

Event Meetings Events

Julia Rutherford Silvers

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.

Event Crowdsourcing Adrian Segar, 2019-10-31 Do your conference programs contain sessions you belatedly discover were of little interest or value to most attendees? If so, you're wasting significant stakeholder and attendee time and money - your conference is simply not as good as it could be. Now imagine you knew how to create conference programs that reliably include the sessions and session content attendees actually want and need. How much value would that add to your event, for your attendees, your sponsors, and your bottom line? *Event Crowdsourcing: Creating Meetings People Actually Want and Need* shows you how to create conference programs and sessions that reliably become what your attendees want and need. The product of over 25 years of participant-driven meeting design experience, *Event Crowdsourcing* clearly explains everything you need to know to successfully integrate effective real-time event crowdsourcing into your programs and sessions. Buy *Event Crowdsourcing* to learn: Why it's so important to create conference programs and sessions that attendees want and need. When to use event crowdsourcing for your meetings and sessions. How to choose the right crowdsourcing approach for your specific needs. *Event Crowdsourcing* contains: A comprehensive compendium of crowdsourcing techniques that will radically improve your meetings. Clear descriptions of the preparation and resources needed to ensure successful implementation. Detailed

implementations for each technique, including sample scripts and options to cover your specific needs. Adrian Segar's first two books - *Conferences That Work* and *The Power of Participation* - have had a resoundingly positive impact on the meeting industry. Now, meeting planners and meeting-goers can further benefit from his newest book: *Event Crowdsourcing*. This book, both a why-to and a how-to, is jam-packed with proven guidelines, techniques, and suggested scripts to help you design conferences and sessions that are what attendees want and need. It's clearly organized and beautifully written, and I'm happy to recommend it. - Naomi Karten, author of *Managing Expectations*, *Presentation Skills for Technical Professionals*, and other books *Actually giving attendees what they want and need instead of what you think they want?* What a concept! Adrian Segar has done it again. *Event Crowdsourcing* is chock-full of detailed descriptions of low-tech, low-cost solutions that get to the core concerns of meeting-goers from any industry. It's a must read for any meeting planner! - Brandt Krueger, technical producer, educator, speaker, and event technology consultant For meeting designers like us, Adrian's work is priceless. He meticulously documents all there is to understand about crowdsourcing, participation, peer-to-peer working, and empowerment of conference audiences. His unique views on these topics make it easy to recognize his training as a former physicist, his facilitation skills, and his belief in what we humans can achieve together. -Eric de Groot and Mike van der Vijver, meeting designers with *MindMeeting*, and authors of *Into the Heart of Meetings* Adrian Segar is a leader in crafting the future of meetings. *Event Crowdsourcing* is the go-to tactical guide for planners to allow attendees to create their own meaningful experiences. In a world where everyone is talking about why events need to generate connection and engagement, Adrian has written the how-to guide for you. -Will Curran, founder, *Endless Events*, and *#EventIcons*, *Event Tech*, and *Event Brew* podcast host

Planning and Management of Meetings, Expositions, Events and Conventions George G. Fenich Ph.D., 2014-01-14 This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. For courses in meeting, event, and convention planning. Current, concise, and insightful—a modern guide to planning successful events Planning and Management of Meetings, Events, Expositions and Conventions, 1e is the first text of its kind to focus on planning (in addition to event management), and incorporates the Meeting and Business Events Competency Standards (MBECS). It is the most up-to-date book on planning and management in the meetings, expositions, events, and conventions (MEEC) industry and covers a wide range of topics dealing with these two crucial functions. The text follows a practical, hands-on approach and is an excellent resource for college courses, employee training, and professional reference. Developed as a collaborative work, the text features contributions from some of the best and most notable practitioners and educators in the field. Teaching and Learning Experience This text will provide a better teaching and learning experience—for you and your students. It provides: Preparation for careers in event planning: The text follows a practical, career-focused approach. Professional insight: Chapters include advice and best practices from numerous industry insiders. Effective review tools: Learning and review tools facilitate understanding and promote skill mastery.

