



# RECERTIFICATION

## REQUIREMENTS & GUIDELINES FOR THE RECERTIFICATION APPLICATION

Every five years CMPs are offered the opportunity to recertify by documenting ongoing involvement in the meetings industry through continuing employment and education. CMPs are sent a reminder during the fifth year of certification that their current CMP certificate is about to expire. With that notice, CMPs receive information on the recertification process and the Recertification Application Form, which is similar to the initial certification application form. The form is due to CIC on or before October 15th of the year in which the CMP certification expires.

**To be recertified, CMPs are required to complete a minimum of 5 hours of continuing education and earn a minimum of 60 points on this application. All points claimed must have been earned over the previous five years, since the date of CMP certification or the date of last recertification (whichever is later).**

## CMP RECERTIFICATION POLICIES AND PROCEDURES

1. Recertification applications should be filled in completely and legibly or they will be returned.
2. Complete recertification applications are due by October 15th with the \$200 recertification fee.
2. Applications post marked October 16th - December 31st require an additional late fee of \$50.
4. CMPs who fail to recertify by the deadline lose their CMP status and are removed from the CMP Directory.
5. All CMPs who are approved for recertification will receive written notification and a new certificate.
6. Applicants with insufficient points to recertify may submit a written appeal of the recertification results.

An applicant for CMP recertification who has been notified that he/she received insufficient points to recertify may within 30 days submit a written appeal to the CIC office. Recertification appeals will be referred to the CMP Board for further consideration and decision. An appeal of recertification review results may address the following:

- The recertification applicant may submit additional information or documentation to update the application.
- The applicant may provide further explanation of any items that were discounted by the reviewers.



## FEE PAYMENT FORM

Complete and submit with recertification application

The CMP Recertification Application fee of \$200 must be submitted with the original completed application (plus \$50 if submitted after deadline). If paying by check, please make payable to CIC. Indicate method of payment below.

Payment by check:  Payment by credit card:  American Express  Visa  Master Card

Name on Card (print) \_\_\_\_\_ Phone Number: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name of CMP recertifying (if different than above): \_\_\_\_\_

### SEND PAYMENT WITH RECERTIFICATION APPLICATION FORM TO:

Convention Industry Council  
Attn: CMP RECERTIFICATION  
8201 Greensboro Drive, Suite 300  
McLean, VA 22102  
Telephone: 703/610-9030 • Fax: 703/610-9005  
Email: [cmp@cmponline.org](mailto:cmp@cmponline.org) • Website: [www.conventionindustry.org](http://www.conventionindustry.org)







## SUMMARY OF POINTS REQUIRED FOR CMP RECERTIFICATION

A minimum of 60 points is required for CMP recertification

<b>SECTION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
<b>I. WORK EXPERIENCE IN MEETING MANAGEMENT</b> Continuing Experience (12 points minimum)	50
<b>II. CONTINUING EDUCATION</b> A. Formal Education B. Professional Development (5 points minimum)	10 50
<b>III. PROFESSIONAL MEMBERSHIPS</b>	10
<b>IV. PROFESSIONAL CONTRIBUTIONS</b> A. CMP Support B. Articles C. Teaching D. Speaking E. Awards/Designations F. National and International Level Leadership G. Chapter/Affiliate Level Leadership H. APEX	40
<b>Total Points for CMP Recertification</b>	<b>160 possible    60 Required</b>



## **CMP BLUEPRINT AND MEETING MANAGEMENT RESPONSIBILITY**

Meeting management involves responsibility in any of the following CMP Blueprint areas detailed below. These areas are your guideline for any information detailed in this application form. If your experience, continued education, membership or professional contributions can be traced to these areas, they may count toward points on this application. Always refer to this reference when filling out the sections of this form.

