



## Government Meeting Specialist (GMS)

Government Meeting Specialist is 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 monthly Chapter meetings, 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
- Diversity
- Program selection/execution
- Planning around religious holidays
- Setting Goals and Objectives
- Entertainment
- Volunteers

### **Ethics (1 program)**

- Funding
- Code of Conduct
- Conflict of Interest

### **Facilities and Services (2 programs)**

- Food and Beverage
- Banquet Event Order (BEO)
- Request for Proposal (RFP)
- Site Selection/Inspection
- Working with CVBs

### **Financial/Contract Management (2 programs)**

- Attrition
- Cancellation
- Contracts
- Force Majeure Clause
- Negotiations

### **Logistics (2 programs)**

- ADA Requirements
- Disaster Preparedness

### **Logistics (cont) (2 programs)**

- Insurance
- Pre- and Post-conference meeting
- Music Licensing
- Transportation/Shipping

### **Personal and Professional Development (1 program)**

- Change Management
- Delegation
- Relationship Building
- Mentorship
- Supervision

### **Protocol (1 program)**

- Precedence – seating of VIPs
- Flag Protocol and Use of Corporate Logos
- Guests Programs (spouse or children)
- Special Events and Vendor Selection

### **Technology (2 programs)**

- Audio Visual/lighting
- Cloud Technology
- Online RFPs
- Event-related software

### **Travel: Federal, State, and Local (1 program)**

- Lodging and meals
- Government travel credit cards
- Temporary Duty Assignment
- Transportation

## **Maintaining Your GMS**

To maintain and renew the GMS, applicants need 20 hours of continuing education in five years. Please use your tracking form. Once you have completed the 20 hours, renew your GMS Certificate via the online form.

## **Cost**

\$35 for the initial certificate and for each renewal.