

2018 Rance R. Willis Planner Development Scholarship Application

The Rance R. Willis Planner Development Scholarship Application

SGMP's Gilmer Institute of Learning provides National Education Conference (NEC) scholarships to provide financial assistance to meeting planner members in order to increase planner attendance at the NEC. This scholarship is intended to improve the return on investment for our SGMP supplier and planner members through additional educational and networking opportunities during the NEC.

Eligibility:

- These scholarships are intended for planner members who would not be able to attend the NEC without financial assistance.
- Planners whose agency or chapter would otherwise provide full funding for them to attend are not eligible.
- Applications are evaluated on the volume of meeting planning experience, not on activity in SGMP.
- Applicants who have never attended the NEC will be given preference.
- Applicants who have received a Planner Development Scholarship in the last three years may apply. Depending on the number of applications submitted, their applications may not be considered.

Responsibilities of Recipients During and After the Conference:

- Attend all general sessions and educational sessions during the conference.
- Attend the Tuesday afternoon Scholar Orientation Meeting.
- Attend the Expo Activities.
- Attend the Wednesday evening Sam Gilmer Awards Banquet.
- Moderate at least two breakout sessions at the conference and perform other duties as assigned by the Gilmer trustees.
- Submit completed Moderator's Session Summary Sheet for each session you moderate before the conclusion of the conference.
- Submit three – four bullet points with takeaways from the conference based on either one of the breakout sessions you attended or one of the keynote speakers and provide to the Gilmer Trustees by COB Friday, June 22, 2018.
- Meet all deadlines provided by the Headquarters staff and Gilmer Trustees, including booking approved travel.
- Must be able to attend the entire conference, beginning with orientation on Tuesday, June 5, 2018 and stay through the last session with the closing keynote speaker on Thursday afternoon, June 7, 2018.

Instructions:

- Answer each question thoroughly.
- This application covers meeting planning activity during December 1, 2016 – November 30, 2017.
- In section III, question 4, you must provide the phone number of the property and name of the contact person even if they are no longer at the property (may be verified).
- This survey is your application and must be submitted by 5pm EST on Friday, December 15, 2017. *Late applications will not be accepted, and there is no allowance for time zone differences.*
- Do not register for the NEC or make airline reservations prior to receiving notification regarding your scholarship application (if selected, those arrangements will be handled by SGMP staff). You will not be reimbursed for expenses incurred before notification of scholarship award.

1. Demographics

Name

Email Address

Agency/Company

Address

City/State/Zip

Work Telephone

Cell Telephone

Immediate Supervisor's Name and Title

Supervisor's Email

Supervisor's Telephone

Length of membership with SGMP (**max 5 points**)

*** 2. Section I - Scholarship Amount Sought**

Full Financial Assistance (Conference Registration, 3 nights lodging and roundtrip airfare)

Partial Financial Assistance (please select item(s) below:

Transportation

Conference Registration

Lodging

of nights lodging requested

3. Section II - Information About Your Membership

Government Planner - Yes/No

Contract Planner - Yes/No

Member Number

Chapter (s)

4. Number of Meetings Planned (December 1, 2016 - November 30, 2017)Max 25 points

On-site Meetings

Off-site Meetings

Number of off-site meetings placed in SGMP Properties (**max 10 points**)

For all meetings planned during the time frame, what was the total number of individuals in attendance? **Max 10 points**

5. Level of Decision-Making Responsibilities at Meetings. Choose all that apply **(Max 15 points)**

- Plan logistics
- Recommend sites
- Coordinate events
- Support on-site
- Select sites
- Negotiate contracts

6. Check the category that applies for the services you utilized at your **largest meeting** (based on number of attendees, or amount of money spent) **(Max 20 points)**

- Meeting space only
- Sleeping rooms only
- Meeting space and sleeping rooms
- Meeting space, catering, and sleeping rooms

7. Property Used for Question 6 (must be included and may be verified)

Name of Property

Contact Name

Contact Email

Contact Telephone

Is this property a member of SGMP? **(5 bonus points)**

8. Number of Chapter Meetings Attended **(Max 10 points)**

9. Certifications Held **(Max 7 points)**

- CGMP
- CMP

10. Have you ever attended an SGMP National Education Conference? (Max 20 points)

- Yes
- No

11. Have you ever received a national scholarship to the NEC?

- Yes
- No
- If so, what year(s)?

12. Have you ever received a *chapter* scholarship to the NEC?

Yes

No

If so, what year(s)?

13. Educational Contact Hours Documentation

Date, Session Title, Brief Description

Date, Session Title, Brief Description

Date, Session Title, Brief Description

Date, Session Title, Brief Description

Date, Session Title, Brief Description

Date, Session Title, Brief Description

Date, Session Title, Brief Description

Date, Session Title, Brief Description

14. **Verification - I confirm that the information included factually represents my meeting planning responsibilities and activities during the period December 1, 2016 - November 30, 2017.**

Name

Telephone Number

Email

Initial Here

15. I confirm that my supervisor has approved my application and will approve time away from work to attend the 2018 conference (supervisor may be contacted for verification).

Yes

Supervisor's Name and Telephone Number

16. I agree, if selected, to attend all educational sessions, general sessions, the Sam Gilmer Awards Banquet and the Expo at the 2018 National Education Conference. In addition, I will moderate at least two educational sessions and complete all other duties assigned to me. In exchange for complimentary registration and/or lodging and/or transportation, I accept accountability for all NEC-related tasks (on-site and off-site) assigned to me as a part of this scholarship agreement. My failure to abide by this agreement could result in a request for full or partial repayment of the scholarship awarded to me.

Agree

Initials

Clicking **Done** submits your application, which must be received by **5pm, EST**. **Late applications will not be accepted, and there is no allowance for time zone differences.** Please direct any questions to education@sgmp.org.

