November 12, 2024

Supervisor’s Name

Agency Name

Agency Address, City, State, Zip

Dear Government Leader,

**ABOUT SGMP**

The Society of Government Meeting Professionals (SGMP) is the premier association related to government groups and conferences in the hospitality industry. Since its founding on October 30, 1981, SGMP’s vision has been to provide members the finest education and training to support their professional growth and achieve their career goals. Notably, *Certified Government Meeting Professional (CGMP)* is the industry’s top credential for specialists who master the skills compliant with mandatory government purchasing policies. SGMP helps ensure that meeting planners comply with federal and state procurement laws, running efficient and cost-effective government meetings; promote transparency in government meeting planning; and strive for excellence in logistics, protocol, ethics, contracting, and all areas of government meeting planning.

**SGMP’S ANNUAL CONFERENCE**

SGMP will be hosting its 2025 National Education Conference (NEC) May 6-8, 2025 at the St. Louis Union Station Hotel in St. Louis, Missouri. The purpose of the NEC is to help members improve the quality of their government events through education, collaboration, and networking. Our national membership is comprised of a wide range of experienced buyers and top suppliers who have the authority to negotiate the most attractive deals.

This year’s NEC will offer:

* A full CGMP Certification course;
* Seven (7) contact hours of education which can be applied toward the recertification of the CGMP and/or Certified Meeting Professional (CMP) designations; and
* Educational sessions including contracting, ethics, technology, protocol, leadership, security, and logistics.

**THE INVESTMENT**

The value of being a member of SGMP, as well as attending its annual conference, is something that has always been well worth the investment. Today, participation is more important than ever as the landscape of groups and conferences has extensively changed in the past two years. In addition to receiving the most resourceful education, attendees will benefit by exchanging ideas on issues impacting travel, networking with key vendors, and hearing from inspirational keynote speakers.

This year’s conference registration includes two breakfasts, two lunches and one dinner. The specific values for meals and incidental expenses (M&IE) determined by the General Services Administration (GSA) are published at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. These individual amounts may be deducted from the daily M&IE allowances for reimbursement purposes. In addition, reductions in per diem may be subject to agency rules and regulations.

## Cost Breakdown

**REGISTRATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Early Bird Pricing**  (deadline April 10) | |  | **Regular Pricing** | |
|  | **Member** | **Non-Member** |  | **Member** | **Non-Member** |
| **Contract Planner** | $395.00 | $590.00 |  | $450.00 | $590.00 |
| **Government Planner or Retiree** | $350.00 | $460.00 |  | $405.00 | $460.00 |
| **Educator/Student** | $250.00 | $250.00 |  | $250.00 | $250.00 |

**LODGING**

The **Room Rate Deadline**is April 2, 2025.

*1 King Bed or 2 Queen Beds (Friday, May 2- Friday, May 9)*

***Suppliers -****$209.00 per night****Planners -****$150.00 per night government per diem rate  
Room Tax 18.929%*

**FLIGHT**

Fly in directly to Lambert-St. Louis International Airport from home cities across the United States. Ground transportation is available at an additional cost from the airport to the conference hotel. Estimated Airfare: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEALS AND INCIDENTALS**

Registration includes two breakfasts, two lunches and one dinner. Additional M&I expenses are projected at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**PROJECTED TOTAL COST TO ATTEND**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ENDORESMENT**

The SGMP 2025 NEC is uniquely designed to help government meeting professionals earn the best education and meet with key decision makers.

As National President, I can confidently confirm that my journey with SGMP has been a rewarding experience. Since I started in 2006, attending the NEC has always been a principal component in aiding me in elevating my skillset and building valuable relationships. I fully support the development that SGMP offers, and highly encourage your staff’s participation at this year’s NEC.

Sincerely,

Annette Wallace  
Annette Wallace, CMP, CGMP