

WORD**DESCRIPTION**

Abstenerse /Abstención

to decline to use ones vote

acceso a Internet

A connection to Internet through a local access provider. It can be an analogue, a digital or an Ethernet network access.

accionistas

those persons or organisations who have an interest in a given project or investment

Acechador

A lurker online is a person who reads discussions on a message board, newsgroup, social network, or other interactive system, but rarely or never participates in the discussion.

acontecimiento local

An event, such as a graduation ceremony, local festival, etc., that draws its audience primarily from local market.

acontecimientos

All non-intellectual oriented meetings.

acoplamiento

Regeneration of sound from audio speakers back through a microphone causing a dissonant sound.

acreditación

Official authorization to cover an event. The process of granting such authorization.

actas

Formal written record of a meeting.

actas íntegras

Full and exact transcript in writing of all speeches, debates and discussions.

actividad exterior

Conference Terminology

actividades recreativas

Activities performed for the enjoyment of others.

actividades sociales

Programme of organized events, not directly related to the subject of the meeting.

acto

That which happens, an occurrence.

actos posteriores al
congreso

Any event which is arranged for the period immediately following the conference proper.

adjudicación de espacios

Process of assigning space to exhibiting companies.

administración

Organization and management.

afiliación

Union of a society, firm, or political party with another, but without loss of identity.

agencia consultora en destino

Destination Management Consultant.

agencia de prensa

Agency that collects and distributes information to the news media.

agencia de viajes

Person or firm qualified to arrange for hotel rooms, transportation, cruises, tours, and other travel elements.

agente de aduanas

Person or company which provides customs clearing services to shippers of goods to and from another country.

aire acondicionado

System that controls the temperature and humidity of the air in a room.

ala carta

Menu with price stated for each item offered, as opposed to a fixed price for an entire meal.

Algoritmo

An algorithm is a set of formulas developed for a computer to perform a certain function. This is important in the social sphere as the algorithms sites like Facebook and Google use are critical for developing content-sharing strategies.

alianza

joining in pursuit of common interest

almacén

Area adjacent to main event area for set up, dismantling and temporary storage.

almuerzo

Midday meal; sometimes with speeches or presentations during meetings of professional associations.

almuerzo de trabajo

Light meal for small discussion groups, without a break from working sessions.

alojamiento

Bedroom(s) at a hotel and rooming arrangements; usually specifying the hotel classification in terms of its amenities, facilities, level of service and cost.

alquiler de automóviles

Facility to hire a car.

altura del techo

Height of the ceiling of the exhibition hall.

Amigos

No, not your pals you play poker with on the weekends. We're talking Facebook friends. These are individuals you consider to be friendly enough with you to see your Facebook profile and engage with you.

ampliacion de estancia

Guest who stays at facility beyond stated departure date.

amplificación

Technique whereby, with the help of a microphone and an amplifier, the volume of the human voice is amplified.

amplificador

Device enabling sound to be intensified.

anales

a narrative of events, year by year

análisis web

Web analytics is the measurement, collection, analysis, and reporting of internet data for purposes of understanding and optimizing web usage.

Ancho de banda

the bit-rate of available or consumed information capacity expressed typically in metric multiples of bits per second.

anfiteatro

a circular building with seats rising in tiers around a central open space

anfitrión

Association, corporate body, town or other party that invites an event to take place within or under its jurisdiction.

anteproyecto

First version of a paper or document which is subject to further amendment.

anuncio de la reunión

Leaflet or brochure with essentials on forthcoming event.

anuncio preliminar;
primera circular

Initial notification of the event, generally outlining the basic framework of a meeting; a widely circulated document, sometimes called a flyer.

aparato de vídeo;
magnetoscopio

Equipment for the recording of images and sound on a magnetic tape in the form of a video.

aparcacoches

A person who is employed to assist people in parking their motor vehicle in a designated area.

apellidos

Name by which all immediate family members are known. Women usually (but not always) adopt their husband's family name upon marriage.

aplazamiento de la sesión

Suspension of the meeting either indefinitely or until a later date.

Aplazar /Aplazamiento

to postpone proceedings

Aplicación de móvil/ APP –
Mobile

A mobile application that can be downloaded and used directly from the users personal mobile device or it can be a web-based application that can be accessed via a smartphone that is specifically formatted for smartphones

apuntador

A speaker's prompt

área de almacenaje

Equipment storage area at show site, usually draped off area in exhibition hall/unsold space.

área de carga

Area on premises where goods are received.

área de reuniones; salas de reunión

Spaces or areas where meetings, banquets, exhibitions or other group events are held.

arrendador

Person or organization which offers a lease.

arrendatario

One to whom a lease is granted; holder of a lease.

arte final

Materials ready for photographic reproduction.

asamblea general

General and formal meeting of an association, club, organization or company attended by a specified proportion at least of its members for the purpose of deciding legislative direction, policy matters, the election of internal committees and approval of balance sheets, budgets and the like. An assembly generally observes certain fixed rules of procedure. Frequency: usually held at a set time and place on a regular basis, most General Assemblies are held on an annual basis and refer as AGM.

asamblea plenaria

Assembly composed of all the members; fully constituted; fully attended.

asesor; consejero

Person appointed to give specialist or expert information on a particular event, or generally.

asientos fijos

Permanent, non movable seats in a meeting room or amphitheatre.

atenciones del hotel

Complimentary items in sleeping rooms such as special toiletries, morning newspaper, flowers, fruit, sweets or small gifts provided for guests.

atril

Reading stand with slanted top. Can be a tabletop lectern or one which stands on the floor.

