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, 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.

Business Management (1 program)
- Work Ethic
- Goal-Oriented
- Industry Knowledge
- Positive and Inspirational
- Communication Skills

Education & Programming (2 programs)
- Evaluations
- Program selection/execution
- Planning around religious holidays
- Setting Goals and Objectives

Ethics (1 program)
- Funding
- Code of Conduct
- Conflict of Interest

Facilities and Services (2 programs)
- Food and Beverage
- Banquet Event Order (BEO)
- Site Selection/Inspection
- Working with CVBs

Financial/Contract Management (1 program)
- Attrition
- Contracts
- Force Majeure Clause
- Negotiations

Leadership (1 program)
- Respect
- Compassion
- Vision
- Communication

Logistics (2 programs)
- ADA Requirements
- Disaster Preparedness
- Insurance
- Pre- and Post-conference meeting
- Music Licensing
- Transportation/Shipping

Personal and Professional Development (1 program)
- Change Management
- Delegation
- Relationship Building
- Mentorship

Protocol (1 program)
- Precedence – seating of VIPs
- Flag Protocol and Use of Corporate Logos
- Guests Programs (spouse or children)

SGMP Cares (1 program)
- Diversity
- Equity
- Inclusion
- Belonging

Technology (1 program)
- Audio Visual/lighting
- Cloud Technology
- Online RFPs

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.

Cost

$35 for the initial certificate and for each renewal.