

Continuing Education Credit Event Planning Policy

Requirements for planning CEC-eligible events

September 2025



*advancing the information and
communications technology profession*

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1. PURPOSE

The BICSI Continuing Education Credit (CEC) program provides a framework for awarding and measuring continuing education credits. This policy provides Event Planners with the requirements for the consistent application, assignment and recognition of BICSI CECs.

This policy applies to events organized by BICSI, by BICSI Affiliates operating under their licensed titles (e.g., "BICSI India Conference & Exhibition"), and by external organizations licensed by BICSI to use the designation "BICSI Endorsed Event" for a specific event. Events and organizations not falling under these categories must comply with the [BICSI CEC Provider Program Policy requirements](#).

2. DEFINITIONS

In addition to events-related terms used throughout this guide, all standard CEC-related terminology is defined in Appendix A: Harmonized Definitions for CEC-Related Policies. Refer to the appendix for consistent usage across BICSI's policies.

3. QUALIFYING CONFERENCES AND OTHER CEC-ELIGIBLE EVENTS

BICSI recognizes two (2) categories of educational activities that may qualify for CECs: Conferences and Events. These categories are subject to the following criteria.

Note: All educational content delivered at conferences and events must meet the definition of a **Qualified Activity** under the BICSI Credential Holder Recertification Policy, including adherence to **Continuing Education Credit (CEC) Criteria**. Exceptions for non-technical topics, such as safety, project management, or leadership, are permitted only to the extent they are directly applicable to the ICT industry.

A. Conferences - To qualify as a BICSI Conference, BICSI Affiliate Conference, or a conference held under the designation of a BICSI Endorsed Event, the following requirement must be met:

- a. The conference must be contiguous in nature and must last a minimum of one (1) full day. (See "Full Day" as defined in the BICSI Credential Holder Recertification Policy).
 - i. For multi-day conferences, any partial days may be combined, provided the total instructional time does not exceed fifteen (15) BICSI CECs.

- b. Each full day must offer at least 360 minutes (6 hours) of Qualified Activity content meeting BICSI CEC criteria.
 - i. A maximum of 420 minutes (7 hours) of Qualified Activity content, may be recognized per day, equating to seven (7) CECs.
 - c. To qualify for the maximum of fifteen (15) BICSI CECs, a multi-day conference must meet one of the following:
 - i. Deliver at least 900 minutes (15 hours) of contiguous Qualified Activity content over multiple days; or
 - ii. Provide an exhibit hall as part of the multi-day conference in which a minimum of at least ten (10) exhibitors are open and accessible to attendees for at least one (1) hour per conference day to qualify for one (1) additional BICSI CEC per day where Qualified Activity content is provided.
 - d. Comfort breaks must be scheduled and provided. (See section 4.B.b below.)
 - e. All content must comply with the CEC eligibility requirements outlined in the BICSI Credential Holder Recertification Policy.
 - f. For Registered Communications Distribution Designer (RCDD) credential holders:
 - i. attendance at a conference of two (2) or more full days will fulfill the RCDD conference credit requirement.
 - ii. A one (1) full-day conference will satisfy 0.5 of the required conference credit.
 - g. Attendance verification (e.g., event rosters) must be submitted to BICSI within two (2) weeks of the last day of the event. CECs will be recorded in attendee transcripts within thirty (30) days of the final event date.
- B. Events** – If the criteria above in section 3.A are not met, the program will be considered an Event (not a conference). These include BICSI Affiliate events and BICSI Endorsed Events and are subject to the following:
- a. Events may range from one (1) hour to one (1) full day in duration. One (1) BICSI CEC may be awarded for every sixty (60) minutes of Qualified Activity content delivered meeting BICSI CEC criteria.
 - b. Comfort breaks must be scheduled and provided per policy.
 - c. Events may or may not include exhibitors or sponsors. Inclusion of an exhibit area is not required.

4. SUBMISSION REQUIREMENTS & CEC-ELIGIBLE CONTENT STANDARDS

To have a conference or event recognized for BICSI CECs, and for applicable BICSI conference credit (for qualified conferences), the following deadlines, submission

requirements, and content standards must be met.

