

## **Instructions for Conferring Officer**

The conferring officer should check with local CPCU officials when he or she arrives on location to be sure that the chapter has made all the necessary arrangements.

### **It is the responsibility of the local CPCU Chapter to:**

- Confirm that an adequate number of facsimile diplomas are available and place them in a convenient place for distribution (preferably on a table in front of the head table — easy to reach)
- Communicate with all designees in the area about the ceremony and arrange for their registration
- Have someone greet and assemble the designees as they arrive
- Give the designees instructions about the ceremony so they will know what to expect and do
- Arrange for someone to read the designees' names during the ceremony
- Have someone introduce the conferring officer

After the conferring officer has been introduced, he or she should feel free to express any personal message of congratulations to the designees and make some brief comments about the value of education and professionalism in the insurance industry (or other comments on an appropriate subject for the occasion).

Following these comments, the conferring officer should begin the diploma presentation ceremony using the enclosed script (approved script with CPCU Professional Commitment). Following this presentation, new CPCU designees should be recognized and then any continuing professional development (CPD) candidates should be recognized.

pc: Chapter Information Packet