### **MEETING MANAGEMENT FUNCTIONS**

#### **A. EDUCATION**

1. Goals and Objectives
2. Program Content
3. Evaluation
4. Continuing Education

#### **B. Financial Management**

5. Facility Contracts and Insurance
6. Budgeting

#### **C. Facilities and Service**

7. Site and Facility Selection
8. Support Services
9. Convention Center Facilities
10. Convention Service Management Responsibilities
11. Facilities Staff
12. Technology Utilization

#### **D. Logistics**

13. Reservations and Housing
14. Transportation
15. Specifications Guidebook
16. Registration
17. Shipping
18. Function Room Arrangements
19. Exhibits
20. Environmental/Humanitarian Aspects
21. Food and Beverage
22. Audiovisual (A/V) Needs
23. Speakers
24. Entertainment
25. Marketing, Promotion and Publicity
26. Special Programs
27. Production of Presented Materials



# SECTION I: WORK EXPERIENCE IN MEETING MANAGEMENT

**Continuing Work Experience (12 points minimum, 50 maximum). Provide appropriate employment information for the last five years only.** A minimum of 12 points is required. The positions listed below must be for employment and *not in a volunteer capacity*. You will need to convert partial years into a decimal to determine points (i.e. 8 months: 8/12 = .67 years)

Allow 10 points per year if meeting management responsibilities accounted for 50% of your time or more.  
Allow 6 points per year if meeting management responsibilities accounted for less than 50% of your time.

1. Current Title/Responsibility \_\_\_\_\_  
 Description of Responsibilities \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Total years \_\_\_\_\_  
 Percentage of Time Spent in Meeting Management Circle one More than 50 % Less than 50 %
2. Title/Responsibility \_\_\_\_\_  
 Description of Responsibilities \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Total years \_\_\_\_\_  
 Percentage of Time Spent in Meeting Management Circle one More than 50 % Less than 50 %
3. Title/Responsibility \_\_\_\_\_  
 Description of Responsibilities \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Total years \_\_\_\_\_  
 Percentage of Time Spent in Meeting Management Circle one More than 50 % Less than 50 %
4. Title/Responsibility \_\_\_\_\_  
 Description of Responsibilities \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Total years \_\_\_\_\_  
 Percentage of Time Spent in Meeting Management Circle one More than 50 % Less than 50 %

Total Number of Years Spent with Meeting Management at 50% or more = \_\_\_\_\_ x 10 = \_\_\_\_\_

Total Number of Years Spent with Meeting Management at 50% or less = \_\_\_\_\_ x 6 = \_\_\_\_\_

**Total Point Count for Section I (Maximum allowed – 50, Minimum required – 12) Total: \_\_\_\_\_**  
*Transfer total to Summary on page 2.*



## SECTION II: CONTINUING EDUCATION IN MEETING MANAGEMENT

### A. FORMAL EDUCATION (10 POINTS MAXIMUM)

Credit is given only for the highest degree earned during the **PREVIOUS FIVE YEARS ONLY**; and points are not cumulative. Points are only counted for the highest level of education attained. **Documentation must be included with your application to receive points in this section.**

- 1. College degree & post-baccalaureate degree, in meeting/hospitality management 10 points
- 2. College degree & post-baccalaureate degree, not in meeting/hospitality management 8 points
- 3. College degree in meeting/hospitality management 8 points
- 4. College degree, not in meeting/hospitality management 4 points
- 5. Associate degree in meeting/hospitality management 4 points
- 6. Associate degree, not in meeting/hospitality management 2 points

School/College Name \_\_\_\_\_ City \_\_\_\_\_

Degree (attach documentation: copy of diploma or transcripts) \_\_\_\_\_ Date Received \_\_\_\_\_

Total points for Section II-A (Maximum allowed – 10 points)

Total: \_\_\_\_\_

Transfer total to Section Two Total below.

### B. PROFESSIONAL DEVELOPMENT (50 POINTS MAXIMUM) MINIMUM REQUIRED – 5 POINTS

A meeting professional may acquire points for continuing education by attending the annual meetings of meeting industry organizations, chapters/affiliate meetings (including monthly), other courses or online continuing education programs offered in meeting/hospitality management subjects. *The courses/meetings must relate directly to one of the meeting management functions listed on page 4.* One point is received for each contact hour. A minimum of 5 points is required.

Indicate continuing education programs in Meeting/Hospitality Management completed **in the last five years**. Contact hours are the actual number of hours spent in educational activity.

