Dart One

会议英语

English for Conventions



Unit One 会议准备 Preparing for the Meeting

🌴 Teaching Targets 教学目标

- To learn how to prepare for a meeting
- To master some basic guiding principles for preparing a meeting
- To grasp some useful words, phrases & key sentences related to the topic
 - To make dialogues concerning this topic



LISTENING & SPEAKING COURSE 会展英语听说 教程 FOR CONVENTION & EXHIBITION ENGLISH



为保证会议的成功,会前必须做好充分的准备。会议顺利与否,关键在于会前的精心策划。会议的准备工作一般包括会议的发起、会议召开的时间和地点的选择、会议的邀请以及会议议程的拟定、会议文件的准备和有关的技术性问题。周密的准备工作可为会议的成功奠定良好的基础。



Listen to the following materials carefully and answer the following questions.

- 1. What's the first thing you need to do while preparing a meeting?
- 2. What should attendees know before they attend the meeting?
- 3. Why is a written agenda helpful?
- 4. Why is it so important to plan for a meeting?



Dialogue 1

- A: Hi, Cindy, you have been a secretary for many years in this company. Could you tell me what a secretary should do for a meeting?
- B: Well, an important part of the duties of a secretary, I think, is to do well the preparation work for the meeting.
- A: What should a secretary do to prepare for a meeting? Could you give me a detailed explanation?
- B: First of all, the agenda should be prepared before the meeting. Then you should ensure that those entitled to be present are properly informed.
 - A: I see, and how about the documents and the information?
 - B: All the necessary documents and the information relevant to the meeting should be

available, preferably printed and distributed before the meeting.

- A: And what should a secretary do during the meeting?
- B: Of course, she/ he should take minutes.
- A: And after the meeting?
- B: After the meeting she/ he should type the minutes up, and then keep proper records of the business transacted and the resolutions passed and also implement the decision reached at the meeting.
 - A: Thank you very much. You are very professional.
 - B: My pleasure.

Word bank

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secretary ['sekrit(ə)ri] n. 秘书;书记;部长
agenda [ə'dʒendə] n. 议程;日常工作事项
entitle [in'tait(ə)l; en-] v. 称作……;定名为……;给……称号;使……有权利
document['dokjom(ə)nt] n. 文件,公文
relevant['reliv(ə)nt] adj. 相关的;切题的;中肯的
distribute [dı'strıbju:t; 'dıstrıbju:t] v. 分配;散布
transact [træn'zækt] v. 交易;谈判 v. 办理;处理
resolution[rezə'lu:ʃ(ə)n] n. 解决;决心
implement ['implim(ə)nt] v. 实施,执行
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Notes

- 1. What should a secretary do to prepare for a meeting? 秘书要为会议做哪些准备工作呢?
- 2. First of all, the agenda should be prepared before the meeting. 首先,要在会前准备好日程安排。
- 3. Then you should ensure that those entitled to be present are properly informed. 然后要确保通知那些有资格参加会议的人员。
- 4. All the necessary documents and the information relevant to the meeting should be available, preferably printed and distributed before the meeting.
 - 所有与会议相关的必要文件和信息都应该准备妥当,最好要在会前打印好并分发。
- 5. After the meeting she/ he should type the minutes up, and then keep proper records of the business transacted and the resolutions passed and also implement the decision

reached at the meeting.

在会议结束后,她/他应该把会议记录打印出来,完好地记录商讨的事宜、通过的决定以及执行会上的决定。

Dialogue 2

(It's 9: 00 am. Laura a meeting planner is coming to the reception office of the Good Luck International Hotel to make sure the dinner that will be served tomorrow evening for the meeting is in order. Ada, the staff, is talking with her.)

A=Ada, L=Laura

A: Hello, Laura. Is there anything that I can do for you?

L: Hello, Ada. The meeting is going well and the service you provide is excellent. I just want to make sure that the dinner will be served tomorrow evening.

A: We are pleased that you are satisfied with our services. Don't worry about the dinner. It will be served on time at 7 o'clock tomorrow evening as planned. Do you want to check the menu again?

