A picture containing food

Description automatically generated

# THE APIEM

# INSTITUTIONAL MEMBER PARTNERSHIP

# AND VENUE INFORMATION FORM

# sECTIONS 1, 2, 3, 4 and 5 are to be completed by the proposed partner and returned to: contact@theapiem.com

# 

# RISK – to be completed by apiem

|  |  |
| --- | --- |
| **Is there any Risk to the Reputation of APIEM in working with this Partner?** | Yes/No  Details |

# Recommendation – to be completed by apiem

|  |  |
| --- | --- |
| **I recommend that the Proposed Organisation is Appropriate to become an APIEM Institutional Member** | Yes/No |
| **Comments** | Details |

**SIGNED: DATE:**

**DAVID HIND Dr KAREN FERNANDEZ**

**PRESIDENT OF APIEM VICE PRESIDENT OF APIEM**

# report

These sections should provide assurance as to the suitability of the proposed organisation to become an APIEM Institutional Member.

If documents are appended to this checklist it is useful to provide a reference to the specific section of the document that applies.

# 1 Summary Information

|  |  |
| --- | --- |
| **Name of Partner Organisation** | Name |
| **Name of Main Contact for APIEM, Full Postal Address and e-mail Address** | Details |
| **Partner`s Website URL** | Details |

# 2 information about the partner

|  |  |
| --- | --- |
| **Type of Organization – eg. public or private educational institution/training provider** | Details |
| **Source of Funding** | Details |
| **Licence or Government Approval Required and if so Date of Approval and when this needs Renewing** | Yes/No  Details |
| **Is the Partner Financially Sound** (e.g. attach annual report) | Details |
| **Brief Details of the Organisational Structure of the Partner – faculties/departments/schools etc** | Details |

# 3 Partner compatibility with APIEM

|  |  |
| --- | --- |
| **Mission/vision of the Partner** | Details |
| **History of the Partner** | Details |
| **Are there any Existing Links between the Partner and APIEM?** (if applicable) | Yes/No  Details |
| **What is the Nature and Scope of the Partner`s links with other professional bodies/associations in Tourism or Events/MICE Management?** (if applicable) | Details |
| **Award Levels Offered at Partner in Tourism and Events/MICE Management** (i.e. if education provider) for example Bachelors degree, Diploma etc | Details |
| **Details of the Events/MICE Management Curriculum offered by the Partner – type of courses/qualifications, subject areas covered** (e.g. attach a prospectus or provide online prospectus URL) | Details |
| **Overall Student Numbers at Partner on Events/MICE Management Courses** | Details |
| **Internship Opportunities provided for Events/MICE Management students by the Partner** | Details |

# 4 Resourcing

|  |  |
| --- | --- |
| **Staffing:** | |
| * **Names of Academic Staff who contribute to the Events/MICE Management Courses and their Qualifications** | Details |
| * **Number of Support Staff who contribute to the Events/MICE Management Courses** | Details |
| **Teaching facilities:** | |
| * **Number of General Classrooms, Lecture Theatres at the Partner Organisation** | Details |
| * **Type of Laboratories or Specialist Facilities available for the Events/MICE Management Courses** | Details |
| **Review of learning resources** (adequacy to ensure appropriate student experience. Consider range, quality, quantity, access) | |
| * **Number of Tourism and Events/MICE Management books in the Library** | Details |
| * **Number of Tourism and Events/MICE Management Journals in the Library** | Details |
| * **Details of Other Learning Resources to support the Events/MICE Management Courses** | Details |
| * **IT Resources to support the Events/MICE Management Courses** | Details |
| **Other Resources to support the Events/MICE Management Courses** | Details |

# 5 NATIONAL REPUTATION

Consider the national reputation of the institution according to the following criteria:

|  |  |
| --- | --- |
| **Examples of Events/MICE Management Employment record of Alumni** | Details |
| **Recognition of the Partner by National Tourism and Events/MICE Associations and Government Agencies and Departments** | Details |
| **Other Factors that Enhance the National Reputation of the Partner** | Details |

**Signature of APIEM:**