A. Deadlines

Item	Calendar days of Conference or Event
BICSI CEC Conference & Event Application (with completed timed agenda)	120 days prior
Final Presentation Files (PPTs)	45 days prior
Final Agenda	45 days prior
Attendance Roster	14 days after
Final Conference/Event Report	60 days after
Final Conference Financial Report	60 days after

- a. Failure to meet the deadlines outlined above may result in delays or denial of BICSI CEC recognition and/or conference credit and conference/event hosts will be notified of such prior to conference/event start. Failure to meet submission timelines will also reflect poorly on the event planning team and may impact future recognition opportunities.
- b. Fee Schedule: Application and review fees are listed in the Conference & Events CEC Application Fee Schedule. Please contact meetingservices@bicsi.org for the most current version. Please note: Post-event reviews do not guarantee recognition and may result in denial of BICSI CECs or conference credit.
- c. A **BICSI CEC Conference & Event Application**, including a completed timed agenda (see appendix for sample), must be submitted at least one hundred twenty (120) days prior to the start of the event for initial evaluation.

NOTE: No conferences or events will be approved during blackout periods, which occur two (2) weeks before and two (2) weeks after both of BICSI’s annual conferences.
- d. A final agenda and all presentation files must be submitted to BICSI for evaluation at least forty-five (45) days before the event begins.
- e. An attendance roster must be submitted to BICSI within fourteen (14) days following the event’s conclusion to ensure CECs are awarded to credential holders’ accounts withing thirty (30) days).

- f. A Final Conference/Event Report must be submitted to BICSI within sixty (60) days after the conclusion of the event. This report should summarize key highlights, notable outcomes, photos, attendee numbers, and exhibitor/sponsor participation.
- g. A Financial Profit & Loss Report must be submitted to BICSI within sixty (60) days after the conclusion of the conference or event. This report must detail all revenue and direct expenses associated with the conference or event and must be generated directly from the host organization's financial system to ensure accuracy and transparency. BICSI reserves the right to request additional supporting documentation.
 - i. Revenue should include, but is not limited to registration fees, sponsorship income, and exhibitor fees.
 - ii. Direct expenses should include, but are not limited to venue rental, catering, audiovisual (A/V) services, speaker or staff travel, advertising, and professional service fees.

Note: Indirect expenses, such as administrative overhead, shared organizational costs, or other non-event-specific charges, must not be included in the financial report. Any inclusion of ineligible expenses may result in the report being returned for correction or may affect the final assessment of the event's financial reconciliation by BICSI.

B. CEC-Eligible Content Standards

a. Presentation Materials

- i. Must be submitted using the BICSI-approved PowerPoint template.
- ii. Must be reviewed for grammar, typographical errors, and technical accuracy (see Appendix B: CEC Application & Preparation Checklist).
- iii. Must include a comprehensive agenda with module timelines, break times, meal periods, and any labs, reviews, or assessments.

b. Advertising

- i. The conference or event must not be advertised as "Recognized for X BICSI CECs" until the final submission has been reviewed and a final CEC award determination has been issued by BICSI.

c. Content Requirements

- i. Content must meet the definition of a **Qualified Activity** under the BICSI Credential Holder Recertification Policy and align with BICSI's **CEC Criteria**.
- ii. The majority of the agenda must consist of content directly related

to the ICT profession and one or more BICSI credentials.

- iii. Up to one (1) hour per full conference day may include content outside core technical instruction, such as safety, leadership, or project management, but only if it is demonstrably applicable to ICT professionals.
- iv. Content must be non-commercial in nature and must not promote or advertise a particular manufacturer, product, or distributor. Acknowledgment of sponsors or contributors is permitted but may not constitute a product sales effort.
- v. All submitted content must:
 1. Not conflict with recognized codes or standards.
 2. Not include misuse of the BICSI logo.
 3. Be free of offensive language, imagery, or formatting issues (e.g., crowded slides, improper margins).
- vi. The inclusion of a presentation in a BICSI-recognized conference or event does not automatically qualify that same presentation for BICSI CEC recognition if used in a different event or setting. To be eligible for BICSI CECs outside of the original BICSI conference or event, the presentation must be submitted as part of a new [Corporate and Industry CEC Application](#) and approved by BICSI.

d. CEC Calculation and Breaks

- i. One (1) BICSI CEC is awarded for every sixty (60) minutes of Qualified Activity content delivered.
- ii. Required breaks must be built into the agenda:
 1. At least fifteen (15) minutes for every 2+ hours of content delivered.
 2. At least thirty (30) minutes for every 5+ hours of content for a lunch break.
- iii. CEC values are recognized in whole or partial increments and are rounded down to the nearest 0.25 (e.g., 40 minutes = 0.5CECs; 1 hour 50 minutes = 1.75 CECs).

e. Exclusions

- i. Quizzes, examinations, session breaks, and social and networking gatherings do not qualify for CECs.
- ii. Any learning activity not meeting BICSI's Qualified Activity and CEC Criteria will not be eligible for credit.

f. Changes and Integrity Requirements

- i. Any change to previously submitted content, delivery modality, or

duration must be re-evaluated and approved by BICSI.

