

EMP - Event Management Professional International Certification USA

Who can do?

- Fresh Intermediate and like to pursue a career in Event Management
- Already working professional who are looking a better Event Management Skills.
- Managers who are looking to pursue their career in Event Management domain.

**100,000+ Students
have been Trained**

since
1997

**Program is
offered by**

**3D EDUCATORS
INT**
22 Years of
Excellence in
Training &
Development

**Invest in
People the
only Asset
that Appreciates**



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Table of Content

- Detail
- Inauguration
- Structure
- Topics & Time Allocation
- About the Program Designer &
Instructor
- Syllabus



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Program Details

INAUGURATION

The Training Program will be inaugurated by a senior member of 3DEducators

Program Structure

No of classes per week **01 Class**
Duration of each class **02 - Hour**
Total Duration

Other Learning Activities

Classroom Assignments **04**
Presentations by Trainees **01**

Number of Courses

- 1- Interior designing with REVIT
- 2- Event Planning and controlling
- 3- Event Management with MS Project
- 4- Fondant Cakes Making with Baking
- 5- Event Hall & Event Stage Decoration & Designing

In Affiliation with





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About the Program Instructor

This Training Program has been conducted by Senior most Event managers & Project Managers, who have extensive experience of Event & Project Management. They have worked with various large commercial industries and for different departments. They also served foreign, International and Local organization too. The Trainers who are conducting this program are have on the position of the following:

- ✓ Senior Interior designers
- ✓ Directors of Event
- ✓ Senior Production and Event Managers
- ✓ Corporate Trainers & Consultants

They trainers are foreign qualified and having the degrees of doctorate and masters and also having the national and international experience regarding planning and managing of big events.

As Consultant & Senior Trainers, the team of trainers from banking side we at 3D Educators – Trainers & Consultants would not compromise on the faculty quality, where the trainers who are also provide training for different service local and multinational industries or companies.



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Program Syllabus

INTERIOR DECORATION WITH REVIT

Introduction to Computers for CAD/BIM Users

- Computer Basics: Terms and Functions
- Overview of the Windows User Interface
- Getting Started with Autodesk Revit Architecture

What is Revit Architecture?

- Overview of the Revit User Interface
- Open, Save and Close an Existing Project
- Creating a New Project
- Using Revit's Help System

Model Navigation

- Using Zoom and Pan to View Your Drawings
- Creating 2D Sections
- Navigating the 3D Model

Architectural Quick Start

- Walls, Grids and Dimensions
- Doors
- Windows
- Roof
- Annotation, Room Tags & Schedules
- Printing

Overview of Line work and Modify Tools

- Lines and Shapes
- Snaps
- Modify Tools
- Annotations



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Drawing 2D Architectural Content

- Sketching Rectilinear Objects
- Sketching Objects With Curves
- Floor Plans

Floor Plans

- Walls
- Rooms
- Floor Plan Development
- Placing Room Elements in the Model

Curtain Walls

- Developing the Interior Fenestrations

Stairs and Railings

- Stairs
- Modeling the Stairs

Ceilings

- Introduction to Revit Ceilings
- Modeling Ceilings

Break Room and Work Room

- Tagging
- Shared Parameters
- Casework Content
- Work Room
- Lunch Room

Toilet Room Design

- Toilet Room Layout Introduction
- Toilet Room Layout
- Toilet Room Wall Finishes
- Level 2 Private Toilet Rooms



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Floors

- Introduction to Revit Floors
- Modeling Floor Finishes-Carpet
- Modeling Floor Finishes – Ceramic Tile, Sheet Goods, Etc.

