Society of Government Meeting Professionals (SGMP) – Louisiana Chapter

PO Box 84285

Baton Rouge, LA 70884

<<Current Date>>

«First\_Name» «Last\_Name»

«Company»

«Address\_1»

«City», «State» «Zip»

Dear «First\_Name»:

Thank you for submitting your letter of commitment for the Government Meeting Specialist program with the Louisiana chapter. This letter will be kept on file until completion of the Government Meeting Specialist (GMS) program. The program will take as long as three years to complete. It must be completed by «Completion\_Date».

Obtaining this certificate of completion demonstrates a dedication to your profession and offers a base of useful information. It provides access to information needed to succeed on the job. The GMS offers practical overviews of key areas of marketing, logistical setups, setting up your program, speaker selection, regulations, and practice. It identifies resources for in-depth and additional information that may be utilized at a later time. We use experienced practitioners to teach the classes and adult learning principles to provide a learning environment where colleagues can share experiences and information. Organizations that hire meeting professional believe professional development matters and shows importance to the industry.

Enclosed is a tracking sheet for the Government Meeting Specialist program. This tracking form will be used to maintain your records as you go through the program. This form can then be turned in along with your completed application and appropriate fees once you have attended your last class. We appreciate your dedication to your profession and look forwarding to working with you.

Please visit our website at www.sgmpla.net or email me at President@sgmpla.net if you have any questions.

Sincerely,

Sharon Delvisco, CGMP

Chapter President

Enclosures