- 1. Name of Meeting/Course \_\_\_\_\_  
Sponsor \_\_\_\_\_  
Date(s) \_\_\_\_\_  
Location \_\_\_\_\_  
Number of Contact Hours/Points \_\_\_\_\_
- 2. Name of Meeting/Course \_\_\_\_\_  
Sponsor \_\_\_\_\_  
Date(s) \_\_\_\_\_  
Location \_\_\_\_\_  
Number of Contact Hours/Points \_\_\_\_\_
- 3. Name of Meeting/Course \_\_\_\_\_  
Sponsor \_\_\_\_\_  
Date(s) \_\_\_\_\_  
Location \_\_\_\_\_  
Number of Contact Hours/Points \_\_\_\_\_
- 4. Name of Meeting/Course \_\_\_\_\_  
Sponsor \_\_\_\_\_  
Date(s) \_\_\_\_\_  
Location \_\_\_\_\_  
Number of Contact Hours/Points \_\_\_\_\_

Total Points for Section II-B (Maximum Allowed – 50, Minimum Required -5)

Total: \_\_\_\_\_

Transfer total to Section Two Total below.

Section 2-A (Maximum Allowed – 10) \_\_\_\_\_

Section 2-B (Maximum Allowed – 50) \_\_\_\_\_

Total Point Count for Section Two (Maximum allowed – 60, Minimum required – 5)

Total: \_\_\_\_\_

Transfer total to Summary on page 2.



### SECTION III: PROFESSIONAL MEMBERSHIP

**PROFESSIONAL MEMBERSHIP (10 POINTS MAXIMUM).** Membership in at least one of the following meeting industry organizations is encouraged. Such membership exposes the member to industry trends as well as opportunities for professional advancement. The membership must be individual, not corporate. Candidates for recertification may claim five points per professional membership in any year over the past five years for a maximum of 10 points. Membership in local or regional organizations/chapters as well as involvement at the national or international level earns points toward recertification. State or regional membership must be a separate membership from the national organization. Documentation of individual membership must be included with your application to receive points in this section.

#### CONVENTION INDUSTRY COUNCIL ORGANIZATIONS

- |   |   |
|---|---|
| _____ Air Transport Association                               | _____ International Association of Conference Centers           |
| _____ American Hotel & Lodging Association                    | _____ International Association of Convention & Visitor Bureaus |
| _____ American Society of Association Executives              | _____ International Association for Exhibition Management       |
| _____ Association for Convention Marketing Executives         | _____ International Association of Speakers Bureaus             |
| _____ Association for Convention Operations Management        | _____ International Special Events Society                      |
| _____ Association of Destination Marketing Executives         | _____ Meeting Professionals International                       |
| _____ Association of Meeting Management Companies             | _____ National Association of Catering Executives               |
| _____ Center for Exhibition Industry Research                 | _____ National Coalition of Black Meeting Planners              |
| _____ Council of Engineering & Scientific Society Executives  | _____ National Speakers Association                             |
| _____ Exhibit Designers & Producers Association               | _____ Professional Convention Management Association            |
| _____ Exposition Service Contractors Association              | _____ Religious Conference Management Association               |
| _____ Healthcare Convention & Exhibitors Association          | _____ Society of Corporate Meeting Professionals                |
| _____ Hospitality Sales & Marketing Association International | _____ Society of Government Meeting Professionals               |
| _____ Insurance Conference Planners Association               | _____ Society of Incentive and Travel Executives                |
| _____ International Association of Assembly Managers          | _____ Trade Show Exhibitors Association                         |
|   | _____ <b>Other:</b> _____                                       |

*For other meeting management-related organizations: do not use acronyms. Documentation including mission statement must be attached.*

**Total Point Count for Section III (Maximum allowed – 10)**

**Total:** \_\_\_\_\_  
*Transfer total to Summary on page 2.*



# SECTION IV: PROFESSIONAL CONTRIBUTIONS IN MEETING MANAGEMENT

**PROFESSIONAL CONTRIBUTIONS IN MEETING MANAGMENT (40 POINTS MAXIMUM).** Any contribution listed under this section must be related to the profession of meeting management and must have occurred **in the last five years**. This can be accomplished through CMP support activities, authoring published articles, teaching meeting management education programs, speaking on a meeting management topic or serving in a leadership capacity in meeting management organizations.