- ii. Misrepresentation or significant deviation from approved content may result in revocation of awarded CECs and referral to the BICSI Ethics Committee.

g. BICSI Rights

- i. BICSI reserves the right to audit any CEC-recognized event, including unannounced participation. Hosts must grant complimentary access. BICSI will cover travel and related expenses.
- ii. BICSI reserves the right to rescind CECs for any event that violates copyright or trademark laws conflicts with BICSI policy, or fails to comply with this document.

h. Appeals

- i. Event hosts may appeal a decision regarding CEC recognition or cancellation by submitting a written request to BICSI.

APPENDIX A: HARMONIZED DEFINITIONS FOR CEC-RELATED POLICIES

This appendix provides standardized definitions used across all BICSI CEC-related policies, including the Credential Holder Recertification Policy, CEC Program Guidelines for Event Planners, and the CEC Provider Policy. All BICSI-recognized educational programs should reference these definitions to ensure consistency.

BICSI Endorsed Event – An event organized by a non-BICSI entity that has been formally licensed by BICSI to use the designation “BICSI Endorsed Event.” These events follow the CEC Program Guidelines for Event Planners.

CEC Criteria – The standards used by BICSI to evaluate the eligibility of a learning activity for CEC recognition. Criteria include:

- Alignment to the ICT field and BICSI credential domains (see Technical Content)
- Instructional content must be at least 15 minutes in duration unless it qualifies as Nano-Learning (see Nano-Learning), which may be eligible in 15-minute increments starting from a 3-minute minimum
- Non-commercial, neutral delivery (non-promotional)
- Interactive elements or structured learning engagement (see Interactive Learning)
- Proper documentation, including agendas and outcomes

CEC Provider – A corporate or industry entity that has been recognized by BICSI to deliver training programs or courses recognized for BICSI Continuing Education Credits (CECs). CEC Providers must maintain good standing, comply with all BICSI policies, and continue offering recognized courses to retain active provider status.

Continuing Education Credit (CEC) – A unit of measure for BICSI’s Continuing Education Program. One (1) CEC represents sixty (60) minutes of recognized instructional content. These credits are used to demonstrate ongoing professional development necessary to maintain BICSI credentials.

Course Recognition – The formal outcome of a BICSI review process, in which a specific course or event is recognized for CECs and assigned a BICSI Event ID.

Full Day – A qualified activity or event with a minimum duration of eight (8) contiguous clock hours, including scheduled comfort and lunch breaks. Time allocated to quizzes and/or examinations may be included toward the total instructional duration. The Full

Day definition serves as a benchmark for conference credit eligibility and other BICSI-recognized event thresholds.

Information and Communications Technology (ICT) – ICT includes the pathways, spaces, and infrastructure—consisting of cabling and/or wireless systems—that support data transfer and signaling between, and the interconnection of, communication, data processing, data display, and information-gathering devices. These systems may include audiovisual, telecommunications, safety and security, computer networking, and building automation. ICT systems often operate simultaneously via a single, common network.

Instructor-Led Training (ILT) – Real-time instruction delivered by a live instructor or facilitator, either in person or through a virtual platform. ILT promotes interactive engagement between the instructor and learners through discussion, questions and answers, and real-time feedback. It allows the instructor to adapt delivery based on learner needs in a dynamic, real-time environment.

Interactive Learning – Instruction that promotes learner participation through live Q&A, discussion, feedback mechanisms, or active involvement with digital resources. Examples include Instructor-Led Training (ILT), distance education, virtual classrooms, online courses with knowledge checks, and recorded webinars with embedded assessments. Learning activities that do not allow for interaction—such as quizzes, examinations, passive videos, books, CD/DVD content, or recorded webinars without knowledge checks—are not considered interactive. Breaks, unstructured time, and unsupervised self-study also do not qualify.

