

2024



NCBMP

National Coalition of
Black Meeting Professionals

National Coalition of Black Meeting Professionals

1800 Diagonal Road

Alexandria, VA 22314

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STUDENT EDUCATION & DEVELOPMENT PROGRAM

The NCBMP Student Education and Development Program is designed to attract students from colleges and universities across the country. We are interested in students pursuing careers in all segments of Hospitality including, but not limited to: DMOs, Meeting Planning, Lodging, Food & Beverage, Sports/Sports Facilities, Travel, Audio/Visual, Design, and Hospitality Law.

The short-term goal is to re-incarnate and develop this initiative for NCBMP for presentation as we celebrate the upcoming 41st anniversary on **November 13-16, 2024, in Birmingham, Alabama**. Up to ten students will be selected to attend/participate in this year's conference. We will provide educational sessions and networking opportunities, and award scholarships on behalf of NCBMP to assist them toward graduation.

The long-term goal is to become an organization of support for students as they approach graduation from their prospective colleges and universities. We will achieve this goal via our four pillars of operation: membership, mentorship, education, and scholarship. As students enter the workforce, we will encourage them to maintain membership and participation within NCBMP.

Pillars of Operation:

- **Membership** - locate and recruit students attending 4-year institutions seeking a career in all areas of Hospitality. NCBMP will offer a network of business professionals to help guide their career paths.
- **Mentorship** - Provide students an opportunity to build relationships with professionals from various segments of hospitality working in different capacities to contribute toward professional development.
- **Education** - provide an interactive learning experience during the NCBMP Annual conference geared towards adding insightful contributions and continued knowledge as it pertains to doing business in the Hospitality Industry.
- **Scholarship** - Award students the ability to gain financial assistance towards completing their education. Student selection will be based on program eligibility and the ability to successfully complete the application process.

Onsite Leadership Modules and Learning Outcomes to Include:

- Business Etiquette
- Networking Skills
- Career Exploration and Planning
- Event Shadowing and Tours

Upon completion of the conference weekend, one \$2500 and two \$1000 scholarships can be awarded to students who display mastery of not just educational components of hospitality but also exemplify the mission of NCBMP.

PROGRAM ELIGIBILITY

To be considered for these awards, students must meet the following criteria:

1. BIPOC Student enrolled in a 4-year accredited college or university. (Preferred)
2. Junior or Senior pursuing a major in the hospitality industry.
3. A minimum academic average grade of "C+" or above. On a grade point average scale of four (4.00), the QCA/GPA must be 2.50 or above.
4. Submit a complete application packet with all requested information and attachments, including **two** letters of recommendation, a resume, and an essay that must accompany the application.
5. Candidates must plan to arrive at the conference **Wednesday, November 13, 2024, and depart Saturday afternoon, Saturday, November 16, 2024**, and participate in all required components and events.

NOMINATION & APPLICATION PROCESS

NCBMP seeks outstanding hospitality students from around the country who demonstrate academic excellence and leadership ability. Students are selected to attend the NCBMP conference in ONE of the following ways:

- a. **Advisor Nomination:** Advisors nominate students based upon academic achievement and leadership qualities. Students nominated by their university are sent an invitation to enroll and are selected for admission based on the review of their application and space availability.
- b. **Member Nomination:** NCBMP members may nominate a student based on the criteria listed above.
- c. **Merit Application:** Students who have not received an invitation are invited to apply based on academic merit, extracurricular accomplishment, and leadership potential. A school counselor, teacher or principal recommendation must accompany the application.

APPLICATION FEES

A non-refundable **application fee of \$50.00 must be submitted at the time of application.** All students who apply will be awarded a one-year student membership to NCBMP.

NOMINATING INSTRUCTIONS

Completed nomination packets must be submitted to NCBMP by **Friday, May 31, 2024, at 11:59pm.**

Applications must include the following:

1. Nomination form
2. 2 Letters of recommendation:
 - One must be from the student's faculty advisor to include an evaluation of the candidate's qualifications.
 - The second should address academic or community accomplishments and leadership potential. (*Example: a supervisor at your volunteer organization, your fraternity/sorority/civic organization president or vice president, church/worship center elder. Recommendations from any relatives of the applicant are not acceptable.*)
3. Student's resume (Limited to two 2 pages)
4. Statement of interest cover letter: In a one-page statement, the student should explain why he or she wishes to participate in the Conference and how the experience might contribute to his or her professional development.
5. Essay: Please choose **one** of the following and complete an essay (350 words)

1. Write a letter to yourself 10 years from now. Detail your goals and 10 years in the events industry. Include any challenges you may have faced and how you overcame them.
2. Plan and describe your own conference for 2028. What sessions are you attending and why? What activities are you looking forward to?
3. Describe the importance of diversity and inclusion in the events industry. What challenges and advantages do inclusive meetings have and how do you help advocate for them?
4. It's 2029, how did you apply what you apply what you learned from the 2024 NCBMP conference in your career? How do key contacts that you met at the conference continue to influence your career?