L: Yes, but I think there will be some changes. I have ordered Western food for our conferees when I booked the meeting, but some of our conferees prefer trying some Chinese food. They think Chinese food is usually very delicious.

A: That's very true. You may change the menu and add some Chinese food.

L: Thank you very much!

A: It's my pleasure. What types of Chinese food do you prefer? Our Chinese restaurant offers a variety of Chinese food —Sichuan food, Cantonese food, Shanghai food, Hunan food, and Jilin food to name a few.

L: Sichuan food is my favorite.

A: Yes, Sichuan food is delicious, but with spicy taste. I suggest that you should use Cantonese food instead, which is well known for cooking with fresh ingredients. It's light and small in amount.

L: Sounds good. I think our conferees will like it.

A: So you need both Western and Chinese food for your conferees?

L: Sure.

A: We need to change the menu right now.

L: Thank you very much, Ada.

A: You're welcome.

Word bank

staff [sta:f] n. 职员; 员工

conferee [kɒnfə'ri:] n. 参加会议者

delicious [dɪ'lɪʃəs] adj. 美味的;可口的

menu ['menju:] n. 菜单

variety [və'raɪətɪ] n. 多样;种类

Cantonese [,kæntə'ni: z] n, 广东人: 广东话

ingredient [ɪn'griːdɪənt] n. 原料;要素;组成部分adj. 构成组成部分的

Notes

1. We are pleased that you are satisfied with our services.

您对我们的服务满意,我们感到非常高兴。

2. I have ordered Western food for our conferees when I booked the meeting, but some of our conferees prefer trying some Chinese food.

我已经在会议预订时为参会人员准备了西餐,但是有一些参会人员想要尝试一些中餐。

3. It is possible for you to change the menu and add some Chinese food.

您可以改变菜单并且添加一些中餐进去。

4. Our Chinese restaurant offers a variety of Chinese food—Sichuan food, Cantonese food, Shanghai food, Hunan food, Jilin food and so on.

我们的中餐厅提供很多种的中餐——四川菜、广东菜、上海菜、湖南菜和吉林菜等。

5. I suggest that you should use Cantonese food instead, which is well known for cooking with fresh ingredients.

我建议您可以试试广东菜,以用新鲜食材原料而闻名。



1 The monthly executive committee meeting is planned for the next week. 每月一次的执行委员会会议定于下星期召开。

- 2 I come to inform you about a meeting scheduled at nine o'clock this morning. 我来通知您今天上午九点有个会。
 - 3 How long do you expect the meeting to take? 你期望会议开多长时间?
 - 4 Could we possibly rearrange the meeting schedule? 我们可否重新安排会议日程?
- 5 Shall we postpone the meeting until later in the week? 我们把会议推迟到这周晚些时候,好吗?
- 6 I'd like to reserve a meeting room for our company. 我想为我们公司预订一间会议室。
- **7** I wonder if you have any meeting room available for this Friday morning. 我想知道星期五上午是否有空的会议室。
- 8 I'd like you to make some necessary arrangements for me. 请帮我做一些必要的安排。
- 9 Please get all things ready and report back to me as soon as you can. 请把一切都准备好,尽快向我汇报。
- 10 All the necessary documents and the information relevant to the meeting should be available. 所有有关会议的文件资料都得准备妥当。
- 11 If there are any problems, I'll be in charge of dealing with them. 如果有什么问题, 我将负责处理。
 - 12 It seems that everything is in good order. 似乎一切都秩序井然。
- 13 We are very glad that you are satisfied with our services. 我们很高兴你对我们的服务感到满意。
 - 14 Do you want to check the menu again? 你想要再核对一下菜单吗?
 - 15 What types of Chinese food do you prefer? 你喜欢什么样的中国食物?



