



Government Meeting Specialist (GMS) Overview



The Government Meeting Specialist Certificate is a SGMP La Program recommended for all planners and suppliers seeking the knowledge needed to perform the functions of their employment effectively and professionally in the meeting industry. This voluntary certificate requires participation in education programs which benefit both planners and suppliers who are new and experienced meeting professionals. The SGMP La Chapter offers monthly education programs, an Annual Educational SGMP La Chapter Conference, and approved National SGMP education programs and/or conferences. The GMS program takes between 3 and 5 years to complete.

Below is a list of competency areas from the [National SGMP Core Competencies](#) and the number of programs required for each competency area for the SGMP La GMS designation:

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
- Effective Room Setup
- Insurance
- Pre/Post conference meeting
- Music Licensing
- Transportation/Shipping

Personal & 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

To Get Started

Go to www.sgmpla.net to print, complete, and submit the Letter of Commitment.

Maintaining your GMS

To maintain and renew your GMS, applicants need 20 hours of continuing education in a five-year period.

Cost

The fee is \$35 for the initial certificate and for each renewal is \$35. Email treasurer@sgmpla.net