all relevant documentation and be recommended by at least 3 full or founder members of the C4EE.

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