I. Build Up Your Vocabulary

- 1. Match the expressions on the left with the best translations on the right.
- (1) agenda

a. 员工

(2) entitle

b. 参会者

(3) menu

c. 分配

(4) document	d. 办理
(5) staff	e. 日程
(6) ingredient	f. 美味的
(7) conferee	g. 文件
(8) delicious	h. 菜单
(9) distribute	i. 配料
(10) transact	j. 有权利

2. Complete the following sentences with words or expressions from the dialogues.

Z=Mr. Zhou T=Mr. Thomas Z: Excuse me, aren't you Mr. Thomas from Australia? T: Yes. And you are...? Z: I'm Zhou Feng from Guangdong Import and Export Company. T: How do you do, Mr. Zhou? (谢谢你来机场接我). Z: You're welcome. (我来帮你拿行李). T: Oh, thank you very much. Z: Did you have a good trip? T: (总的说来), it's not too bad. Z: It's a long way to China, isn't it? (我想你一定非常累了). T: Yes, Exhausted. But I'll be all right by tomorrow and ready for business. Z: _____(你打算在这里呆多久)? T: About a week. Z: Good, We'll have enough time for our business talks, (如果你感兴趣的话我 们会为您安排一些著名的景点). T: Wonderful! Nothing would please me more. Z: But I'm sure _____(你需要好好休息一下)after your long journey. Shall we get into the car and go to the hotel? T: Exactly! I hope there will be no problem in having one room for one week. Z: Not at all. ___(我们已经为您预订好了房间). T: Thanks a lot. Z: Let's go. This way please.

II. Substitution Drills

Using the words in the following boxes to replace the underlined words.

1. Preparing is very important in having a successful meeting.

2. Follow these steps to help encourage success in your next meeting.

3. Knowing how to prepare for a meeting is important for all employees and <u>critical</u> for any manager or leader.

4. Knowing when not to have a meeting is equally important.

5. Decide the type of meeting you are going to have.

6. Determine the roles and ask those <u>participants</u> to accept them.

7. Prepare a notice, this should include the date, time, agenda, and <u>venue</u> of the meeting.

8. <u>Distribute</u> the notice to the members in good time for the meeting.

9. Clarify the <u>purpose</u> of the meeting. If you can't figure out what you need to accomplish, you shouldn't be calling a meeting.

10. Prepare an agenda with the focus stated in a single sentence at the top.

declared specified stipulated prescribed

III. Listening Comprehension

Listen to the dialogues; fill in the blanks according to what you hear. Then practice the dialogues with your partner.

A: Miss Wang, the meeting is scheduled for 9: 00 this morning. Have you made the

?

B: Yes, sir. We'll use the for the meeting.

A: That's fine. The meeting is very important. Where will the guests be received before

the meeting begins?
B: In the It's spacious there.
A: We'll have several to attend the meeting.
B: I've arranged for an interpreter to be present. But that these foreign guests
could speak Chinese.
A: Yes, I'll try to speak slowly. How do you seat our guests, then?
B: We've prepared name-cards to be put on the By the way, what time would
you like refreshments to be served?
A: Well, after my report, there'll be anfor rest and refreshments.
B: All right. I see.

IV. Role Play

- 1. Suppose it is 3: 00 pm. You are Mr. Zhang. Your meeting is going to be held tomorrow afternoon. You are inspecting the meeting spot now and you find some problems. You want the staff, Mrs. Liu to make all the corrections before the meeting and add more flowers. Mrs. Wang is talking with you and promises to make everything done on time.
- 2. Suppose it is 10: 00 am. You are Ada, the planner for the conference at 2: 00 in the afternoon, but now you find some conferees don't have pork. You are worried about it and come to Brown for help. Brown is the manager of the hotel. Brown gives you some suggestions and helps you to deal with the problem.

V. Make Sentences

Speak out with four or five sentences in English to your partner, using the following words or phrases, and then your partner interprets them into Chinese.

- 1. an important part
- 2. the documents and the information
- 3. goes well
- 4. be satisfied with
- 5. booking the meeting
- 6. well known



Steps on Preparing for a Business Meeting

A well run meeting can be used to effectively train employees, close an important sale, set business goals and keep major projects on the right track. A successful meeting starts well before everyone is gathered in a conference room. The person running the meeting needs to make arrangements, gather materials, send out invitations and coordinate the activities. Participants need to be prepared to handle any required tasks, provide feedback, make presentations or brainstorm ideas. Doing the groundwork ahead of time will keep the meeting running smoothly and help you meet your goals.

