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The Complete Idiot's Guide to Meeting & Event Planning, 2E Lynn Johnson Golabowski, Robin E. Craven, 2006-03-07 You're no idiot of course You know you can't throw a corporate function together overnight especially if you want to impress clients shareholders and upper management Whether you're prepared to tackle the task yourself or you're considering hiring a professional you want your event to be a stellar occasion to remember The Complete Idiot's Guide to Meeting and Event Planning Second Edition will show you how to organize any company gathering on time and on budget whether you're hosting 10 or 10 000 In this revised and updated Complete Idiot's Guide you get Up to date information on planning and budgeting software phone and data lines audio and video and satellite bookings Expanded coverage on international conferences via remote abroad or by international components Ideas for smoothly dealing with last minute glitches and crises

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Event Solutions, 2003

A Career as an Event Coordinator Barbara Krasner, 2014-12-15 Many careers are enjoyable but few can boast being part of a party quite like an event coordinator This book highlights many creative outlets inherent to the work but it also offers a realistic appraisal of the long hours demanding clients and other hard work involved Stories about real life event planners offer readers a genuine description of a day in the life of an event coordinator The book also includes information about how to get the training and experience needed to prepare for this demanding but imaginative field of work

Business Meeting & Event Planning Susan A. Friedmann, 2023 Hold productive meetings and events with help from Dummies It's a whole new world out there With so many companies big and small electing to move to virtual or hybrid operating models meetings have arguably become more important than ever as the primary way teams communicate day to

day But how do you maximize engagement when a screen sits between you and your coworkers In Business Meeting Event Planning For Dummies expert author Susan Friedmann shares her tips and insider tricks for navigating virtual and hybrid gatherings without missing a beat Armed with top notch guidance and insider tips from Dummies you ll be able to streamline meetings to maximize efficiency and save money on or offline Create effective and exciting business events and presentations Keep on time and on budget maintain group engagement and use social media to your advantage Discover best practices proven tips and technical advice If you re a professional who wants to make the most of business meetings this is the Dummies guide for you It s also a valuable resource for anyone who needs to plan a large scale event seminar convention etc

The Complete Guide to Successful Event Planning Shannon Kilkenny,2011 Book CD ROM This is the most thorough concise and easy to follow event planning book available From the initial concept of the event to ongoing management this book provides techniques to increase your chances of success and systems to avoid many common mistakes It shows you dozens of ways to save time and money and introduces you to every facet of the planning process This ultimate guidebook equips readers with new ideas support and creative problem solving skills The chapters follow the dynamics of the actual event planning process and are supported by extensive checklists and timelines As readers undertake the complexities of daily responsibilities and tasks the guide inspires efficiency and confidence and makes it possible to stay on track This revised 2nd edition includes information on timely practices such as planning environmentally friendly parties using technology applications and gadgets to orchestrate a modern event and generating enthusiasm for your events using social media and social networking The companion CD ROM included with the book contains helpful checklists worksheets and contracts and agreements to help you co ordinate an organised event On the CD ROM you will find sample speaker agreements timelines for planning your event status reports budget sheets site selection checklists and much more The 21st Century Meeting and Event Technologies Seungwon "Shawn" Lee,Dessislava Boshnakova,Joe Goldblatt,2017-03-03 Here is the first book to specifically and comprehensively address the rapid changes and advances in technology in the planning management and marketing of meetings and events The multigenerational trio of authors including Joe Goldblatt and two of his former students Seungwon Shawn Lee and Dessislava Boshnakova cover the most important aspects of using technology for today s meetings and events such as How to harness the power of social media How to use crowdsourcing effectively How to choose appropriate room layout design software How to manage and use guest generated content How to measure and evaluate your success How to choose meeting registration software How to promote your meeting with blogs websites podcasts and more How to hold virtual meetings and events How to use search engine optimization to advantage The area of meeting and event technology is a fast growing component of the meetings incentives conventions and exhibition MICE industry With a foreword by Corbin Ball an internationally renowned speaker consultant and writer in the meetings and events technology field The 21st Century Meeting and Event Technologies will be an essential resource for hospitality

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Conferences and Conventions 3rd edition Tony Rogers, 2013-01-04 Conferences and Conventions A Global Industry 3rd edition provides a comprehensive introduction to the key elements of the global conference convention and meetings industry It examines the industry s origins structure economic social and environmental impacts education training and career opportunities and the industry s future development It also explores its links with the wider tourism industry and suggests that there should be a realignment of these links putting a greater focus on designing executing and measuring meeting and convention contents so that they have a purposeful impact on participants thus creating greater value for stakeholders It suggests that there should be greater emphasis on the role that meetings play in economic professional and educational development promoting the benefits they provide in knowledge exchange scientific research technology transfer networking and motivation and showing clearly what such business events actually accomplish This revised 3rd edition has been updated to reflect current trends and emerging topics and achieve a more international approach This edition has also been updated with the following features New content on social media web based marketing the use of technology experiential marketing and events the role of trade shows in conventions issues of sustainability and moves to create a profession for event management Fully integrated and updated case studies to highlight current issues and demonstrate theory in practice Also contains new case studies on the growth markets of Asia Brazil and the Middle East A detailed meetings and events industry lexicon This book is written in an accessible and engaging style and structured logically with useful features throughout to aid students learning and understanding This book is an invaluable resource to students following Events Management Hospitality and Tourism courses