The Event Planning Toolkit Linda Joyce Jones, 2020-12-04 The Event Planning Toolkit will help you rise to the occasion to plan and execute extraordinary meetings and events by getting organized, reducing time-wasting mistakes, and inspiring creativity. The Event Planning Toolkit provides the information you need to prepare and execute each aspect of your event with precision and enjoy the big day with less stress and fewer unpleasant surprises. It provides the assistance you need to make

your event a real hit. Many people find the thought of planning an event to be an intimidating prospect. They think they're not organized enough, or they don't have the experience required to pull it off. But whatever the occasion, the path to success is straightforward; it's a matter of thinking through the details and using a proven strategy to create an action plan and execute that plan on time and on budget. In this book, you will not only learn how to manage your scope, time, and resources, but also identify goals, create a budget, find the right venue, assemble an effective team, and much more. Use The Event Planning Toolkit to uncover some juicy nuggets of information that you can apply to your next event and give you the courage and confidence take on any new project or assignment that comes your way.

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.

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 students and business professionals. Faculty may request an examination copy from info@appleacademicpress.com. Please provide your name and title, course title, course start date, current text, number of students, and your institution address.

Meeting and Event Planning For Dummies Susan

Friedmann, 2011-03-21 Expert advice on how to stage the perfect event every time A terrific resource of information for anyone in the event-planning business. --James Spellos, CMP, President, Meeting U. *Meeting & Event Planning For Dummies* is a practical step-by-step guide to the strategies and techniques event-planning professionals use to bring people together. This comprehensive resource covers all the angles from the little details to the big picture to make sure your business meetings and special events come off without a hitch! Praise for *Meeting & Event Planning For Dummies* Packed with valuable information in an easy-to-use format. [It] covers all the basics for the meeting planning novice. --Diane Silberstein, President, Diane Silberstein &

Associates A great resource book every event professional should have.... Checklist heaven! We all love our checklists, and this book is full of them! --Cathy Breden, CAE, CMP

Meetings, Expositions, Events, and Conventions George G. Fenich, 2005 The expansive growth of the meeting, exposition, event and convention (MEEC) industry within the hospitality industry, communities and college faculty, demands this current, comprehensive introduction to the various segments of the MEEC industry. This broad overview takes advantage of the expertise of many active industry experts. It is the most up-to-date text available and covers a wider range of MEEC topics than any other book on the market. The author examines all aspects of the history and impact of MEEC, career opportunities, planning and managing a convention, meeting, exposition or event, MEEC and hospitality, MEEC and the community, MEEC and academic programs. For practitioners, academics and the general public involved in meetings, expositions, events and conventions.

Event Planning Judy Allen, 19??

Conferences that Work Adrian Segar, 2010 Author and peer conference expert Adrian Segar shows you how peer conferences use innovative group process to not only generate the right conference sessions but also encourage meaningful and memorable attendee interactions. Using insightful sidebars illuminating key details as well as real-world stories illustrating important concepts, he guides you step-by-step through his proven strategy for creating productive conferences that attendees love.-- Back cover.

Risk Management for Meetings and Events Julia Rutherford Silvers, 2009-11-04 Events of all types are produced every day for all manner of purposes, attracting all sorts of people. Creating and managing the environment in which these people will gather carries with it awesome responsibilities — legal, ethical, and financial. To provide a safe and secure setting and to operate in a manner that ensures the hosting organizations or individuals

achieve their objectives in a proper and profitable way, event risk management must be fully integrated into all event plans and throughout the event management process. Risk Management for Meetings and Events examines the practices, procedures, and safeguards associated with the identification, analysis, response planning, and control of the risks surrounding events of all types. Written by an experienced author it: * Provides a solid, easy-to-read conceptual foundation based on proven risk management techniques * Includes ready-to-use templates designed specifically as learning exercises for students and professionals *

Comprehensively discusses effective strategies for managing the risks associated with design, planning and production of public and private events Risk Management for Meetings and Events is a comprehensive and practical guide which supports academic and professional development programs that prepare individuals for entering or advancement in the meeting and event management industry.

Business Meeting & Event Planning For Dummies Susan Friedmann, 2023-01-12 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.).

How to Deliver Outstanding Corporate Events Chris Powell, The Event Expert, 2013-07 A practical guide on how to deliver outstanding corporate events. It includes information on how to create and design events, plan events effectively and design event programmes.