## A. CMP SUPPORTIVE ACTIVITIES

**CMP BOARD MEMBER:** 10 points per assignment

Term: \_\_\_\_\_ Dates: \_\_\_\_\_

Term: \_\_\_\_\_ Dates: \_\_\_\_\_

**CMP STUDY GROUP LEADER:** 5 points per assignment - - in order to receive points individual must have had primary responsibility for managing a CMP Study Group during an examination administration period.

Study Group: \_\_\_\_\_ Dates: \_\_\_\_\_ Points: \_\_\_\_\_

Study Group: \_\_\_\_\_ Dates: \_\_\_\_\_ Points: \_\_\_\_\_

Study Group: \_\_\_\_\_ Dates: \_\_\_\_\_ Points: \_\_\_\_\_

**CMP STUDY GROUP SPEAKER:** 1 point per assignment/topic

Study Group/Topic: \_\_\_\_\_ Dates: \_\_\_\_\_ Points: \_\_\_\_\_

Study Group/Topic: \_\_\_\_\_ Dates: \_\_\_\_\_ Points: \_\_\_\_\_

Study Group/Topic: \_\_\_\_\_ Dates: \_\_\_\_\_ Points: \_\_\_\_\_

**CMP EXAMINATION PROCTOR:** 4 points per assignment

Exam Date: \_\_\_\_\_ Location: \_\_\_\_\_ Points: \_\_\_\_\_

Exam Date: \_\_\_\_\_ Location: \_\_\_\_\_ Points: \_\_\_\_\_

Exam Date: \_\_\_\_\_ Location: \_\_\_\_\_ Points: \_\_\_\_\_

**CMP BOOTH - Staffing:** 1 point per hour

Industry Show: \_\_\_\_\_ Date: \_\_\_\_\_ Number of hours: \_\_\_\_\_

Industry Show: \_\_\_\_\_ Date: \_\_\_\_\_ Number of hours: \_\_\_\_\_

Industry Show: \_\_\_\_\_ Date: \_\_\_\_\_ Number of hours: \_\_\_\_\_

### CMP CONCLAVE ATTENDANCE

1995 - Atlanta, GA - 12 points

2001 - Cleveland, OH - 12 points

1996 - Chicago, IL - 12 points

2002 - Pasadena, CA - 12 points

1998 - Las Vegas, NV - 12 points

2003 - Mohegan Sun - 12 points

1999 - Toronto, ON Canada - 12 points

CMP Conclave: \_\_\_\_\_ Date: \_\_\_\_\_ Points: \_\_\_\_\_

CMP Conclave: \_\_\_\_\_ Date: \_\_\_\_\_ Points: \_\_\_\_\_

**Total Point Count for Section IV-A**

**Total** \_\_\_\_\_

*Transfer total to Section IV Total on page 12.*



**B. AUTHORIZING PUBLISHED MEETING MANAGEMENT ARTICLES**

In order to receive points, attach a reprint of articles on meeting management subjects authored and published in recognized national or regional publications. An article appearing in more than one publication may only be counted once.

Recognized national publication: 5 points per article

Recognized regional publication: 3 points per article

1. Title of Article \_\_\_\_\_  
 Publication \_\_\_\_\_  
 Date of Publication \_\_\_\_\_  
 National Publication \_\_\_\_\_Points          Regional Publication \_\_\_\_\_Points

2. Title of Article \_\_\_\_\_  
 Publication \_\_\_\_\_  
 Date of Publication \_\_\_\_\_  
 National Publication \_\_\_\_\_Points          Regional Publication \_\_\_\_\_Points

**Total Point Count for Section IV-B**

**Total** \_\_\_\_\_

*Transfer total to Section IV Total on page 12.*

**C. TEACHING MEETING MANAGEMENT COURSES (COLLEGE OR UNIVERSITY LEVEL)**

Points under this section are for instructors of meeting management courses at the formal education level (college or university). Instructors must have developed and taught a meeting management curriculum in the past five years. Documentation in the form of copy of course description in registration catalog or course outline/syllabus must be attached. 10 points per semester/course.

