

## IAEE New York Area Chapter – CEM Scholarship Application

This sponsorship opportunity is brought to the NYIAEE Chapter by [MetroMultimedia](#)

The purpose of the scholarship is to assist young professionals who are currently working in the Exhibits Industry in achieving a Certification in Exhibition Management or recertifying. The scholarship serves to promote the exhibitions and events industry by attracting young professionals that have been working in the industry for 3 – 5 years encouraging their pursuit with financial support. Through this program we hope that the individual will gain practical knowledge, information around the latest thinking in exhibitions and event management. Scholarships are awarded competitively based upon pursuit of achieving a CEM designation or recertification.

Three scholarships will be awarded for the 2024-2025 chapter calendar year.

### WHAT IS CEM:

The [Certified in Exhibition Management™ \(CEM\)](#) designation is a globally recognized designation that demonstrates the highest professional standard throughout the exhibition and event management arena. It was first created in 1975 to raise professional standards in the event industry and it continues to be the premier mark of professional achievement.

The CEM designation accommodates short and long-term career goals with education that can be tailored to meet specific needs and interests. The designation is obtained by completion of nine courses offered in classroom and on-line formats. The CEM Learning Program is offered in the United States, Canada, Brazil, China, Dubai, Korea, Mexico, Portugal, Singapore, Spain, Taiwan, and Thailand.

### RECERTIFICATION THROUGH EDUCATION:

The CEM [recertification](#) policy states that all CEMs are required to earn 15 credit hours every three years. Please be sure to check your renewal status before applying. This scholarship is open to those whose status has not lapsed.

### THE SCHOLARSHIP INCLUDES:

IAEE CEM tuition payment: This will cover the nine (9) classes (virtually or in-person) needed to obtain your CEM within the required 3-year time frame

- o If for any reason you fail to pass a class or do not complete the program in the allowed time frame, then the IAEE New York Area Chapter would not pay for the additional classes needed or classes that were taken but did not result in a CEM Certification

### REQUIREMENTS:

- Completed IAEE New York Area Chapter – CEM Scholarship Application
- Resume
- One letter of recommendation by faculty and/or from exhibition industry leader
- One-page essay submission (400-1,000 words) on an explanation of your goals and desired roles in the exhibitions and events industry
- All paperwork must be received by the IAEE New York Area Chapter by **April 15th, 2024**

- Candidate has 3 years to complete the 9 courses and exams
- The individual that is awarded this scholarship will be expected to play an active role in the IAEE New York City Chapter for 3 years from the start of the program

#### **REQUIREMENTS OF THE CEM LEARNING PROGRAM – THROUGH IAEE**

The nine-part CEM adult learning and certification program is designed to provide industry professionals an in-depth understanding of the overall operations of the industry.

- New candidates must have three (3) years of full-time experience in the exhibitions and events industry.
- Candidates may choose any nine (9) out of the [twelve \(12\) courses](#) offered to complete the CEM Learning Program. Each course has a corresponding examination that must be taken and passed within 90 days of the course date.
- Candidates have three (3) years in which to complete all nine (9) courses and exams.
- The candidate's start date is the date that the first exam is passed and all requirements must be completed three (3) years from that date.

#### **INSTRUCTIONS:**

Submit application and required materials to:

**IAEE New York Area Chapter**  
**IAEE New York Area Chapter – CEM Scholarship Application Committee**  
Email: [admin@nyiaee.com](mailto:admin@nyiaee.com)

A Selection Committee, consisting of the NYIAEE Board, including a representative from MetroMultimedia will review and rate the applications, and scholarship awards will be based solely on these ratings. The Selection Committee will announce scholarship recipients by **May 1st , 2024**.

**The applicant must complete the following section and the application pages which follow. (Please type in the shaded boxes)**

Name:

Place of Employment:

Number of years in the industry:

Signature of Applicant:

Date:

11. List any industry association membership you are involved with (e.g. IAEE, MPI, PCMA, etc.)

**Instructions:**

This is the only page of the application package on which your name should appear. On all other pages print your name on the reverse side of the form. Additional materials (transcripts, letters of reference, etc.) will be “blinded” to remove your name so the Selection Committee will not know your identity when reviewing your application.

**Required Documents:** (All must be submitted together in one email)

- Completed scholarship application
- Essay submission
- 1 letter of recommendation from non-family members (Must be submitted with the application in a sealed envelope -- author’s signature must be included on the seal.)
- Resume

**Essay Question:** On a separate sheet of paper, provide a one-page essay (400-1,000 words) answering the following question:

IAEE New York Area Chapter – CEM Scholarship Applications are awarded to individuals who are young professionals who are currently working in the Exhibits Industry with the end goal of achieving a certificate in Exhibition Management.

**Why do you think you should be considered for this scholarship and in what ways do you meet these eligibility criteria?**

**Return to:**  
**IAEE New York Area Chapter**  
**IAEE New York Area Chapter – CEM Scholarship Application Committee**  
**Email: [admin@nyiaee.com](mailto:admin@nyiaee.com)**