

How to Claim Connect Chicago 2020 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 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

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

Session Course/Title	Date	Domain	Hours
RFP Challenge—How Planners and Suppliers Get to Yes	2/24	C: Risk Management	1.00
Hospitality and Tourism Trend Watch 2020: What’s Here, What’s Next, and What’s Possible?	2/25	G: Meeting or Event Design	.75
Next Era Thinking in Events and Meetings	2/25	G: Meeting or Event Design	1.00