Event Planning - The Ultimate Guide To Successful Meetings, Corporate Events, Fundraising Galas, Conferences, Conventions, Incentives and Other Special Events Dana Herrwell, 2020-11-05 Everything you need to know about event planning is included in this book: Key Ideas to Make your Event Successful What you Need to Know to Make your Event Entertaining and Memorable How to Inexpensively Incorporate Entertainment What to Look out for in Planning an Offsite Event Event Logistics Easy and Hassle Free Meeting Planning Tips I leave absolutely nothing out! Everything that I learned about successful event planning, I share with you. This is the most comprehensive report on event planning you will ever read! This comprehensive guide covers the following topics: 5 Pitfalls to Avoid When Planning your Next Event How to Generate Fun Ideas How to Attract the Right People to your Event How to Work with Event Suppliers How to Be an Excellent Event Planner How to Market your Event Organization Tips No stone is left unturned!

Ethics and Corporate Social Responsibility in the Meetings and Events Industry Elizabeth V. Henderson, Mariela McIlwraith, 2012-09-14 Ethics and Corporate Social Responsibility in the Meetings and Events Industry is a comprehensive roadmap that prepares event professionals for the economic, environmental, and social challenges ahead, and transforms the industry for the long run. This timely text inspires us to view Corporate Social Responsibility, ethics, and sustainability as no longer just best practices, but as business standards. With its

practical tools and insights, readers are compelled to build an industry where meetings and events contribute positively and ethically to communities and cultures. *Ethics and Corporate Social Responsibility in the Meetings and Events Industry* presents a wide range of topics, bringing insights from environmental science to corporate responsibility. Intended to build sustainable leaders in the industry, this book offers the knowledge to get started and the momentum to continue.

Organizing Special Events and Conferences Darcy

Campion Devney, 2015-10-17 Here is help for anyone who has to produce a public event — from a church social or school fundraiser to a national conference. This comprehensive and practical handbook is the first to reveal all the tricks and techniques of the professional event organizer. Packed with step-by-step instructions, checklists, schedules, and lists of organizations, addresses, and publications, this edition includes updated resources that will prove indispensable to event planners.

Business Event Legacies Carmel Foley, Deborah Edwards, Karin

Weber, 2021-10-04 A cutting edge understanding of the legacy in the field of business events, crucial to the future of the industry. Through eight case studies it explores how business events broker new innovations, generate trade and investment, support local communities, academics, industry, and government agendas, and drive knowledge economies.

The Strategic Planning Guide for Event Professionals

Christy Lamagna, 2018-11 Christy Lamagna's expertise lies in turning events into powerful sales tools that drive business value. In this book, she definitively demonstrates how companies seeking a competitive edge can embrace strategic event planning. Transform your meetings to deliver quantifiable ROI and influence what your target audiences feel, think, say and do.

Planning and Management of Meetings, Expositions, Events and Conventions George G. Fenich, 2014-01-07 This is a modern guide to planning successful events. It focuses on planning (in

addition to event management), and incorporates the Meeting and Business Events Competency Standards (MBECS). The text follows a practical, hands-on approach and is an excellent resource for college courses, employee training, and professional reference.

Professional Event Coordination Julia Rutherford

Silvers, 2012-01-24 A fully updated guide to the state-of-the-art guidelines, strategies, and new technologies in modern event planning A must-have resource for every event planner, manager, caterer, and student, this in-depth guide covers all aspects of the event planning process. Written by expert event manager Julia Rutherford Silvers, the book outlines the tools and strategies to effectively procure, organize, implement, and monitor all the products, vendors, and services needed to bring an event to life. Enhanced throughout with useful checklists, tables, and sample forms, the book includes chapters on everything from Developing the Event Site and Providing the Event Infrastructure to Ancillary Programs, Food and Beverage Operations, and Vendors and Volunteers. The practical information is supplemented throughout the book by On-Site Insights featuring real-world examples from successful event planners, as well as chapter objectives, discussion questions, and exercises in professional event coordination to help readers build key skills and test their knowledge. From weddings to corporate conferences and from intimate events to huge festivals, Professional Event Coordination is a versatile guide to planning events of all kinds.

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