Sharpen Your Meeting And Event Planning Skills in 6 Months

Whether you’re new to the meeting and event field, or you’re a seasoned pro looking to gain credibility with your clients, our Professional Meeting and Event Planning Certificate will give you the skills you need to elevate occasions of all formats and sizes, from weddings to virtual conferences and festivals.

Program Highlights
- Complete in 6 months, or take up to 2 years
- Pursue the certificate or take just the classes you need for professional development
- Estimated cost $2,345 (individual courses vary)
- No textbooks required
- Taught by seasoned industry professionals
- Networking and exclusive volunteer opportunities

Enroll Now
Courses vary by semester, go to neverstoplearning.net/meeting to view the current schedule.

Core Courses (complete all 7)
- Meeting Planning Basics | 9 hours | Recommended as the first course in the program
- Food and Beverage Planning | 6 hours
- Event Marketing and Promotion | 6 hours
- Site Selection, Negotiation, and Legal Issues | 13 hours
- Financial Management of Meetings and Events | 6 hours
- Audio/Visual Basics | 6 hours
- Professional Development | 6 hours

Elective Courses (complete 18 hours)
- Starting Your Own Business | 6 hours
- Event Design and Production | 6 hours
- Weddings and Social Events | 9 hours
- Event Technology Tools | 6 hours
- Effective Networking and Resumes | 6 hours
- The Art of Selling | 6 hours
- Nonprofits and Fundraisers | 6 hours
- Festivals and Public Events | 6 hours
- Event Safety, Security, and Risk Management | 6 hours
- Conference Architecture: Creating Engaging Experiences for Today’s Audience | 6 hours

Annie Revel, CSEP Program Advisor
A seasoned professional for over 30 years, Annie continues to set standards of excellence in the event management and fundraising industries.

A group discount is available to businesses that enroll multiple employees.
Call (619) 594-1188 for more information.

For additional information, please email globalcampus@sdsu.edu or call (619) 594-7700.
**Why SDSU’s Meeting and Event Planning Program is Right for You!**

Expand your network with seasoned professionals in the meetings and events industry who have worked all aspects of planning, creating high-profile events all over the world. All online courses are timely and relevant, with focus on the current shift to virtual events due to the COVID-19 mandates. You’ll get their insider tips and learn from their experiences to create memorable meetings and events anywhere.

You’ll also get first notice of exclusive opportunities for experience and jobs via email on the Meeting and Event Planning Facebook page.

You’ll even receive a discounted membership to join Meeting Professionals International, where you can attend networking and educational sessions with your local chapter.

**Meeting and Event Planning Program FAQs**

**Q: Can I start with any class?**
**A:** Yes, you can. The courses stand on their own, and you can take as few or as many as you’d like. The classes build on one another, so it’s ideal if you can take them in order, but it’s not required. To earn the certificate, take all seven required courses (100 level) and 18 hours of elective courses (200 level).

**Q: What are the application requirements?**
**A:** None. This program is open to everyone and no prerequisites are needed for enrollment.

**Q: Do you offer job placement?**
**A:** Jobs and volunteer opportunities can be found on our MEP Facebook page and LinkedIn group. Follow us for the latest updates.

**Q: Where do I park for on-campus courses?**
**A:** SDSU parking permits are required 24 hours a day, seven days a week in Parking Structure 6 on Hardy Avenue. If you’re participating in a course with an on-campus component, you’ll need to purchase an SDSU Student Parking Permit through San Diego State University. If you do not bring your parking permit, you’ll need to pay for SDSU visitor parking on the first day of the course.

For more information on parking permits, please call (619) 594-5152 or consult the Parking Rules for Extended Studies/Gateway Centers.

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