

# Application for Membership and Training

Please Complete Entire Application — Type or Print Clearly

Mr.  Ms.  Other \_\_\_\_\_

Applicant's Name \_\_\_\_\_  
(First) (Middle Initial) (Last)

Title \_\_\_\_\_

Agency/Organization \_\_\_\_\_  
(Abbreviations OK/No Acronyms)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ FAX (not mandatory) (\_\_\_\_) \_\_\_\_\_

email \_\_\_\_\_

In order to receive important member communications from SGMP National Headquarters and National Membership Office, e-mail **must** be provided.

I wish to affiliate with \_\_\_\_\_ Chapter  
(See page 3 for Chapter Listing)  Member at Large

Name of Planner Match *(All supplier applicants must have a planner match to join.)* \_\_\_\_\_

Agency of Planner Match \_\_\_\_\_

Does SGMP have your permission to fax/email membership information?

Fax  Yes  No      Email  Yes  No

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Payment Method     Check     MasterCard     VISA     American Express

Credit Card No. \_\_\_\_\_ Expiration \_\_\_\_\_

(Please circle)      Personal      Corporate      Government Agency

Signature \_\_\_\_\_

Amt. of Payment \$ \_\_\_\_\_ Membership Category — Check One

Mail Applications to:

- |                    |                          |          |
|--------------------|--------------------------|----------|
| Government Planner | <input type="checkbox"/> | \$50.00  |
| Contract Planner   | <input type="checkbox"/> | \$125.00 |
| Associate Supplier | <input type="checkbox"/> | \$225.00 |
| Supplier           | <input type="checkbox"/> | \$300.00 |
| Educator/Student   | <input type="checkbox"/> | \$25.00  |
| Retired            | <input type="checkbox"/> | \$25.00  |

**For Chapter Membership Chair Use**

Pd by Org.

Pd by Ind.

\_\_\_\_\_

Date Rec'd \_\_\_\_\_

\_\_\_\_\_

Membership Chair's Signature

**For HQ Office Use**

\_\_\_\_\_

Membership # \_\_\_\_\_

\_\_\_\_\_

Match # \_\_\_\_\_

\_\_\_\_\_

Date Rec'd \_\_\_\_\_

\_\_\_\_\_

Date of Ck. \_\_\_\_\_

\_\_\_\_\_

Check # \_\_\_\_\_

\_\_\_\_\_

Amt. Pd. \_\_\_\_\_

**PLANNER PROFILE MUST ACCOMPANY ALL GOVERNMENT  
 PLANNER AND CONTRACT PLANNER APPLICATIONS**

# Society of Government Meeting Professionals Planner/Contract Planner Profile Information

Name: \_\_\_\_\_  
First
M.
Last

Title: \_\_\_\_\_

Agency/Division: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City
State
Zip

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

Federal Planner
                 
  State Planner
                 
  Contract Planner

What is your preferred method of communication?     Phone     Fax     Email

How many meetings\* do you plan per year? \_\_\_ \_\_\_ \_\_\_ (insert number)

How many conventions/tradeshows do you plan per year? \_\_\_ \_\_\_ \_\_\_ (insert number)

What is the length of your seminars/trainings/convention/tradeshows? Check all that apply.

1 day     2 days     3 days     4 days     5 days

**Areas you plan your events  
(check all that apply)**

In-state only     Midwest  
 Out of state     West  
 Northeast     Southwest  
 Southeast     Northwest

**What types of facilities do you use?  
(check all that apply)**

Airport Hotels     Resort Facilities  
 Downtown Hotels     Colleges/Campus  
 Suburban Hotels     Other  
 Convention Centers    (Government Facilities)

**How many guestrooms are  
required for your events?  
(check all that apply)**

1001+     101-300  
 701-1000     51-100  
 501-700     10-50  
 301-500     less than 10

**Estimated attendance at your  
events (check all that apply)**

1001+     101-300  
 701-1000     51-100  
 501-700     10-50  
 301-500     less than 10

*\*Meetings include seminars, trainings, conventions, conferences, board meetings, etc.*

*This form **MUST** accompany Membership/Training application and renewals to be processed.*

**Enhance and expand your professionalism  
through membership in the  
Society of Government Meeting Professionals.**

Membership Services • 6 Clouser Road • Mechanicsburg, PA 17055 — 1-800-827-8916 — Fax 717-795-7552

Headquarters • 908 King Street • Alexandria, VA 22314 — 703-549-0892 — Fax 703-549-0708

e-mail: [membership@sgmp.org](mailto:membership@sgmp.org) • [www.sgmp.org](http://www.sgmp.org)



# *Membership Information and Training Application*

The national organization dedicated to improving the knowledge and expertise of individuals in the planning and execution of government meetings through education, training, and industry relationships.