Furniture, Groups and Design Options

- Furniture Content
- Furniture Placement
- Design Options

Detailing

- Introduction to Detailing
- Exercises
- Live Detail – Reception Desk

Schedules

- Room Finish Schedules
- Furniture Schedule
- Floor Finish Schedules

Sheets and Revisions

- Creating Sheets
- Creating a Sheet Index
- Presentation Boards
- Printing a Set of Drawings
- Managing Construction Phase Revisions



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EVENT PLANNING & CONTROLLING

- Introduction to Event Management
- The Event Management context
- Event & Project Management knowledge areas
- Event & Project Initiation Process Group
- Event & Project Planning Process Group
- Scope management
- Communication Management
- Event & Project Planning Process Group
- Time Management
- Cost Management
- Event & Project Planning Process Group
- Time Management [Activity Duration Estimation, Critical Path , Develop Schedule]
- Cost management [Cost Budgeting]
- Quality Management
- Event & Project Planning Process Group
- Risk Management [Risk Management planning, Risk Identification, Qualitative, Quantitative and Risk Response Planning]
- Procurement Management [Plan Purchase & Acquisition, Plan Contracting]
- Execution Process Group [Team Acquiring, Complete Project scope, Requested Changes, Information Distribution]
- Controlling process Group (Scope Verification, Integrated change control
- Execution Process Group [Team Management, Quality Assurance, Select Seller response, Select Seller]
- Controlling Process Group [Scope Control, Cost Control, Schedule Control]
- Closing Process Group
- Contract Closing
- Closing Projects
- Professional Responsibility
- Closing Process Group Test



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EVENT PLANNING BY USING MS PROJECT

MAIN HEADS

- Introduction
- Introduction (9 Areas)
- Project Management Frame Work
- Scope Management
- Time Management
- Cost Management
- Fundamentals of Project Management Establishing the Project & Coding Structures
- Developing the Schedule
- Software Introduction
- Project



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➤ **CREATING PROJECT PLAN**

• **WORKING WITH PROJECT FILES**

- Create a new project
- Base a new project on an existing project or a template

➤ **CREATING THE PROJECT PLAN**

- Establishing time limits
- Lining up your resources
- Looking at dependencies
- Establishing Basic Project Information
- Looking at Project Calendars
- Setting calendar options
- Setting schedule options
- Creating a new calendar
- Entering Tasks
- Adding Subtasks
- Saving Project Files
- Working with a Project Outline
- Copying tasks
- Displaying and hiding tasks

➤ **Building Tasks**

- Establishing Timing for Tasks
- Fixed-unit tasks
- Fixed-duration tasks
- Fixed-work tasks
- Effort-driven tasks
- Assigning Task Timing
- Using the Task Information dialog box



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- Setting scheduling options
- Assigning a calendar to a task
- Creating milestones
- Timing for summary tasks
- Using Recurring Tasks
- Establishing Dependencies among Tasks
- Dependency types

➤ **Creating Resources and Assigning Costs**

- Understanding Resources
- How resources work
- How Project uses resource information
- How Project gathers cost information
- Creating a Resource List
- Modifying Resource Information
- Assigning a communication method
- Specifying resource availability
- Specifying a booking type
- Creating a generic resource and custom fields
- Adding notes to a resource
- Calendars and resources
- Modifying a resource's working hours
- Using Resources and Tasks
- Assigning resources to tasks
- Handling Unusual Cost Situations
- Looking at the project's cost
- Assigning a fixed cost to a task
- Assigning a fixed resource cost to a task

➤ **Understanding the Basics of Views**

- What Is a View?
- Changing a table
- Changing a Details section
- Examining Indicators



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- Admiring the Views
- Calendar
- Leveling Gantt
- Multiple Baselines Gantt
- Customizing Views
- Filtering Views to Gain Perspective
- Applying a filter to a view
- Creating custom filters
- Using AutoFilters
- Using grouping

➤ **Modifying the Appearance of Your Project**

- Changing Project's Looks
- Using the Gantt Chart Wizard

➤ **Resolving Scheduling Problems**

- Adding resources to tasks
- Using overtime
- Adding time to tasks
- Adjusting slack
- Changing task constraints
- Splitting a task
- Using the Critical Path to Shorten a Project
- Shortening the critical path

➤ **Resolving Resource Problems**

- Understanding How Resource Conflicts Occur
- Spotting Resource Conflicts
- Resolving Conflicts
- Changing resource allocations



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- Switching resources
- Adding a task assignment to a resource
- Scheduling overtime
- Redefining a resource's calendar
- Delaying tasks by leveling resource workloads
- Automatic leveling
- To set a priority, follow these steps:
- Delaying tasks by leveling resource workloads
- To level tasks automatically, follow these steps:
- Manual leveling
- Redefining a resource's calendar