1. Educational Institution/Organization \_\_\_\_\_  
 Title of Program/Course \_\_\_\_\_  
 Course Date(s): \_\_\_\_\_ Location: \_\_\_\_\_  
 Points: \_\_\_\_\_

2. Educational Institution/Organization \_\_\_\_\_  
 Title of Program/Course \_\_\_\_\_  
 Course Date(s): \_\_\_\_\_ Location: \_\_\_\_\_  
 Points: \_\_\_\_\_

**Total Point Count for Section IV-C**

**Total** \_\_\_\_\_

*Transfer total to Section IV Total on page 12.*



**D. SPEAKING AT PROGRAMS AND MEETINGS ON MEETING MANAGEMENT**

List speaking assignments on meeting management topics at meetings and educational programs. For each assignment, claim points as a speaker or panelist — not both. Points may not be claimed for in-house staff meetings or speaking assignments that are part of work responsibility.

<b>Speaking Responsibility</b>	<b>Points</b>
Speaker on a Specific Topic	2 per assignment
Panelist or Discussion Leader	1 per assignment

1. Program/Meeting \_\_\_\_\_  
 Title of Course/Presentation \_\_\_\_\_  
 Program/Meeting Sponsor \_\_\_\_\_  
 Program/Meeting Date: \_\_\_\_\_ Location: \_\_\_\_\_  
 Assignment:    Speaker       Panelist/Discussion Leader      Points \_\_\_\_\_
2. Program/Meeting \_\_\_\_\_  
 Title of Course/Presentation \_\_\_\_\_  
 Program/Meeting Sponsor \_\_\_\_\_  
 Program/Meeting Date: \_\_\_\_\_ Location: \_\_\_\_\_  
 Assignment:    Speaker       Panelist/Discussion Leader      Points \_\_\_\_\_
3. Program/Meeting \_\_\_\_\_  
 Title of Course/Presentation \_\_\_\_\_  
 Program/Meeting Sponsor \_\_\_\_\_  
 Program/Meeting Date: \_\_\_\_\_ Location: \_\_\_\_\_  
 Assignment:    Speaker       Panelist/Discussion Leader      Points \_\_\_\_\_

**Total Point Count for Section IV-D**

**Total** \_\_\_\_\_  
*Transfer total to Section IV Total on page 12.*

**E. AWARDS AND PROFESSIONAL DESIGNATIONS**

Indicate individual awards or professional designations recognizing meeting management expertise earned in the last five years. Provide complete information on the name, purpose, sponsoring organization, date, qualifications and any other data relevant to the award/recognition earned. For each acceptable award entry, two points are allowed. The awards must be individual; group awards do not qualify. Points may not be claimed for “in-house” awards (recognition for doing a good job). Documentation of award must be included with your application to receive points in this section. Industry designations, such as CAE, CMM, CEM, CME, CHME etc receive five points each.

1. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Points: \_\_\_\_\_
2. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Points: \_\_\_\_\_
3. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Points: \_\_\_\_\_

**Total Point Count for Section IV-E**

**Total** \_\_\_\_\_  
*Transfer total to Section IV Total on page 12.*



**F. LEADERSHIP ROLES IN MEETING INDUSTRY ORGANIZATIONS AT THE NATIONAL/INTERNATIONAL LEVEL**

In order to receive points in this section, applicants must be a member of an industry organization, and serve in a leadership capacity as an officer, board member, chairperson or committee member at the national/international level. (See section G for leadership at the chapter level) Points are awarded per term of an assignment, not yearly. Provide complete names of organizations; acronyms will not be accepted. Documentation of assignment must be included with your application to receive points in this section. (To claim points for serving on CIC's CMP Board, use Section IV-A, CMP Supportive Activities.)

<b>National/International Leadership</b>	<b>Points</b>
Officer of Board of Directors	10 per assignment
Board Member	8 per assignment
Chairperson of Committee	6 per assignment
Committee Member	5 per assignment

1. Position Held \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Dates of Assignment \_\_\_\_\_ Points \_\_\_\_\_
2. Position Held \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Dates of Assignment \_\_\_\_\_ Points \_\_\_\_\_

**Total Point Count for Section IV-F** **Total** \_\_\_\_\_  
*Transfer total to Section IV Total on page 12.*

**G. LEADERSHIP ROLES IN MEETING INDUSTRY ORGANIZATIONS AT THE CHAPTER/AFFILIATE LEVEL**

In order to receive points in this section, applicants must be a member of an industry organization chapter or affiliate, and serve in a leadership capacity as an officer, board member, chairperson or committee member. Points are awarded based on the term of assignment, not yearly. Provide complete names of organizations; acronyms will not be accepted. (To claim points for serving on CIC's CMP Board, use Section IV-A, CMP Supportive Activities.)