## SGMP OFFERS

- Information on the latest techniques and services available to insure successful meetings
- Education and training in basic and advanced areas of meeting planning
- Referral network of planner resources and opportunities to inspect conference facilities
- Annual Education Conference, monthly meetings, newsletters and chapter affiliation
- Professional contact with other government planners and suppliers knowledgeable in government contracting
- Government Meetings *Advantage* Magazine published quarterly

[www.sgmp.org](http://www.sgmp.org)

# General Information

## History

The Society of Government Meeting Professionals was established in October 1981 in Washington, D.C. Organizers of government meetings saw a need for a forum in which to discuss mutual objectives and techniques for conducting the business meetings of the government. They sought to create an opportunity to meet on common ground with the providers of meeting services and facilities to review the latest trends in planning and implementing these events.

The motivating force behind the new organization was Sam Gilmer. His insight into the need for such a group proved prophetic. Today, the Society spans the nation with over 25 chapters, more than 3000 members and the growth continues.

Represented in SGMP's membership are employees of federal, state, county, and city government, as well as asso-

ciations of governmental employees and governmental agencies. The Society of Government Meeting Professionals is the only professional organization in the United States dedicated exclusively to the improvement of government meetings.

SGMP is managed by a national board of directors and officers elected by the membership and an executive director. Affiliate chapters elect local leadership and conduct monthly meetings in their respective areas.

## Purpose

SGMP is a non-profit professional organization of persons involved in planning government meetings — either on a full or part-time basis — and those individuals who supply services to government planners.

Our objectives are to improve the quality and promote the cost-effectiveness of government meetings.

## Benefits

SGMP offers its membership numerous opportunities through:

- Encouraging and improving communication, understanding, and cooperation between planners and suppliers through regular meetings, discussions and conferences;
- Expanding the knowledge and abilities of planners and suppliers by conducting formal education and training programs;
- Aiding planners in locating and evaluating commercial meeting facilities and support services by operating a communications link;
- Researching, analyzing and translating regulatory policies and legislative issues which affect governmental meetings;
- Promoting an understanding in decision-making areas that directly or indirectly impact the scope of operations of the planner;
- Maintaining liaison activities with other professional meeting planner and supplier groups; and,
- Providing guidance and advice to planners on all phases of planning, executing, and evaluating government meetings.
- Leadership opportunities for Professional & Personal Development.

## Annual Education Conference

A national education conference is held annually. In addition to providing an opportunity to report on the business of the Society and to install newly elected officers, it provides an excellent educational forum for sharing the latest techniques in managing meetings.

Seminars on meeting management, negotiations, law and ethics and doing business with the government market are just some of the topics presented at the annual conference. The content is designed to provide educational tools to the novice and experienced government planner and the supplier of services.

SGMP educational and training programs at both the annual meeting and regular local meetings, instruct on how to produce effective agency meetings that are conducted within budget allocations and per diem allowances. Shared are valuable tools that help sharpen planning skills so that public funds are spent economically and in a manner that produces results.

## Membership Directory

Each member of the Society is presented with a comprehensive membership directory upon admission to SGMP. Each year a directory is printed and forwarded to members in good standing.

## Newsletter

SGMP's newsletter *Government Meeting Professionals* presents information about government contracting, travel regulations, and the educational offerings of chapters.

It is provided six times each year via the SGMP National Website [www.sgmp.org](http://www.sgmp.org).

## Magazine

Government Meetings *Advantage* Magazine is published and mailed to each member quarterly.

## Website

Containing "members only" section with tips and tools for producing better meetings.

## Chapter Affiliation

All membership is with/through the National organization. Chapter affiliation is available through national membership at no additional charge. As a member of SGMP, you are welcome to attend meetings of any chapter. However, as a chapter affiliate, you may vote in chapter elections and you will receive local program announcements for educational and networking opportunities which are sent only to chapter-affiliated members.