Event Management Greg Damster, Dimitri

Tassiopoulos,2005 Dealing with event management in developing countries specifically South Africa this textbook confronts the specific challenges of creating well run events in places where world class catering and party supplies are not as readily available as in developed nations Complete with advice about all aspects of managing an event the second edition incorporates additional graphs tables and photographs as well as new material about the legal aspects of event planning

Event Planning Ethics and Etiquette Judy Allen,2010-06-01 The world of event planning can be alluring and dangerous at once exotic locales wining and dining and people traveling without their spouses In such situations the line between business and pleasure blurs and the nature of relationships gets cloudy With a thoughtless act or a less than tactful word long lasting business relationships can be ruined forever Beyond that budgets are on the chopping block and competition for business is tight In that environment people often cut not just financial corners but the ethical ones too There s a fine line between innocent perks and inappropriate gifts or kickbacks Event planners today must navigate a minefield of potentially sticky situations that can easily blow up in their face Without a professional code lines of acceptable behavior are easily crossed And what you do personally can hurt you professionally Event Planning Ethics and Etiquette provides event planners with the companion they need to stay out of trouble keep professional relationships healthy and profitable avoid the riskier temptations of the lifestyle and win business in a highly competitive market using ethical business practices Explains how to establish policies and codes of behavior in the office and onsite at events Offers guidelines on when it is acceptable to accept a gift what is acceptable and what is inappropriate Shows how to prepare yourself as well as your staff for what to expect and how to handle the unexpected with business finesse Covers business etiquette in event planning crisis management situations Helps you to avoid putting yourself and your company at personal and professional risk Features real life examples and situations and advice on how to handle them with poise and professionalism Includes a list of Event Planning Do s and Don ts Event Planning Ethics and Etiquette will be of value to the professional event planner to event planning suppliers and clients working with industry professionals as well as to those in related fields such as public relations administrative professionals communications and anyone in the hospitality culinary and travel industry

Event Planning and Management Ruth Dowson,David Bassett,2018-11-03 Event Planning and Management second edition is an ideal resource for those seeking a step by step formula to plan and deliver a successful event With the vital balance of professional experience behind them the authors teach the next generation of event planners with unrivalled knowledge ensuring an effective event process from start to finish This book delivers practical understanding of the theory and practice needed to activate each stage of planning from initial venue selection budgeting and programme content to managing stakeholders and sponsors promotion risk assessment safety and post event evaluation Fully revised the second edition of Event Planning and Management expands on managing events on the day and explores the PR and experiential marketing boom for live brand experiences Including updated real world case studies from around the globe it also features an invaluable toolkit of

templates planning checklists and budget sheets Accompanied by a host of downloadable resources this book is the ideal end to end resource for both event planning modules and certifications plus busy marketing and PR professionals facing the new wave of live brand and customer experiences

Event Planning Judy Allen,2009-04-16 This bestselling all in one guide to the event planning business is back and better than ever fully updated and revised to reflect the very latest trends and best practices in the industry This handy comprehensive guide includes forms checklists and tips for managing events as well as examples and case studies of both successful and unsuccessful events Judy Allen Toronto ON Canada is founder and President of Judy Allen Productions a full service event planning production company

Mastering the World of Marketing Eric Taylor,David Riklan,2011-05-04 The best of the best strategies from leading marketers There are millions of ways to speak to your market today this makes choosing the best approach all the more important With methods tricks techniques strategies and platforms suited for companies and budgets of all sizes Mastering the World of Marketing reveals how 50 of the top marketers working today generate leads create brand recognition and capture new customers Covering both offline and online channels this comprehensive guide examines traditional alternative and hybrid approaches giving you the full range of what works today so you can choose what suits your business needs best Includes networking word of mouth marketing customer referrals yellow page directories radio print email marketing direct mail internet marketing social media marketing public relations and advertising Includes chapters from contributors such as Chris Brogan Tony Hsieh Jack Trout David Meerman Scott Guy Kawasaki Peter Shankman Scott Stratten Mari Smith Gary Vaynerchuck and more A value packed resource that offers unparalleled access to today s brightest marketing stars Mastering the World of Marketing gives you all the marketing tools you need to reach your audience with compelling winning messages

Two Dozen Businesses You Can Start and Run in Canada, the USA and Elsewhere Obi Orakwue,2007-03

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