



**Meeting and Events Management
Certificate Program**

DATES: 7 Saturdays, every other week,
Aug 29 - Nov 21, 2009
9:00 a.m. – 3:00 p.m.

FEE: \$799, 35 Hours, 3.5 CEUs

This comprehensive curriculum is based on the Convention Industry Council's guidelines for the 27 meeting planning functions. Learn the language of meeting planning, discover the major responsibilities of a planner, and learn how to get a solid return on investment and handle logistics and negotiations. This 7 module program provides training for career development in this exciting field.

- Module 1. Introduction to Industry
- Module 2. Budgets and Return on Investment
- Module 3. Site Selection
- Module 4. Contracting and Negotiations
- Module 5. Pre-Event Planning
- Module 6. Meeting and Event Administration
- Module 7. Strategic Meeting Management

Learn the language of meeting planning, discover the major responsibilities of a planner, and learn how to get a solid return on investment and handle logistics and negotiations. The program provides training for career development in this exciting field.

Questions? Contact us at 561.297.2544

or visit www.FAUContinuingEd.com

For more information on our Hospitality DEGREE program, please visit
www.business.fau.edu/hospitality