While chapter affiliation is not mandatory, we encourage you to do so. A list of chapter presidents with phone numbers appears on the back page of each national newsletter.

Members may affiliate with the chapter of their choice.

Supplier members find it advantageous to affiliate with the chapter of their sales territory. Suppliers may hold multiple memberships which allows them to affiliate with more than one chapter. However, a planner "match" must accompany each supplier membership application. Discount membership fees to affiliate with more than one Chapter is not applicable.

### Join Us at Our Next Meeting!

Chapter policies may vary, but advanced registration to chapter meetings is preferred. Non-member monthly meeting charges are left to discretion of each chapter.

### SGMP Chapters as of April, 2005



## Code of Ethics

Because we recognize that government planners and hospitality industry are companion functions within the meeting planning fields, and

Because sound price, cost-effective transactions must be mutually profitable, and

Because cooperation between government meeting planners and suppliers will reduce the cost of meetings with consequent benefits to the hospitality industry and to the national economy as a whole,

We, therefore, subscribe to the following standards of professionalism in the relationship between government meeting planners and suppliers and within the industry as a whole.

1. To avoid misrepresentation in all business dealing, recognizing that permanent business relations on a professional level can be maintained only on a basis of HONESTY and fairness.
2. To buy and sell on the basis of value, recognizing that value represents that combination of quality of service and price which assures the greatest ultimate economy to the user.
3. To respect obligations incurred and neither express nor imply a performance which you cannot reasonably expect to fulfill.
4. To adjust and settle disputes on the basis of facts and fairness only.
5. To recognize that CHARACTER is the greatest asset in commerce, and to give it consideration in all business transactions for the betterment of the profession.
6. To avoid statements tending to injure or discredit and to divulge no information acquired in confidence with the intent of giving or receiving an unfair advantage in a competitive business transaction.
7. To provide, accept or demand no gifts, or entertainment in the guise of sales expense, where the intent or effect is to unduly influence the recipients in favor of the donor, and to renounce all forms of commercial bribery.
8. To strive, consistently for EDUCATION and growth of KNOWLEDGE within the profession.
9. To counsel (mentor) and to accept counsel from colleagues whenever the occasion permits, in the furtherance of the profession, as well as the Society.
10. To not use the Society or allow the Society to be used for overt commercial or personal purposes.

# Membership Categories

There are five categories of membership in the Society. Upon submission to the member chair, your application is presented to the National Headquarters for approval. **In order to maintain the membership balance, a supplier and an associate supplier applicant must join with a planner applicant.**

## Government Planner

Employed by Federal, state and local government meeting planners. Includes military and quasi-government associations and organizations.

## Contract Planner

Individuals, organizations or companies operating under contract to government agencies, and are receiving said payments directly from government agencies, to assist in the planning or implementation of meetings, conferences or conventions are contract planners by this definition.

## Associate Supplier

Individuals, organizations or companies that are compensated through retainer or commission from suppliers (i.e., hotels, conference centers, cities, etc.) will be considered associate suppliers. This means that individuals, organizations or companies whose income in the planning

or placement of government meetings, conferences or conventions is derived from suppliers are also considered suppliers.

## Supplier

Organizations providing facilities and services to government planners and contract planners. Supplier organizations may include hotels, transportation, audio-visual, travel services, convention and exhibit services, trade publications, tour operators, caterers and convention bureaus.

## Educator/Student

Individuals who are educators or students who would not otherwise qualify for any other membership category. This is a non-voting category and does not count towards "matching" requirements. This category is not open to anyone who would be eligible for any one of the three other membership categories.

# Membership Type

## Organization

This type of membership is paid for by and belongs to the company/agency. A representative must be appointed as the SGMP member. This membership is transferable within the company/agency, by its election on letterhead.

## Individual

This type of membership is paid for by and belongs to the individual, even though he/she may be representing a company/agency. This membership is movable with the individual member, but is not transferable to another member.

**NOTE: If a company/agency supports the member by paying the membership fee (directly or through reimbursement), the membership belongs to the organization.**

# Membership Investment

Membership fees cover a one-year period, with renewal based on the anniversary date of admission to SGMP.

Government Planner . . . . .	\$50
Contract Planner . . . . .	\$125
Associate Supplier . . . . .	\$225
Supplier . . . . .	\$300
Educator/Student . . . . .	\$25
Retiree . . . . .	\$25