Step 1

Determine if you are running the meeting or expected to participate in any fashion. If you are in charge of arrangements, be ready to coordinate scheduling, materials and the pacing of the meeting.

Step 2

Set a goal for the meeting. Decide if you are trying to make a sale, bring an investor on board, train employees about company policies or brainstorm new product ideas.

Step 3

Set an agenda for the meeting. Give participants a heads up if the meeting is expected to be particularly long. Allow time for bathroom or refreshment breaks. Prepare a schedule if there will be multiple speakers or presenters.

Step 4

Make arrangements for a meeting room, conference call or online meeting. Book a time that works for all key participants. Call or email the group to make sure that the chosen time works for everyone.

Step 5

Send out time and location details to all participants. If you are dealing with employees, let them know if attendance is mandatory or optional. Email conference call-in numbers and codes if you are arranging a phone meeting.

Step 6

Prepare for any needed equipment. For example, if you are going to have a computer

presentation, be sure that the conference room has a screen and projector. Know how to hook your laptop up to the projector so that you don't have to waste valuable meeting time dealing with technical details.

Step 7

Take your presentation for a test drive before you do it in front of clients. Make sure your sales or investment pitch is professional, concise and interesting. Endless charts projected on a screen don't make for compelling meetings. Understand your audience, how you can meet their needs and what goals you want to reach.

Step 8

Gather materials. Print off handouts. Make sure there are enough chairs for everyone. Prepare refreshments or make catering arrangements if necessary.

Step 9

Remind participants 24 hours ahead, or on the morning of, the actual meeting. Aim to start the meeting promptly at the given time.

Article Source:

http://smallbusiness.chron.com/prepare-business-meeting-454.html



Unit Two 会议选址

Conference Site Selection



- To learn how to select an ideal venue for your convention
- To learn to inquire about facilities and services offered by a convention center
 - To know the importance of choosing a conference venue
 - To improve the skill of listening & speaking for convention venue selection
 - To master some useful expressions and sentences concerning this topic





会议能否成功,会址的选择是关键之一。一旦会址被选定,即奠定了整个会议的基调。 举办会议首先要选择地区和城市,然后选择场馆和设施。根据会议要求的不同, 人们会做出不同的选择。一般来说,选择会议地址有如下步骤:①初步筛选确定候选名 单;②背景调查;③实地考察;④最终选择。



Listen to the following materials carefully and answer the following questions.

- 1. How do you choose the correct meeting venue in terms of space?
- 2. How do you choose the correct meeting venue in terms of theme?
- 3. Why should you consider the weather when selecting a venue?
- 4. Why should you visit the meeting venue?
- 5. What should you consider when you review the site in person?



Dialogue 1

Bob, a meeting planner, is conducting an on-site inspection at a convention center. Now he is talking about the convention site with Laura, the sales manager of the convention center.

B=Bob, L=Laura

- L: Good morning, sir. How may I help you?
- B: Good morning! We are seeking a venue to hold an international convention. So I want to get further information about your center.
 - L: May I provide some information that might be of interest to you?

- B: That will be very nice. I was told that your convention center had extensive experiences of holding international conventions. So, we are expecting to enjoy the services of international standard.
- L: You've got a right choice. Look, these are the pictures of past successful conventions we've held before.
 - B: Wow, that is wonderful! I have more confidence in your convention center now.
- L: Thank you. Let me show you around the center and give you a specific introduction to it.
- B: It is very kind of you to show me around the convention center. It gives me a great idea of your meeting service facilities.
- L: My pleasure. Here is the brochure introducing the details of meeting service at our convention center.
- B: Thank you.I will consult with our general manager.And we'll let you know our decision as soon as we can.
 - L: Thank you for visiting. We are looking forward to seeing you again.

Word bank

on-site [on sait] *adj.* 现场的 inspection [in'spekʃn] *n.* 视察,检查 standard ['stændəd] *n.* 标准; 水准; *adj.* 标准的; 合规格的 extensive [ik'stensiv; ek-] *adj.* 广泛的; 大量的; 广阔的 confidence ['kɒnfɪd(ə)ns] *n.* 信心; 信任; 秘密 brochure ['brəʊʃə; brɒ'ʃʊə] *n.* 手册,小册子

Notes

- 1. We are seeking a venue to hold an international convention. 我正在寻找举办国际会议的场馆。
- 2. I was told that your convention center had extensive experiences of holding international conventions.