Nano-Learning (or Micro-Learning) – Short-form, bite-sized instruction lasting between three (3) and fifteen (15) minutes. To qualify for CECs, Nano-Learning must meet all the criteria of a Qualified Activity and is awarded in fifteen (15)minute increments (0.25 CECs).

Qualified Activity – A learning activity submitted to and evaluated by BICSI and deemed to meet all CEC Criteria. Qualified Activities promote the acquisition of ICT-related skills or knowledge and may be individual or part of a larger program. Examples include instructor-led training, webinars with assessments, virtual learning, Nano-Learning, and workshops. Activities must include components of Interactive Learning to ensure engagement and structured participation and must include subject matter that meets the standards and definition of Technical Content. Passive activities without feedback or learner interaction are not considered Qualified.

RCDD Conference Credit – A distinct requirement for Registered Communications Distribution Designer (RCDD) credential renewal. Only attendance at BICSI-hosted, Affiliate, or BICSI Endorsed Events—each lasting a minimum of one (1) full day—can qualify for conference credit. Two full days earns one (1) conference credit; one full day earns 0.5 credit.

Technical Content – Instructional material that relates directly to the design, implementation, or management of ICT systems. Technical content is the primary focus of BICSI’s CEC program. However, certain non-technical topics (e.g., safety, project management, business operations, or leadership) may also qualify when the content is clearly applicable to ICT professionals and aligns with credential maintenance goals. All content must be vendor-neutral and non-promotional. Product mentions are permissible only when contextually appropriate and non-commercial.

Unqualified Activity – Any activity that fails to meet BICSI's CEC Criteria, such as promotional sessions, sales demos, or learning without structured outcomes or engagement. An Unqualified Activity may be a standalone session or part of a larger event.

Virtual Instructor-Led Training (vILT) – Instruction delivered in a virtual or simulated environment where the instructor and learners are in separate locations. vILT is designed to replicate the interactivity and structure of a traditional classroom. It may be delivered synchronously (live) or asynchronously. This format is also referred to as Virtual Classroom Training (VCT).

Web-Based Training (WBT) – Self-paced learning offered through a digital platform or network-based environment. WBT must include structured content, defined learning objectives, and interactive elements or knowledge checks to be considered a Qualified Activity. These platforms rely on computer and communications systems to deliver instruction in an accessible, asynchronous format.

APPENDIX B: SAMPLE CEC APPLICATION & PREPARATION CHECKLIST

Applying for BICSI® Recognition of Continuing Education Credits (CECs) for Conference and Events



PART 1: INSTRUCTIONS:

- Complete a separate Conference & Events CEC Application Form for each conference/event you would like recognized for BICSI CECs. Be sure to include a timed agenda with each application.
- Application and timed agenda should be submitted one hundred and twenty (120) days prior to the start of the conference/event.
- Initial assessment of application and timed agenda will be reviewed. However, final CEC assessment cannot be given, nor advertised until all presentations have been submitted and reviewed in its entirety. Final presentations are due forty-five (45) days prior to the start of the conference/event.
- Late fees will be assessed should complete submission package be submitted post-event for review.

PART 2: COURSE/EVENT ELIGIBILITY, SPECIFICATIONS and CRITERIA:

Conference/Event Qualification Requirements for BICSI CECs

To qualify as a **BICSI Conference** and be eligible to be recognized for the RCDD Conference Credit Requirement*, the event must meet the following:

- Minimum duration for 1 full day (or combined partial days equaling a full day)
- Minimum six (6) CECs per full day (360 minutes of qualified technical content)
- No more than seven (7) CECs per day (420 minutes max)
- Multi-day conferences will be capped at fifteen (15) total CECs
- Option to include exhibitor-based CECs (1 additional per day with ten (10)+ exhibitors open for one (1)+ hours each day where Qualified Activity content is provided.)
- Comfort breaks must be provided.

*Two full days or longer will be recognized for full conference credit. One full day will earn a .5 conference credit.

If the above conditions are not met, it does not qualify as a conference, nor does it qualify for conference credit. Therefore, all other activities shall be considered **BICSI Events**. To qualify for a BICSI Event, it must meet the following:

- Can be one (1) hour to one (1) day. One (1) BICSI-CEC will be recognized for each sixty (60) minutes of technical content delivered.
- Comfort breaks must be provided.
- May or may not have exhibitors or sponsors.

