



Summit Event Manager - Pro Accreditation Program

In the ten years that the Summit Event Manager software has been on the market, it has been used in 42 countries around the world, from Lapland in northern Finland to Namibia in Africa, and can be found in the offices of Professional Conference Organisers (PCOs), associations, corporations and teaching institutions. It has proven to be robust, flexible and easy to use in all manner of conferences, expos, award evenings, training days and incentives.

These features all come together to ensure that Summit has become an industry standard.

Benefits for Employers

The Accreditation Program was developed to provide clients with greater access to quality Summit Users.

- Formally recognised skill level in potential employees.
- Confidence in current employee's skill level.
- Access to an opt-in Summit User database on the MIE Software website.
- Less money spent on training and support.

Benefits for Summit Users

The Accreditation Program formally recognises and promotes your skills as a competent Summit User.

- Acknowledgement of skill level - the Accreditation Certificate.
- Name published in the Summit Client newsletter - distributed quarterly.
- Credentials posted as part of an opt-in Summit User database on the MIE Website.

The Summit Accreditation Program is an exam that must be completed within 7 days and returned to MIE Software.

Skills Assessed

- Setup a Summit event file using the Summit Event Manager - Pro software
- Process delegate, presenter, exhibitor and sponsor registrations
- Produce reports
- Manage accommodation and travel bookings
- Process and reconcile all registration monies
- Produce confirmation letters and tax invoices
- Produce conference name badges
- Organise tabling and seating arrangements
- Package results using a file compression program and return via email.

Accreditation Pricing

Professional: AUD \$99.00

Student: AUD \$66.00

If, unfortunately, the event wasn't completed successfully, then some feedback will be provided with the opportunity to re-sit the exam, once, at no extra charge.



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How the Accreditation process will work?

Step 1: Register

Visit the MIE Software website and complete the registration form.

Step 2: Receive the Accreditation Exam.

Upon receipt of payment the Accreditation Exam will be forwarded via email.
(Exams are sent out every Wednesday)

There will be 7 days allowed to complete the exam and forward to MIE Software the required documentation.

Step 3: Review

MIE Software will grade all exams and notify participants of results with 10 working days.
Certificates will be issued.

How long is Accreditation valid for?

Accreditation is product and version based. If you become accredited in Summit Event Manager - Pro version 9 you will be accredited for the life of this product and version.

Tools Required

A copy of Summit Event Manager - Pro (v.9)	Registered or un-registered Preferably the latest updated version
A file compression program	E.g. WinZip
Email facility	E.g. Microsoft Outlook, Hotmail, Yahoo!
MS Snapshot	Similar to Adobe Acrobat and provided with all MS Office 2000 and MS Office XP products (including Summit).

Hint: The MIE Software website can provide most of the tools required and any software user manuals for download free-of-charge. You can also purchase a MIE Software Collection CD upon registration.