



The following information is required for you to complete your [online DMCP application](#). Please print this document *to assist in completing* the online DMCP application. Questions? Please call ADMEI at +1-512-345-8833 or email admei@admei.org.

APPLICANT INFORMATION

Mr / Mrs / Ms / Dr / Other (please specify)

Last name _____ First name: _____ Middle: _____

Additional Certifications or Designations, if applicable _____

PRIMARY CONTACT INFORMATION

Provide your primary contact information. ADMEI will use this information to contact you regarding your application status and all future communications.

Title _____ Organization _____

Mailing Address (street/city/state/zip/country) _____

Phone _____ Company Email _____

Alternate (personal) email _____

EXPERIENCE AND MANAGEMENT INFORMATION

Provide appropriate employment data related to the Destination Management industry. **In addition, attach a copy of your current resume/CV to the application.**

- Yes! I have a minimum of three (3) years of direct DMC experience (required)

DMC COMPETENCIES

Below are the core skills and expertise Destination Management Company professionals possess. Check all competencies in which you have been responsible for over the past five consecutive years.

You must select at least (28) competencies to be considered as a candidate.

Client

- Define Client's Goals and Objectives
- Work with Multiple Stakeholders
- Research Past Program Data / Facts

Sales

- Create a Proposal
- Conduct a Site Visit
- Establish and Work with a Budget
- Create Program Content
- Design Transportation
- Design Dine Around
- Calculate Function Space for Room Arrangements
- Create Custom Tours
- Design Team Building
- Develop Pricing Models for Food and Beverage
- Utilize Margin for Pricing
- Negotiate Client Contract Terms
- Secure Vendor Agreements

Operations

- Manage Tour and/or Meeting Registration
- Manage Housing
- Execute Transportation
- Manage a Dine Around
- Oversee Tour Programs
- Obtain City Permits
- Operate Airport Meet/Greet Services
- Develop and Maintain a Working Manifest
- Develop or Manage a Youth Program
- Execute Team Building
- Oversee Food and Beverage
- Manage Audio and Visual Requirements
- Manage a Speaker / Talent
- Create a Schedule of Services (SOS) for Staff
- Manage Onsite Staffing (Hospitality, Registration, Special Event, etc.)
- Oversee Vendors

Business

- Create Marketing, Promotion, and Publicity
- Attend a Pre Convention Meeting
- Monitor and Maintain Program Profitability
- Manage Program Billing
- Manage Technology (Social Media, Database, Website, etc)

PROFESSIONAL CONTRIBUTIONS AND EDUCATION

ADMEI encourages continued education and industry involvement. You must select five (5) items to be considered as a candidate.

Highest Form of Education (Check only one)

- Associate Degree
- Bachelor's Degree
- Master's Degree
- Doctorate Degree

Hospitality Internship

- Participated in a Hospitality Internship while in school

Professional Development (Check all that apply)

- At least 10 clock hours of qualified industry-related continuing education
- At least 20 clock hours of qualified industry-related continuing education

Example: If you have more than 20 clock hours, you would check both items.

Qualified industry-related continuing education is defined as a program that focuses on at least one of the 4 DMC domains as defined within the [DMC Competencies](#). Please complete a Professional Development Documentation Form for each session you are requesting credit. You will need to identify the DMC Domain for each session, Program Sponsor/Provider, Location & Date, Clock Hours, and Proof of Attendance. Your CMP CE record found in the [CMP Portal](#) may be substituted for this form in the case of CMP Preferred Provider approved courses. Courses must have been completed within the **past five (5) years**.

Note: Attendance at ADMEI annual conferences will be reported under ADMEI Involvement

Industry Membership

Please check all industry organizations that you have been a member of within the **past five (5) years**. Also indicate if you served as a board or committee member at any time within the five (5) years. (Check all that apply)

Association	Member	Committee	Board
ADMEI: Association of Destination Management Executives			
ASAE: American Society of Association Executives			
ILEA: International Live Events Association			
MPI: Meeting Professionals International			
NACE: National Association of Catering & Events			
PCMA: Professional Convention Management Association			
SITE: Society for Incentive Travel Excellence			
*Other			
*Other			

*Additional professional memberships may qualify for points if the Association's mission is consistent with ADMEI's. Membership in associations not directly related to the destination management industry (Chamber of Commerce, Toastmasters, Executive Women International, etc.) **do not apply**.

Industry Certifications

- o You have at least one other meetings industry certification (i.e., CMP, CITE, CMM, CSEP, etc.)
Please be sure to include the appropriate suffix in the Applicant Information section.

ADMEI Involvement (Check ALL that apply)

- o You have attended one (1) ADMEI Annual Conference
- o You have attended two or three (2-3) ADMEI Annual Conferences
- o You have attended four (4) or more ADMEI Annual Conferences
- o You have completed ADMEI's DMC Institute
- o You have completed ADMEI's DMCP Study Webinar Series

Example: If you have attended three (3) Annual Conferences, you would check the first two items on the list.

Contribution Specifically to the Destination Management Industry (Internal training and newsletters are not applicable)

- o Authoring/Publishing _____
- o Authoring/Publishing _____
include a reprint of article, copyright or author page for up to two (2) items with your application
- o Teaching _____
- o Teaching _____
include up to two (2) institutions or sponsoring organizations, courses/lectures, and dates
- o Speaker/Panelist _____
- o Speaker/Panelist _____
include up to two (2) organizations, meeting names, topics and your roles

RECOMMENDATIONS

Attach two (2) letters of recommendation, one (1) client and one (1) industry professional (other than supervisor) with this application. These letters should be dated within the past six (6) months

SIGNATURES

Applicant

I certify that all the information contained in this application is accurate and truthful. I understand that all the information I have provided may be verified and authorize such verification. I also agree, if certified, to abide by the rules and regulations set forth by the ADMEI Board of Directors and the Certification and Accreditation Board.

- o I agree to this statement.

CHECKLIST

You will need to send the following documents to admei@admei.org with the subject **DMCP Application Materials for YOUR NAME:**

- o *Resume / CV*
- o *Professional Development documentation forms*
- o *Copies of any Publications or Articles, if applicable*
- o *Two (2) Letters of Recommendation*
- o *Supervisor Approval Form*

Worksheet