

## How to Claim Connect Independent Planners 2018 Continuing Education Credits

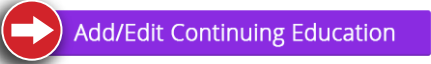
Because Connect is a CMP Preferred Provider, education from this event has been pre-reviewed by the Events Industry Council and requires no additional documentation on your part. Approved sessions are added automatically to your portal account; all you need to do is edit each Preferred Provider record and indicate the number of clock hours of education you attended and are claiming.

**Log in to your account at [eventscouncil.org](http://eventscouncil.org) to actively claim CE Hours uploaded to your portal account.**


Click **"Add/Edit Continuing Education"**




### My CMP Continuing Education


Session Course/Title	Date	Reported By	Clock Hours
Connect Event Session 1 - Jane Smith	10/12/2018	Events Industry Council	0.00
Connect Event Session 2 - Jane Smith	10/24/2018	Events Industry Council	0.00
Connect Event Session 3 - Jane Smith	11/15/2018	Events Industry Council	0.00



Click **"Edit,"** claim the # of hours attended and click **"Continue"**



Session Course/Title	Date	Reported By	Clock Hours		
Connect Event Session 1 - Jane Smith	10/12/2018	Events Industry Council	0.00		Edit Delete
Connect Event Session 2 - Jane Smith	10/24/2018	Events Industry Council	0.00		Edit Delete
Connect Event Session 3 - Jane Smith	11/15/2018	Events Industry Council	0.00		Edit Delete

Back Cancel Save and Exit Continue 

Reference the following table when uploading information for sessions attended to your EIC portal account:

Session Course/Title	Date	Domain	Hours
<b>Opening Session</b>			
5 Actions to Create Influence as an Industry Advocate	12/5/2018	A: Strategic Planning	1.50
<b>Education Sessions</b>			
Cutting Edge Legal Issues for Meetings	12/5/2018	C: Risk Management	1.00
Setting Up Your Contracts for Success	12/5/2018	C: Risk Management	1.00
<b>Town Halls</b>			
Town Hall: Independent Planners	12/5/2018	G: Meeting or Event Design	1.25
Town Hall: How to Think Like an Independent	12/5/2018	G: Meeting or Event Design	1.25
<b>Closing Session</b>			
Today's Meetings, Tomorrow's Forecast and Your Key Role in Both	12/6/2018	E: Human Resources	1.50