



IATAN Accreditation Requirements Meeting & Event Planner Entity

IATAN's accreditation program offers Meeting & Event Planners in the United States an opportunity to connect with suppliers around the world. Through the IATA numeric code, suppliers have the ability to validate your business and track your business sales, resulting in visibility and recognition of your business on a global level.

IATAN's mission is to promote professionalism, administer meaningful and impartial business standards, and to provide cost-effective products and services that benefit Meeting & Event Planners and the travel industry.

1. General Business Requirements

Non-Ticketing:

Please refer to Business Information (Section 2) in the IATAN Accreditation Application.

- Provide proof of the legal form of the business by submitting one (1) of the following (not limited to):
 - Copy of Business License
 - Documentation disclosing the business' Federal Tax ID Number
 - Copy of certificate of registration
 - Copy of incorporation or partnership agreement
- Provide proof of an existing bank account by submitting one (1) of the following (not limited to the following):
 - A letter from the bank confirming the existence of a business bank account
 - Copy of a bank statement in the name of the business
- Provide proof of a valid and relevant Errors and Omissions or Professional Liability insurance policy in the legal name of the business:
 - Submit a copy of your policy showing the appropriate coverage. The amount of the policy is a business decision to be determined between the applicant and its insurance broker.
 - Errors and Omissions insurance will be waived for industry professionals who:
 - have at least five (5) years full-time experience within the last ten (10) years as a meeting / event planner (proof of employment required), **or**
 - have earned certification as a Certified Meeting Professional (CMP), or Certification in Meeting Management (CMM), **or** Certified Special Events Professional (CSEP).

**An Errors and Omissions Waiver affidavit must be signed, notarized and submitted with either proof of employment or a copy of certification. See IATAN Accreditation Application (Section 11).*
- Provide two (2) letters of recommendation from national or international meeting / event planning or travel associations, clients and/or industry suppliers (not limited to the following):
 - Convention Industry Council (CIC)
 - Meeting Professionals International (MPI)
 - Clients
 - Supplier (hotels, cruise lines, car rentals, etc.)

Ticketing Applicant - Specific Airline Appointed:

Please refer to Business Information (Section 2) in the IATAN Accreditation Application.

- In addition to the above:
 - Provide copy of the agreement (s) held with the specific carrier (s)

****Sellers of Travel State Registration (Non ticketing & ticketing).** If applicable in your respective state, provide a copy of certificate.

Note: Meeting / event and travel Industry income/sales must not represent more than 15% of personal travel (applicant and family). "Family" is defined as your Spouse, Partner, Parents, Grand Parents, Mother In-law, Father in-law, Sister in-law, Brother in-law, Siblings and Children. This is attested, certified and acknowledged through the signing and notarization of the application form.





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2. Financial Requirements

Please refer to Financial Information (Section 3) in the IATAN Accreditation Application.

Non – Ticketing Applicant:

- The business has at least \$200,000 in gross sales from meeting / event planning or travel related services in the previous twelve (12) months.

Please provide one of the following:

- *A copy of the previous year's income tax return of the business, **or***
 - *A financial statement of the business, prepared in accordance with general accounting principles, including a signed C.P.A. accountant's compilation report, **or***
 - *Letters from suppliers or clients detailing the dollar volume of sales totaling at least \$200,000, **or***
 - *A Sales Summary supported by a statement from a supplier detailing gross sales of at least \$200,000*
- Provide proof of meetings and or group movements which have generated a total of at least \$200,000 in gross sales in the last twelve (12) months by submitting:
 - *Copy of signed contract*
 - *Letter from supplier confirming meeting or group movement*
 - *Letter from client*

Ticketing — Specific Airline Appointed Applicant:

- Provide proof of either a working capital of \$25,000 or a tangible net worth of \$30,000 (an additional \$5,000 of working capital must be shown for each additional branch).
- A financial statement prepared by a C.P.A. including a compilation report. If located in Puerto Rico, provide a copy of your current Public Service Commission License.

Ticketing — Airline Appointed Applicant:

- ARC approval letter
- ARC bond or letter of credit
- If located in Puerto Rico provide a copy of your current Public Service Commission License





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3. Qualifiers

Please select a Managerial Qualifier (QMP) for your non-ticketing entity or a Ticketing Qualifier (QTA) for your ticketing entity. Please refer to Qualifier (Section 5) in the IATAN Accreditation Application.

➤ Non-Ticketing Location - Managerial Qualifier

Non-Ticketing: A business that is engaged in the sale and / or brokerage of meeting / event planning or travel services such as cruises, tours, hotels, car rentals, bus and rail transportation. These businesses do not ticket or maintain airline specific stock.

Each **non-ticketing** location must be managed by a person who devotes substantially all of their time to the affairs of the business and has:

- at least three (3) years full-time employment within the last ten (10) years in a managerial position in a meeting / event planning entity, **or**
- at least three (3) years full-time or equivalent experience within the last five (5) years in a meeting / event planning or travel sales capacity at an accredited location, corporate travel department or other travel related business, **or**
- earned certification in at least one of the following (please provide copy of certification):
 - Certified Meeting Professional (CMP)
 - Certification in Meeting Management (CMM)
 - Certified Special Events Professional (CSEP)

➤ Ticketing Location - Managerial Qualifier:

Specific Airline Appointed: A business that holds specific airline ticket stock or is capable of e-ticketing and engaged in the sale of air transportation.

Airline Appointed: A business that holds ticket stock, or is capable of e-ticketing and is engaged in the direct sale of air transportation.

Each **ticketing location** must have at least one full time* person authorized to make managerial decisions and exercise daily supervision of the location, who has:

- at least three (3) years full-time employment within the last ten (10) years in a managerial position at an accredited entity**, or a meeting / event planning entity, or a travel related business that offers travel services to the general public, or corporate travel department, or in a passenger air transportation sales capacity at an airline, **or**
- at least three (3) years full-time employment within the last five (5) years as a meeting / event planner, or travel professional at an accredited entity**, or corporate travel department, or in a passenger air transportation sales capacity at an airline, **or**
- earned certification in at least one of the following (please provide copy of certification):
 - Certified Meeting Professional (CMP)
 - Certification in Meeting Management (CMM)
 - Certified Special Events Professional (CSEP)

* An employee is considered full time when he/she works 35 hours per week.

** An accredited entity is a former IATA / IATAN approved agency or ARC industry agent.

