



Government Meeting Specialist (GMS)



Government Meeting Specialist is a MiSGMP program recommended for all planners and suppliers seeking the knowledge needed to carry out functions of a meeting professional. The education programs required for this certificate cover information for the beginner planner to the seasoned meeting professional. This is a voluntary certificate program for both planners and suppliers. Participants must be current members of SGMP.

Education programs are offered through MiSGMP monthly meetings and Annual Education Conferences, and approved National SGMP education programs and/or conferences. The GMS program generally takes 1–3 years to complete.

Below is a list of the competency areas, with sample topics, and the number of programs required for the GMS.

Education/Programming (3 programs)

- Evaluations
- Marketing
- Meeting Planning 101
- Program Content
- Setting Goals and Objectives
- Speaker Selection
- Special Events/Entertainment

Facilities and Services (2 programs)

- Convention Services
- Facility contracts
- International
- Request for Proposal (RFP)
- Site Selection – venue

Federal, State, and Local Travel (1 program)

- Lodging and meals per diem
- Government travel and use of credit cards
- Temporary Duty
- Transportation

Financial/Contract Management (2 programs)

- Budget
- Facility Contracts
- Food and Beverage
- Protocol

Leadership (1 program)

- Managing Change
- Managing People
- Meeting/Committee Facilitation

Logistics (2 programs)

- ADA Requirements/Risk Mgmt
- Exhibits
- Function Room Setup
- Insurance
- Pre- and Post-briefing
- Speaker preparation
- Specifications Guide
- Transportation/Shipping

Protocol (1 program)

- Precedence
- Seating
- Flag Protocol and Use of Corporate Logos
- Guests Programs (spouse or children)

Technology (2 programs)

- APEX
- Audio Visual
- Productivity Tools
- Webinars/Video Conferencing

Ethics (1 program)

To Get Started

Go to www.misgmp.org, print, complete, and submit the [Letter of Commitment](#).

Maintaining Your GMS

To maintain and renew the GMS, applicants need 20 hours of continuing education in five years.

Cost

\$30 for the initial certificate and \$30 for each renewal

Email gms@misgmp.org for more information.