



Dear Student,

On behalf of the Cvent Certification team, we would like to invite you to participate in Cvent University Certification this semester! By becoming Cvent certified you will learn about the most comprehensive site selection tool in the industry and be able to add that you are "Cvent Supplier Network Certified" to your resume. In right around an hour you will be certified to use the tool after completing the quick 20 question exam.

Cvent is one of the most recognized brand names in the modern meetings industry. By becoming certified, you will be ahead of the game and a leg up on the competition upon entering the workplace. This is true not only when interviewing with a company that may already utilize our services, but also with those who are at least familiar with Cvent as the leader in the event management industry. Whether you hope to enter the workplace via the hotel, travel, catering, or meetings industries, Cvent's relationships within all these fields denote a recognized and respected affiliation.

## Signing Up for Your Cvent Account

To sign up for your account go to the website [www.cvent.com/university](http://www.cvent.com/university) to the Contact Us Tab on the far right-hand side. There you must fill out your information and request the Cvent Certification. You will not receive the account immediately but must wait **24 business hours** to receive. The Contact Us tab can be seen below.



**Please note: Once you are set up with an account you have full access to the Cvent Supplier Network. All student RFPs will be sent to Cvent Certification for approval rather than being sent directly to the venues selected.**

After signing up for the Cvent Account you will receive a welcome email to your inbox within 24 business hours. Please make sure to look in your **SPAM** folder just in case the email slipped between the cracks. This email will provide links to the training videos, and your individual account details, essentially everything you need to complete the program.

## Questions

For any questions please email the Cvent Certification team at [certification@cvent.com](mailto:certification@cvent.com). The team will not answer any questions about the product, however, they will be available for any assistance on getting logged into the system or accessing the training material.

Again, we thank you for participating in the Cvent University Certification - good luck!

Cvent Certification  
[certification@cvent.com](mailto:certification@cvent.com)