The focus or content of a recognized course/event must:

- Be technical in nature.
- Directly relate to the information and communications technology (ICT) community.
- Specifically relates to the technical nature of one or more of the BICSI credentials.
- Be generic in nature and not represent or advertise one particular manufacturer or sales product. Note: This material can only acknowledge a manufacturer, distributor, or product, etc., but shall not be representative of a pure product sales effort.

NOTE: Technical content is the primary focus of BICSI's CEC program. However, certain non-technical topics (e.g. safety, project management, business operations, ethics or leadership) may also qualify when the content is clearly applicable to ICT professionals and aligns with credential maintenance goals.

BICSI issues CECs to support recertification of the following BICSI credentials: RCDD; RTP; RTPM; DCDC; ESS; NTS; OSP; WD; Installer 2, Copper; Installer 2, Optical Fiber; Technician; and Certified Trainer.

NOTE: There are blackout periods for conferences/events 2 weeks before and 2 weeks after both of BICSI's annual conferences.

Questions:

Contact BICSI by email at meetingservices@bicsi.org if you have additional questions.

PART 3: Conference/Event Information (Please print clearly)

Conference/Event Name		Conference/Event Location/Venue	
Conference/Event Website		Conference/Event Date(s)	
Venue Address			
City	State/Province	Zip/Postal code	Country

PART 4: Conference/Event Specification

# of Technical/Educational Content Hours/Minutes	
# of Exhibits/Exhibitor Hours/Minutes (if applicable)	
Estimated # of Exhibitors (if applicable)	

Duration	Type of Delivery
<input type="checkbox"/> 1 hour	<input type="checkbox"/> In-Person
<input type="checkbox"/> Less than 2 hours	<input type="checkbox"/> Virtual recorded presentations
<input type="checkbox"/> 2 hours to 1 day	<input type="checkbox"/> Virtual Live
<input type="checkbox"/> 1+ days to 3 days	<input type="checkbox"/> Blended (combination of any/all of the above)
<input type="checkbox"/> Other, please describe:	

NOTE: Per BICSI's CEC Policy, recorded or on-demand webinars must contain interactive Learning to be eligible for BICSI CECs.

PART 5: Timed Agenda

Attach a timed agenda with this application. Agenda should include:

- Session Start and End Times
- Comfort breaks (15 min every 2+ hrs)
- Lunch breaks (30 min every 5+ hrs)
- Exhibitors (if applicable)

Content Not Eligible for CECs

- Sales/product demos
- Breaks and meals
- Networking/social events
- Non-technical content outside of approved topics
- Quizzes and exams (for CEC count)

Please note: A conference may include up to one (1) hour of non-technical presentations per full conference day. However, the content must be related to the ICT industry. Please indicate this on the timed agenda.

Part 6: Deadlines and Late Fees:

Deadlines: Deadlines below apply to all BICSI Conferences & Events, including Affiliate and Endorsed Events. Failure to meet the deadlines outlined below may result in delays or denial of BICSI CEC recognition and/or conference credit and conference/event hosts will be notified of such prior to conference/event start. Failure to meet submission timelines will also reflect poorly on event planning team and may impact future recognition opportunities.

Item	Calendar days of Conference or Event
BICSI CEC Conference & Event Application (with completed timed agenda)	120 days prior
Final Presentation Files (PPTs)	45 days prior
Final Agenda	45 days prior

Late Fees: If a submission is received after the event has occurred, late fees will be charged as indicated in the chart below. Please note: Post-event reviews do not guarantee recognition and may result in denial of BICSI CECs or conference credit. All prices listed in U.S. dollars.

Event/Conference Type/Length	Price Per Day (in USD)
Event Agenda and Presentation(s) (1/2 day or less)	\$250
Event Agenda and Presentation(s) (full day)	\$500
Conference Pre/Post-Masterclasses/Edu-Tours	\$350
Conference Agenda and Presentations	\$500

PART 7: Acknowledgement and Authorization (Please read and check each box):

We/I acknowledge the organization is authorized to present this conference/event and its materials.

We/I acknowledge the organization is authorized to request BICSI CECs or on the presenter's behalf, and that BICSI is not responsible for the conference/event content.

We/I acknowledge that a BICSI representative may be granted complimentary (announced or unannounced) access to the conference/event at any time to ensure the conference/event aligns with the specifications described above.

We/ I understand that if the content, duration, or modality of the conference/event changes or differs from the original submission to BICSI and recognized BICSI CECs, it is the responsibility of the conference/event provider to notify BICSI of any changes and resubmit a new CEC Application package for the new conference/event. BICSI reserves the right to rescind all CECs, at its sole discretion, from any conference/event determined to violate copyright or trademark laws, to conflict with current policies set by BICSI, and/or to breach qualifications set with the procedures specified in this document.