我听说你们会议中心有大量的举办国际会议的经验。

3. So, we are expecting to enjoy the services of international standard. 所以, 我们期待享有国际标准化的服务。

- 4. Look, these are the pictures of past successful conventions we held before.
 - 看,这些是我们之前在这里成功举办过会议的图片。
- 5. Let me show you around the center and give you a specific introduction about it. 让我带您参观会议中心,并且具体地向您做介绍。

Dialogue 2

Alice(A), the PCO, Martin(M), the marketing manger of the convention center.

- M: Welcome to our center again! I've got your request for bids,and I am sure we can meet your requirements to the most extent.
 - A: Thank you very much.
- M: You are our long-term partner. We will try all means to secure your requirements although it is the peak period.
- A: It is kind of you to do the favor for us.But the venue is kind of far away from the downtown area, a bit inconvenient for us and attendees.
- M: Well, maybe, but the surrounding here is excellent and spacious. Besides we can offer more parking lots at no charge.
 - A: That is good. Can you show me around your center?
- M: No problem.Let me take you to the function hall first.It has a seating capacity of about 600 people. And the hall illumination is just renovated.
 - A: Very nice!
- M: We also have value-added services to you. We will offer you a package of complimentary items the same as usual.
 - A: Thanks! By the way, we will still have a group rate this time?
- M: No problem! You'll enjoy a discount much lower than the rack rates.Our offer will be more preferential if you use our food and beverage service.
- A: I know what you mean. To be honestly, the meeting facilities and the staff of the center left me a good impression.
- M: Thank you! Then I will draft a contract for your perusal after getting your fact sheet of meeting requirements. It will include all we discussed just now as well as complimentary items we can offer.
 - A: I am looking forward to it. Thanks for your time.
 - M: You are welcome.

Word bank

bid [bid] v. 投标;出价 secure [sɪ'kjʊə; sɪ'kjɔː] adj. 安全的;无虑的v. 保护;弄到 peak [piːk] n. 山峰;最高点 surrounding [sə'raʊndɪŋ] adj. 周围的,附近的n. 环境,周围的事物 capacity [kə'pæsɪtɪ] n. 能力;容量;资格 illumination [ɪ,ljuːmɪ'neɪʃən] n. 照明;闻明;启发 renovate ['renəveɪt] v. 更新;修复;革新 complementary [komplɪ'ment(ə)rɪ] adj. 补足的,补充的 preferential [,prefə'renʃ(ə)l] adj. 优先的;选择的 perusal [pə'ruːz(ə)l] n. 熟读;精读

Notes

1. I've got your request for bids, and I am sure we can meet your requirements to the most extent.

我收到了你们的询价, 而且我确保我们能最大程度地满足你们的需要。

- 2. We will try all means to secure your requirements although it is the peak period. 尽管这是高峰期,但是我们会尝试各种办法确保你方的需求。
- 3. We also have value-added services to you. We will offer you a package of complimentary items the same as usual.

我们也向您提供增值服务。和往常一样我们会向您提供一揽子免费赠品。

- 4. You'll enjoy a discount much lower than the rack rates. 你会享有比市价低很多的折扣。
- 5. Our offer will be more preferential if you use our food and beverage service. 如果您使用我们的餐饮服务,我们的报价会更加优惠。



