

Qualifying Event for CPDs

Please submit the completed form 30 days prior of the event for priSM Institute approval.

Submit Date:	14 May 2011
Event Name:	itSMF SEE Conference
Event Organizer:	itSMF Serbia (Milan Zivkovic)
Meeting Location:	Serbia, Belgrade
Meeting Date:	1 June 2011
Meeting Time:	All day
Meeting Speaker(s):	See attached (If speaker is a priSM credential holder, he/she will receive 'Presentation-level' CPD credits)
Presentation Title(s):	See attached (If applicable, include presenter name and company, and presentation topic; a copy of the presentation is useful)
Meeting Agenda:	Attached

Assessment (SM/sdv):

As per the attached high-level agenda (the website was also used), there are four (4) 1-hour (approximately) panels and eight (8) 1-hour roundtable or specific presentations. A total of 12 CPDs are available but due to overlap, only a maximum of **6 CPDs** can be awarded. Additionally, the Panel sessions have slots for sponsor presentations and the content of those presentations is unknown, thus, no assessment can be made.

The Panel, ITSM Knowledge Center, or Round Table sessions are valued at one (1) CPD each.

Credential holders should accurately and honestly submit their attendance (i.e., if attended only two (2) sessions, submit only 2 CPDs for the event). The Credential holder is expected to honestly delineate between educational presentations and a sales/marketing pitch.

Please send form to the appropriate Regional priSM Institute 30 days in advance of the event for a review:

- admin-americas@theprisminstitute.org
- admin-emea@theprisminstitute.org
- Asia-PacRim area Chapters submit your meetings/events to the Americas Rpl

REMINDER: Presentations must contain no more than 5% sales or marketing material to receive CPD credit.