

# *Arranging Meetings 101*

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Prepared For:

SGMP

Rocky Mountain Chapter

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# Meeting Market Trends

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“Inflation is like sin, every government denounces it and every government practices it.”

➤ Federick Leith-Ross, Quoted in the Observer

# View from the Mountain Top

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“Kay Bothwell, CMP, planner for the Department of Labor and Employment/Division of Workers’ Compensation/Physicians Accreditation in Denver, agrees she tends to see a silver lining on the increasing costs cloud”(Meetings MidAmerica January 2006-2007)

# Various Types of Programs & Meetings

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- Meeting Programs
- Association Programs
- Corporate Meetings
- Incentive Meetings
- Educational Meetings
- Government
- Fraternal
- Labor Unions
- Religious Meetings

# Meeting Space Needs and Set Up Style

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- Convention
- Conference
- Congress
- Forum
- Symposium
- Lecture
- Seminar
- Workshop
- Clinic
- Panel
- Institute
- Retreat
- Exhibit or Trade Show

# Conducting The Site Visit

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- Checklist
- Geographic Location
- Selecting Facility
- Meeting Duration
- Meeting Size
- Meeting Specifications
- Meeting History
- Request Site Specific Information
- Transformation

# Audio and Visual Equipment Needs

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In-House or Outside Equipment Needs

Types of Audiovisual Equipment

- Sound Systems
- Lecterns
- Lighting

# Audio and Visual Equipment Needs (continued)

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## Types of Audiovisual Equipment

- Screens
- Slide Projectors
- Rearview Projection
- Motion Picture Projectors

# Audio and Visual Equipment Needs (continued)

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## Types of Audiovisual Equipment

- Multimedia Presentations
- Simultaneous Interpretations
- Teleconferencing
- Other Presentation Devices

# Signs and Notices

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- Hotel Rules
- Sign Responsibility
- Price Schedule
- Locations

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➤ Guest Rooms

# Reservation Systems

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- Postal Reply Cards
- Rooming Lists
- City Housing Bureaus
- Toll Free 800 Numbers
- Faxing

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➤ Check In and Out  
Procedures

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- No Show and Overbooking

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➤ Arrival and Departure  
Patterns

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➤ Historical Data

# Food and Beverage Service

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## Types of Food Functions

- Changing Tastes
- Types of Food Services
- Pricing Food Functions
- Attendance / Guarantees
- Staffing

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➤ Preparing For The Events

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➤ Pre-Convention Meeting

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➤ The Specification Sheet

# Admissions Systems & Other Services

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- Convention Registration
- Convention Security
- Printing and Duplications
- Guest Packages
- Entertainment
- Convention Headquarter Office
- Hospitality Suites
- Spouse Programs

# Meeting Space Needs

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- Trade Show Exhibit Space
- General Sessions Room
- Break Out Room
- Receptions
- Hospitality Suites
- Headquarter Office

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Thank You!