➤ **Tracking Your Progress**

- Understanding the Principles of Tracking
- Estimates versus actuals
- Using Baselines
- What is a baseline?
- Setting a baseline
- Changing the Baseline
- Adding a task to a baseline
- Using interim plans
- Clearing a baseline or interim plan
- Viewing Progress with the Tracking Gantt View
- Interpreting the Tracking Gantt view
- The Task Variance table
- The Task Cost table
- The Task Work table
- Understanding Tracking Strategies
- Tackling the work of tracking
- Keeping track of tracking



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➤ **Recording Actuals**

- Updating Tasks to Reflect Actual Information
- Setting actual start and finish dates
- Recording actual durations
- Setting remaining durations
- Setting the Percent Complete value
- Setting work completed
- Using Actuals and Costs
- Using the Cost table for tasks
- Using the Cost table for resources
- Overriding resource cost valuations
- Techniques and Tips for Updating
- Tracking work or costs regularly
- Letting Project reschedule uncompleted work

➤ **Reviewing Progress**

- Using the Tracking Gantt view
- Using the Work table for tasks



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FONDENT CAKE DECORATING & DESIGN ART CLASS

- Banking Cakes
- Preparing Buttercream and Ganach
- How to make marshmallow Fondant and gum paste
- Coloring and Marbling techniques of fondant
- Layering and Icing techniques for cakes
- Covering cakes with fondant
- Use of different plungers in cake decoration
- Usage of silicon mold on cakes decoration
- Covering and Decoration on cake boards



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EVENT HALL & EVENT STAGE DECORATION & DESIGNING

- Nature of event
- Creative concepts and themes selection
- Figure out Event Goals
- Work with your venue
- Selection of color scheme & theme
- Stage Lightening
- Sitting Arrangement
- Balloon Bouquets
- Balloon Cloud and Chiffon Back Drop
- Themed Balloon Columns,
- Themed Table Decoration Floral Garlands
- Chair Covers,
- Back Drop Ideas
- Table Decoration with Swags & Bows
- Site Layout
- Event Attire
- Food and Beverage
- Floral Decor
- Music
- Stationery
- Flower arrangements



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TERMS & CONDITIONS

WITHDRAWAL FROM THE DIPLOMA/ CERTIFICATION

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma his/her fee will be forfeited.

CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

EVALUATION AND GRADING

The performance of students is evaluated through continuous observation of a student's performance in the Diploma – class participation, submission of assignments, quizzes and exercises.



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The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the Diploma will be 60 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the Diploma:

| | |
|----|----------|
| A | 87 - 100 |
| B+ | 81 - 86 |
| B | 72 - 80 |
| C+ | 66 - 71 |
| C | 60 - 65 |
| F | below 60 |



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Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.



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ONLINE LIVE CLASSES FACILITY AVAILABLE

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to info@3deducators.com with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it info@3deducators.com. Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

DISTANCE NOT MATTER

You can join in the live classes Sessions of 3D EDUCATORS – TRAINERS & CONSULTANTS from anywhere of the world.



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PRECAUTIONARY MEASURES

- During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- If you have taken the admission in the course online lonely, then ethically it is recommended and suggested that you alone in the class.
- Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

CONTACT US

021-34141329, 0333-2402474
021-34857148

info@3deducators.com
<http://www.3deducators.com>

Get the Admission Form

Download Form 

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Global Recognized Certification from IMRTC USA

**CERTIFICATE
OF EXCELLENCE**

IMRTC USA Recognized
CERTIFICATION



This is to Certify That
Mr. Danny Jones Wales
*has successfully met the certification requirements as outlined in
IMRTC content and the policies adopted thereunder, hereby grants the certification of*

Event Management Professional

Student ID: IM864532201

Date of Commencement: May 4, 2014

Date of Ending: July 4, 2014



Cheryyel Rhodes

Principal of Institute

Director Affiliations and Official Affairs

INTERNATIONAL MANAGEMENT RESEARCH & TECHNOLOGY CONSORTIUM
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