1 I want to get more detailed information about your convention center.

我想获得关于你们会议中心的更详细的信息。

- May I provide you with some information that might interest you?我可以为你提供一 些可能会让你感兴趣的信息吗?
- 3 I was told that your convention center had a lot of experience of holding conferences. 听说你们会议中心有丰富的举办大型会议的经验。
- ▲ Let me show you around the center and main conference halls.让我来带你参观会议 中心和主要的会议大厅。
- 5 It is very kind of you to show me around the convention center.你能带我参观会议中 心真是太好了。
 - 6 Here is the brochure introducing the details of meeting service at our convention center. 这本小册子介绍我们会议中心的一些会议服务细节。
 - 7 You are our long-term partner. 你是我们的长期合作伙伴。
- B) We will try all means to secure your requirements although it is the peak period.虽然 是高峰期,但是我们会尽一切可能确保您的需求。
 - 9 The location is kind of far away from the downtown area.这儿离市区有些远。
 - We can offer more parking lots at no charge. 我们可以提供更多的免费停车场。
 - 11 Let me take you to the function hall first.我先带你去功能大厅。
 - 12 It will include all we discussed just now as well as complimentary items we can offer. 它将包括所有我们刚才讨论的以及我们可以提供的免费项目。



I. Build Up Your Vocabulary

- 1. Match the expressions on the left with the best translations on the right.
- (1) selection

a. 环境

(2) inspection

b. 赠送的

(3) standard

c. 设施

(4) brochure

d. 选择

(5) preferential

e. 检查

(6) complimentary

f. 修复

(7) surrounding

g. 优先的

(8) bid

h. 标准的



(9) renovate	i. 出价
(10) facility	j. 小册子
2. Complete the following sentence:	s with words or expressions from the
dialogues.	
A: Good morning! Beijing(国际会	议中心). How may I help you?
B: I am calling from Hong Kong Energy	Conservation Association. I wonder if I'd
enquire about(举办一个会议) in your c	enter.
A: I am glad to help you, sir. How many peop	ple will(参加会议)?
B: A party of 300.	
A:(会议将在什么时间举行)?	
B: On June 11 th and June 12 th .	
A: Let me have a check, please. Thank you	for your waiting, sir. We do have vacant suites
and(功能会议厅) during the period you	desire for.
B: That is good. Our attendees are all	(名流).Is it possible that they each have a
suite?	
M: Don't worry,sir. Since ours are	(五星级) convention center, every attendee is
offered a suite and therefore receives a VIP treatm	nent.
J: I like that very much.What is the	(房价)?
M: We offer rates competitive with standard	d hotel rooms, RMB 500 yuan per person per
day, including(早茶) and afternoon refre	shment.
J:(听起来蛮不错).Low room price	e and we can enjoy suite service, everybody's
dream!	
M: Exactly.May I have your name and your	(传真号)?
J: John Lennon. My fax number is 98532160	5 .
M: John Lennon. Your fax number is 985321	66(我马上为您办理).
J: Thank you very much.	
M: You are welcome, John.We are looking f	orward to serving you.

II. Substitution Drills

Using the words in the following boxes to replace the underlined words.

1. It is important that you start to look for a <u>venue</u> several months before the date of your event.

place site

2. For larger events you may even need to start your search at least a year ahead as bigger venues tend to get booked up way in advance.

beforetime previously ahead of time

3. The first thing which you need to <u>consider</u> is the amount of attendees you are expecting.

think about take into account take into consideration

4. This will instantly help you to narrow down your list of potential venues as you will be able to <u>disregard</u> those which don't have enough capacity as well as those whose rooms are simply going to be too large.

neglect ignore brush aside

5. The <u>aspect</u> which you have to take into consideration is the budget available.

point respect facet

6. Once you have made yourself a shortlist of potential venues you will need to get more specific in the criteria you require.

standard measure touchstone

7. You will need to work out what sort of venue will <u>complement</u> the theme of your event and also determine whether or not they will have the facilities required for your particular type of event.

make up for complete perfect

8. As the event planner you should ring round and enquire directly with <u>staff</u> at the venue to see if meets your list of requirements.

crew personnel clerk

9. Not only will you have to ensure that the facilities meet your requirements but arguably just as <u>vital</u> is the actual location of your venue.

important essential crucial

10. This will be especially important if you are expecting people to travell long distances to <u>attend</u> your event.

participate in be present at take part in

III. Listening Comprehension

Listen to the dialogues; fill in the blanks according to what you hear. Then practice the dialogues with your partner.

Williams is talking to Jordon on the phone. Williams who has called to book a conference

at the Noble hotel, is an assistant at the culture media company. Jordon is a clerk in the Noble hotel. They have known each other for ages.