We/I understand that failure to meet the deadlines indicated above in Part 6 will delay the recognition of BICSI CECs and/or BICSI conference credit for the event, or MAY BE DENIED. If a submission is received after the event has occurred, **late fee(s) will be assessed for post-event review.** PLEASE NOTE: Post-event reviews do not guarantee recognition and may result in denial of BICSI CECs or conference credit. Failure to meet the submission timelines reflects poorly on the event planning team and may impact future recognition opportunities.

Name (please print)	Signature	Date
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BICSI CONFERENCE/EVENT PREPARATION CHECKLIST

BICSI CEC Conference & Event Application + Timed Agenda

120 days prior to the event

Prior to submitting CEC Conference & Event Application

- Review your application to ensure it does not fall within blackout periods, which occur two (2) weeks before and two (2) weeks after both of BICSI's annual conferences.
- Complete a separate Conference & Events CEC Application Form for each conference or event you wish to have recognized for BICSI CECs.

Prior to submitting the Timed Agenda

- Review that the agenda is comprehensive and includes:
 - Session Start and End Times
 - Comfort breaks (15 min every 2+ hrs)
 - Lunch breaks (30 min every 5+ hrs)
 - Exhibitors (if applicable)

Note: Content Not Eligible for CECs are:

- Sales/product demos
- Breaks and meals
- Networking/social events
- Non-technical content outside of approved topics
- Quizzes and exams (for CEC count)

Final Presentation Files + Final Agenda

45 days prior to the event

Prior to submitting Final Presentation files

- Review the following to ensure it meets the requirements:
 - The correct BICSI-approved PowerPoint (PPT) template was used to create each presentation
 - Each presentation has been vetted for grammar, typographical errors, and technical accuracy
 - The presentation content aligns with BICSI's CEC Criteria
 - The presentation content meets the definition of a Qualified Activity under the BICSI Credential Holder Recertification Policy

- Any non-technical content is limited to 1 hour per full day (must be applicable to ICT professionals)
- The presentation content must be related to the ICT profession and one or more BICSI credentials
- Each presentation is non-commercial in nature and does not promote or advertise a particular manufacturer, product, or distributor.
- Slides must be:
 - Free of logos conflicting with BICSI
 - Clear, readable, with appropriate spacing
 - Free of offensive language/images
- NOTE: Do not advertise "Recognized for X BICSI CECs" until Final CEC award determination is issued by BICSI
- **Final Agenda**
 - Update the timed agenda with the final agenda information
 - Include the presentation title, presenter name, and company
 - Include BICSI CECs Submission Request Form to accompany a presentation in any language other than English to allow CECs to be properly assigned.

Attendance Roster (Registered & Attended)

14 days after the event

- **Prior to submitting the Attendance Roster, ensure that it includes the following information for all registrants (both Registered and Attended):**
 - **Attendee Status:** Indicate whether the individual attended or did not attend.
 - BICSI Member Number (if known)
 - **Registration Type:** Specify whether the individual is an Attendee, Exhibitor, or Sponsor.
 - **Personal Details:** First Name, Last Name, Credentials, Company Name, Email Address, Physical Address (as permitted by local regulations)

Financial Profit & Loss Report

60 days after the event

- **Before submitting the Financial Profit & Loss Report, ensure the following elements are included:**

- All income and direct expenses related to the event, including:
 - **Revenue:** Registration fees, Sponsorships, Exhibitor income
 - **Direct Expenses:** Venue rental, Catering, A/V costs, Travel, Advertising, Professional fees
- *Exclude any indirect expenses from the report.*
- The report must be generated directly from your financial system to guarantee accuracy and transparency.
- Be prepared to provide additional backup documentation upon request.

Final Conference / Event Report

60 days after the event

- **Before submitting your Final Conference/Event Report, ensure it includes the following:**
 - A recap of the event, highlighting any key moments or notable outcomes
 - Photos from the event
 - Attendance numbers, as well as details about the exhibitors
 - Any additional points or highlights you feel are important to share
 - *Financial details do not need to be included in this report*

Policy Revisions

Revision Date	Revision No.	Purpose	CEO Approval Date
2025	001	BICSI Events removed from superseded Credential Holders Policy and used to create this new policy.	