



Society of Government Meeting  
Professionals

# CHARTING THE COURSE

**2025 National Education Conference  
St. Louis, Missouri**

The 2025 Rance R. Willis Planner Development Scholarship Application Deadline:  
5pm EST Wednesday, October 30, 2024.

The Rance R. Willis Planner Development Scholarship Application

## **2025 SGMP National Education Conference**

**"SGMP - *Charting the Course.*"**

**May 6-8, 2025**

**St. Louis, MO**

**The Society of Government Meeting Professionals (SGMP) Gilmer Institute of Learning provides financial assistance to meeting planner members attending the National Education Conference (NEC). Scholarship awards are available to eligible planners from revenue raised through the Silent Auction held at NEC.**

### **Eligibility:**

- **Before submitting this application, please confirm with your agency or employer that you are eligible to accept scholarship funding to attend NEC.**
- **Scholarships are intended for planner members who would not be able to attend the NEC without financial assistance.**
- **Planners whose agency or chapter would otherwise provide full funding for them to attend are not eligible.**
- **Applications are evaluated based on meetings planned in the calendar year 2024, not on activity in SGMP.**
- **Applicants who have never attended the National Education Conference will be given preference.**
- **Applicants who have received a Rance R. Willis Planner Development Scholarship in prior years may apply.**
- **Retired members are not eligible.**

**Responsibilities of Recipients:**

- **Must be able to attend the entire conference, beginning with Scholarship Orientation on Tuesday afternoon, May 6, 2025, and stay through the last session with the closing keynote speaker on Thursday afternoon, May 8, 2025.**
- **Attend daily briefings with scholarship team.**
- **Attend Sponsors Row activities.**
- **Attend the Wednesday evening Sam Gilmer Awards Banquet.**
- **Moderate at least three breakout sessions at the conference and perform other duties as assigned by the Gilmer trustees.**
- **Moderator duties include: Introduction of Speakers and provide assistance as needed, announce In/Out Session Codes, complete/submit Moderator Session Summary Sheet.**
- **Meet all deadlines provided by Gilmer Trustees and Headquarters staff.**

**Instructions:**

- Answer each question thoroughly; if it is not applicable, enter "N/A."
- The scholarship application covers meeting planning activity during January 1 - December 31, 2024.
- For Question 9, you must provide the phone number of the property and name of the contact person even if they are no longer at the property.
- Your application must be submitted by **5pm EST Wednesday, October 30, 2024. Late applications will not be accepted, and there is no allowance for time zone differences.**
- Do not register for the NEC or make airline reservations prior to receiving notification regarding your scholarship application (if selected, those arrangements will be handled by SGMP's Staff). **You will not be reimbursed for expenses incurred before notification of scholarship award.**



Society of Government Meeting  
Professionals

# CHARTING THE COURSE

**2025 National Education Conference  
St. Louis, Missouri**

The 2025 Rance R. Willis Planner Development Scholarship Application Deadline:  
5pm EST Wednesday, October 30, 2024.

## **Section I - Scholarship Amount Requested**

### \* 1. Contact Information

Name	<input type="text"/>
Email Address	<input type="text"/>
Agency/Company	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Work Telephone	<input type="text"/>
Cell Telephone	<input type="text"/>
Immediate Supervisor's Name and Title	<input type="text"/>
Supervisor's Email	<input type="text"/>
Supervisor's Telephone	<input type="text"/>

**\* 2. Scholarship Amount Requested - If you check Full Financial Assistance, it includes airfare, conference registration, and lodging. If you are not requesting a full scholarship, check off the areas that you are seeking partial assistance.**

- Full Financial Assistance (Conference Registration, three nights lodging, and roundtrip airfare)
- Financial Assistance for Airfare
- Financial Assistance for Conference Registration
- Financial Assistance for Lodging
- # of nights lodging requested (3 nights maximum)



Society of Government Meeting  
Professionals

# CHARTING THE COURSE

**2025 National Education Conference  
St. Louis, Missouri**

The 2025 Rance R. Willis Planner Development Scholarship Application Deadline:  
5pm EST Wednesday, October 30, 2024.

## Membership

**\* 3. Please indicate your membership type.**

- Government Planner
- Contract Planner

**\* 4. Information about your Membership:**

Chapter (s)

Number of years in  
SGMP (active years  
only)

Number of SGMP  
Chapter Meetings  
Attended January 1 -  
December 31, 2024

**\* 5. Number of Meetings Planned January 1 - December 31, 2024**

Number of off-site  
meetings placed in  
SGMP Properties

Number of off-site  
meetings placed in  
Non-SGMP Properties

\* 6. **Total # of Attendees at Planned Meetings:** Check all that apply

- 10-99
- 100-250
- 251-499
- 500+

\* 7. **Level of Decision-Making Responsibilities at Meetings.** Choose all that apply

- Plan logistics
- Coordinate events
- Support on-site
- Select sites
- Recommend sites to decision maker
- Negotiate contracts

\* 8. Check the category that applies for the services you used at your **largest meeting** (based on number of attendees, or amount of money spent **(Max 20 points)**)

- Meeting space only
- Sleeping rooms only
- Meeting space and sleeping rooms
- Meeting space and catering
- Meeting space, catering, and sleeping rooms



Society of Government Meeting  
Professionals

# CHARTING THE COURSE

**2025 National Education Conference  
St. Louis, Missouri**

The 2025 Rance R. Willis Planner Development Scholarship Application Deadline:  
5pm EST Wednesday, October 30, 2024.

**\* 9. Property Used for Question 8 (must be included and may be verified)**

Name of Property

Contact Name

Contact Email

Contact Telephone

Is this property a member of SGMP? (5 bonus points)

**\* 10. Certifications Held**

CGMP

CMP

N/A

**\* 11. Have you ever attended an SGMP National Education Conference?**

Yes

No

\* 12. Have you ever received a national scholarship to the NEC?

Yes

No

If so, what year(s)?

\* 13. Have you ever received a *chapter* scholarship to the NEC?

Yes

No

If so, what year(s)?





Society of Government Meeting  
Professionals

# CHARTING THE COURSE

**2025 National Education Conference  
St. Louis, Missouri**

The 2025 Rance R. Willis Planner Development Scholarship Application Deadline:  
5pm EST Wednesday, October 30, 2024.

## **Section III - Verification**

**\* 14. I confirm that the information included in this document factually represents the meeting planning responsibilities and activities of this applicant for the period January 1 - December 31, 2024.**

Name

Telephone Number

Email

Initial Here

\* 15. I confirm that my supervisor has approved my application and will approve time away from work to attend the 2025 conference (supervisor may be contacted for verification).

Yes

Supervisor's Name and Telephone Number

\* 16. I agree, if selected, to attend all educational sessions, general sessions, the Sam Gilmer Awards Banquet and the Expo at the 2025 National Education Conference. In addition, I will moderate at least three educational sessions and complete all other duties assigned to me. In exchange for complimentary registration and/or lodging and/or transportation, I accept accountability for all NEC-related tasks (on-site and off-site) assigned to me as a part of this scholarship agreement. My failure to abide by this agreement could result in a request for full or partial repayment of the scholarship awarded to me.

Agree (type Yes)

Initials

Clicking **Done** submits your application, which must be received by Wednesday, October 30, 2024, **5pm, EST. Late applications will not be accepted, and there is no allowance for time zone differences.** Please direct any questions to [education@sgmp.org](mailto:education@sgmp.org).