<b>Chapter/Affiliate Leadership Role</b>	<b>Points</b>
Officer of Board of Directors	5 per assignment
Board Member	4 per assignment
Chairperson of Committee	3 per assignment
Committee Member	2 per assignment

1. Position Held \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Dates of Assignment \_\_\_\_\_ Points \_\_\_\_\_
2. Position Held \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Dates of Assignment \_\_\_\_\_ Points \_\_\_\_\_
3. Position Held \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Dates of Assignment \_\_\_\_\_ Points \_\_\_\_\_

**Total Point Count for Section IV-G** **Total** \_\_\_\_\_  
*Transfer total to Section IV Total on page 12.*



RECERTIFICATION APPLICATION FORM

H. APEX (ACCEPTED PRACTICES EXCHANGE) ACTIVITIES

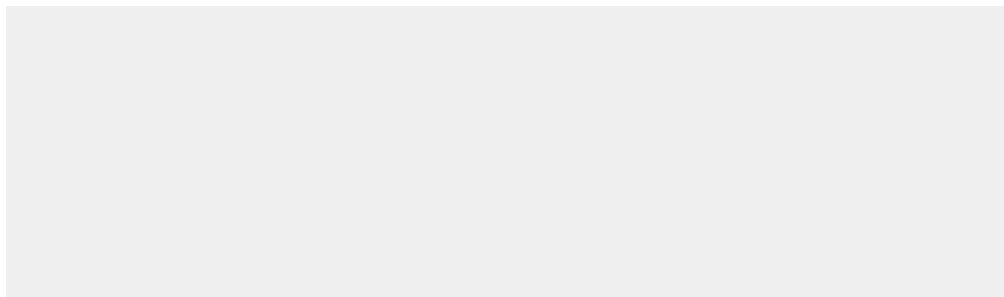
Table with 2 columns: Activity and Points. Activities include APEX Ambassador (2 points), APEX Commissioner (4 points), Panel/Committee Chair (4 points), Panel/Committee Member (3 points), City Discussion Group Leader (2 points), and City Discussion Group Participant (1 point).

- 1. Role/Activity: \_\_\_\_\_
Name of Panel/Committee: \_\_\_\_\_
Date(s): \_\_\_\_\_ Point(s): \_\_\_\_\_
2. Role/Activity: \_\_\_\_\_
Name of Panel/Committee: \_\_\_\_\_
Date(s): \_\_\_\_\_ Point(s): \_\_\_\_\_

Total Point Count for Section IV-H

Total \_\_\_\_\_

Transfer total to Section IV Total below.



- Section IV-A \_\_\_\_\_
Section IV-B \_\_\_\_\_
Section IV-C \_\_\_\_\_
Section IV-D \_\_\_\_\_
Section IV-E \_\_\_\_\_
Section IV-F \_\_\_\_\_
Section IV-G \_\_\_\_\_
Section IV-H \_\_\_\_\_

Total Point Count for Section IV (Maximum allowed - 40)

Total: \_\_\_\_\_

I certify that all the information contained in this recertification form is accurate and truthful and I will continue to abide by the rules and regulations set forth by the CMP Board. You must complete this form in its entirety and sign below.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail Completed Form and Fee to:

CMP Recertification
Convention Industry Council
Department 4490, P.O. Box 85080
Richmond, VA 23285-4490
Telephone: 703/610-9030
Fax: 703/610-9005

List immediate supervisor's name and address below if you wish a letter sent regarding your successful recertification:

Name \_\_\_\_\_
Title \_\_\_\_\_
Org \_\_\_\_\_
Address \_\_\_\_\_
State/province \_\_\_\_\_ Zip \_\_\_\_\_
Phone \_\_\_\_\_ Fax \_\_\_\_\_
Email \_\_\_\_\_