ACCEPTANCE

Students will be notified of acceptance no later than **Friday, June 28, 2024**. Upon acceptance, students will receive an individual student packet outlining virtual pre-conference training dates and conference details, no later than August 19. **Acceptance to the program includes conference fees, housing, transportation, course materials, student activities, and meals.**

NOTIFICATION AND DISTRIBUTION OF FUNDS

Recipients will be awarded at the NCBMP BRUNCH on Saturday, November 16, 2024.

Scholarship checks distributed by NCBMP will be written to the award recipient and sent to the institution within 60 days following the annual conference.



PLEASE RETURN COMPLETED FORM TO:
 National Coalition of Black Meeting Professionals.
 1800 Diagonal Road
 Alexandria, VA 22314
 Phone: 571-366-1779
 Email: info@ncbmp.org

NCBMP STUDENT APPLICATION

Date:

CONTACT INFORMATION			
Name:			
College/ University:			
Major:			
Classification:		Pronouns:	Female ☐ Male ☐
School Address:			
City/ State:		Zip	
Permanent Address:			
City/ State:		Zip	
Home Phone:		Cell Phone:	
E-Mail:			
Alternate Email:			
Faculty Advisor:		Phone:	
Advisor's Signature:		Date:	
SPECIAL SERVICES			
Do you require Accommodations and/or Dietary Requirements: ☐ Yes ☐ No			
Please outline the Requirements:			
TRAVEL INFORMATION			
If selected the NCBMP office will make air/train travel arrangements for you. * Please provide the information below to expedite the process.			
Departing Airport/ Train Station:			
Name as it appears on your license:			
Date of Birth:			
Rewards Number:			
Rewards Airline: (Airline Preference not guaranteed)			

METHOD OF PAYMENT☐ AMEX ☐ Visa ☐ MasterCard ☐ Discover

Name on Credit Card:

Billing Address:

Same as Above ☐

Credit Card Number:

City:

State:

Zip:

Exp:

CVG:

Signature:

AGREEMENT AND SIGNATURE

By submitting this application, I affirm that the facts set forth in it are true and complete.

I understand that if I am accepted as a student attendee, any misrepresentations, omissions, or other false statements made by me on this application may result in disqualification or dismissal.

CANCELLATION POLICY:

If I am accepted to attend the event, I understand there is no registration fee, and acknowledge that a significant investment has been made by NCBMP, the host hotel and other sponsors of the event to host my participation. I further acknowledge and agree that a required precondition of my attendance is to provide a valid credit card to hold my reservation, and that this card will not be charged unless one (or more) of the below circumstances occur:

- **Cancellation after booking your flight:** Once you have booked your flight, due to ticketing policies, the full fare of the airline ticket and applicable taxes and fees are retained by you to be used towards a future purchase (less any airline change fees). NCBMP reserves the right to charge your card the full fare of the booked airline ticket upon cancellation.
- **Cancellation within 14 days of the event:** You will be charged a \$500 cancellation fee should NCBMP not be able to provide a qualified substitute that is available to attend the event as your replacement.
- **Partial or non-participation:** Should you not fully participate in the education and social events during the event, NCBMP reserves the right to charge your card a partial cancellation fee, airfare, plus any hotel guest room night charges that were billed to NCBMP based on your participation.
- **Cancellation based on fraudulent representation or unprofessional behavior:** Should we determine that you fraudulently represented or misrepresented yourself, and/or the college(s) that you represent, or that you exhibit unprofessional behavior, we reserve the right to charge your card the \$500 fee, airfare, plus any hotel guest room charges that were billed to NCBMP based on your participation and resulting from your misrepresentation(s) or behavior(s). Additionally, we reserve the right to expel you from the event and may not permit you to attend any future events.

ACCOMMODATIONS

Rooms will be shared ~~according to gender~~. Should you have any concerns, please discuss them with the committee chairs.

ATTENDANCE

I understand I will be responsible for attending the conference from **Wednesday, November 13 – Saturday, November 16, 2024.**

Name: (Printed)

Signature:

Date:

PROCESSING

Application and Charges are to be submitted through the website portal.

TO BE CONSIDERED, THE FOLLOWING MUST BE ATTACHED TO THIS APPLICATION AND RECEIVED NO LATER THAN **FRIDAY, MAY 31, 2024, AT 11:59 PM.**

- Cover letter of intent
- Two letters of recommendation (one must be from a professor) (*Recommendations from any relatives of the applicant are not acceptable.*)
- Student's resume with a cover letter of intent
- Essay - (maximum 350 words)
- Professional Photograph (No less than 2' x 2'; head and shoulders only)