W: Hello, this is Williams calling from culture media company, Shanghai.I called to ask
about at the Noble hotel.
J: This is Noble hotel?
W: I am just calling to tell you our company has planned to have a two-day in
your hotel. I am wondering if you can do us a favor.
J: It is my pleasure. When will you have your meeting?
W: From July 21 st to 26 th and there will be 78 people altogether.
J: So, you will stay here for?
W: Actually, we will finish in the afternoon on the 26 th , so we just want to the
rooms for five nights.
J: OK. What kind of rooms do you prefer? We have, ranging from presidential
suites to standard rooms.
W: We need 2 suites and 38 standard rooms.
J: Let me check.2 suites and 38 standard roomsOK, we have all of these rooms
during the period of your meeting.
W: Also, we need a big meeting hall and a dining room that can78 people.
J: So a large meeting hall and a dinning hall?
W: Oh, we also need a toastmaster capable of
J: All right, that will be no problem.If there is anything else we can help, please let us
know
W: OK, thank you. You are
J: My pleasure.

IV. Role Play

- 1. Work in pairs or more, try to do a short dialogue according to the following. Suppose you are planning an international conference of environmental protection. Having invited 6 speakers, you are discussing now with your partner what kind of format the conference should be organized in.
- 2. Suppose you are a staff working at a conference center, how will you introduce your center to attendees?

V. Make Sentences

Speak out with four or five sentences in English to your partner, using the following words or phrases, and then your partner interprets them into Chinese.

- 1. detailed information
- 2. convention center
- 3. conference hall
- 4. meeting services
- 5. peak period
- 6. downtown area
- 7. parking lots
- 8. at no charge



How to Choose a Successful Venue for Your Conference

If you want your event to be a success you've got to get the venue right. People will only put up with a poor location, difficult transport links and sub-standard facilities for so long, regardless of how amazing the event is. If you choose a venue that's too big then your event can come across as under-performing, even if turnout is as good, or better, than expected. Go too small and everyone feel like they're playing some awful corporate game of sardines. So how do you go about choosing the right venue for your conference?

Know Your Event

Before you rush out looking for a venue it's incredibly important to get a proper handle on the basics of the event. What's the budget? How many rooms will you need? What kind of footfall are you hoping for? Once you've answered those questions they can act as a filter, helping you to refine your list of potential venues.

Location, Location

The estate agent's mantra works well for event planning too. Think about where the majority of your participants will be coming from. Is your event on a local, regional or national scale? Come to think of it, are you going to have any international attendees or guest speakers?

If your event is aimed at pulling in punters from around the country and beyond then

think very carefully about a location in a large city. The transport connections should mean that anyone travelling from outside the local area has a multitude of options open to them.

Is the event held over more than one day? If it is then you need to think about availability of accommodation across a variety of price points. Not every attendee will want or be able to splash out on a two night stay at a Park Hyatt or Hilton. It's also a good idea to scope out what the local food and entertainment scene is like. Although many people will want to head back to their hotel for dinner, a shower and bed, there will be some looking to have a more entertaining evening out.

Nibbles and the Net

Working through the above should have brought you down to a few venues that are suitable. To make that final decision take a look at what kind of facilities are on offer at each venue. Don't just go for the swankiest option though, think about what the needs of your conference or event are and find the best fit.

What kind of on-site catering do you need? Just a buffet or a more formal dinner? Can the venue provide this or are you going to have to hire in a catering service? Of course you need to think about how this might affect your budget.

Also, given that everyone is hooked up to the internet virtually 24/7 these days via smart phones or tablets, does the venue have a WiFi network, and can it take the strain of hundreds, maybe thousands of people using it simultaneously?

One other thing to bear in mind is whether or not the venue has technical equipment you may need. If you have ushers and on-site support staff they will probably need walkie-talkies to make communication quick and easy, but will you have to hire a set? And what about tills and debit card terminals for processing payments and tickets?

Hopefully by taking all the above points into consideration you should be able to find your perfect venue. If you get these areas right, and you've put together a great programme of speakers and events then you should have a fantastic conference on your hands.

Article Source:

http://www.triplepundit.com/podium/choose-successful-venue-conference/