



IAEE Guidelines for Chaptering a CEM Learning Program Course

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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 for the CEM course will be managed by IAEE through Elevate
- Fee of \$299 USD will be charged per IAEE Member and Non-Members

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 lavalier microphone (if needed) and (2) flip charts with markers.
- Provide complimentary Internet access for CEM exam.
- Chapter 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 Chapter. Course promotion will include Chapter logo and verbiage stating that the Chapter is sponsoring the course.
- Provide two complimentary registrations for Chapter to the CEM course when minimum number of 10 registrants is met. Chapter 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.