Atril digital

Stand used by speakers at a meeting with a digital screen in front which can be used to display branding, speaker information etc

audioconferencia

Conference bringing together three or more people in two or more locations using voice-only telecommunications. The term teleconference is sometimes used as a synonym for audioconference although it has a wider meaning.

audiovisual

Using both sight and sound eg combining radio and television techniques.

auditor

Person or auditing body authorized to examine statements of account for accuracy.

auditoria

An examination, by qualified persons, of accounts of a business.

auriculares

Device that converts electrical energy into sound waves and is worn over or inserted into the ear.

autónomo

a function or activity that is not supported by any other function or activity

autor de una comunicación

One who presents a paper, either verbally or in a visual form (e.g. poster).

autorización de gasto

Signed authority to proceed with an item of expenditure.

autorización de pago

Signed authority to proceed with the payment of an invoice or refund.

autoservicio

Waiter offers food platter to guests who help themselves.

auxiliares de congreso

Those persons who work in the congress' auxiliary services and have been identified by the organizer

and the contracted firm (if any) whose names are clearly stated in a previously prepared register.

azafata; auxiliar; asistente

Person employed on a temporary basis to work on staff registration and information desks or in meeting rooms at a meeting and generally assist delegates.

bajar de categoría

To move to a lesser accommodation or class of service – to change to an inferior standard.

bajo el patrocinio de

Phrase used to indicate endorsement of an event by an eminent individual or body.

bajo los auspicios de

Phrase used to indicate not only endorsement but normally also a measure of responsibility for, or guidance in, the organization of an event.

balance final

Statement of income and expenditure following the end of an event.

Baño de color

Lighting which can be coloured and creates a flood of light up/on the wall

banquete

Normally a formally seated dinner in the evening with sometimes speeches given in the presence of or by a VIP (Very Important Person).

bar de pago

Private room bar setup where guests pay for drinks individually.

barra libre

Private room bar setup where drinks are paid for by a sponsor or are included in the fee paid.

bastidores

Area at sides or rear of stage not seen by the audience.

beneficiario

a receiver of benefits

billete abierto

Ticket valid for transportation, indicating no minuted or specific travel details.

billete de entrada

Ticket to be used for admission to an event.

Bloguero

Blogger is a free blogging platform owned by Google that allows individuals and companies to host and publish a blog typically on a subdomain. Example: yourblogname.blogspot.com

bloque; contingente

Number of rooms reserved for one group.

boletín de inscripción

Document upon which a participant at an event gives all relevant information about him/herself and his/her intended participation in the conference and associated activities.

boletín de reserva de alojamiento

Booking form for reservation in a hotel for use by participants.

boletín diario

Daily information sheet for participants during event.

boletín informativo

Update information sheet, generally used for promotional purposes.

Breakout room: Sala paralela

splitting of a larger group into a number of smaller ones

Búsqueda en tiempo real

Real-time search is the method of indexing content being published online into search engine results with virtually no delay.

caballete

Three or four-legged stand with a rack used to hold a blackboard, corkboard, magnetic board, sign, chart, etc.

cabaret

entertainment provided at which guests are at a table;

cabeza de apoyo

Pan-tilt device on which a camera is mounted.

cabina de control de sonido

Area from which technician operates sound system in a room.

cabina de interpretación

Soundproof cabin in which the interpreter works.

Cabinas de traducción /
interpretación

interpretation booths/cabin for the interpreters
for multi-language events

cafetería

restaurant at which customers fetch the food and
drink

cama doble

Bed normally measuring 130 x 32cm (5x 78
inches) for 2 persons. "Standard double bed" is
referred to in UK a 4'6" x 6'^"

cama grande

Large bed usually measuring 22x 33cm (60 x 68
inches).

Cámara web

Is a video camera that feeds its images in real time
to a computer or computer network, often via USB,
ethernet, or Wi-Fi

campañía de publicidad

Media campaign, normally consisting of a series of
publicity and advertising activities, aimed at
ensuring optimal attendance by focussing
attention on an event.

canal

A special line reserved to a specific usage
(language, speech on walkie talkies, etc).

capacidad

Maximum number of people allowed in any given area, or maximum number of people that a setup can accommodate in a function room.

capacidad de carga

Maximum amount of weight per unit of area which a floor can support.

capítulos

divisions of a book or a membership association

cargo

Function or job description within an organization.

cargo permanente

Appointment on a permanent basis within a group, organization or body.

Carpa

large temporary structure, eg tent, usually whose walls are not solid but canvas

carpeta de documentación

Generally a comprehensive collection of meeting documentation within its container.

carpeta; portadocumentos

Container for meeting documentation.

carretilla elevadora

Vehicle with a power-operated pronged platform for lifting and carrying loads.

carril de focos

Lights attached along a track mounted on a ceiling or wall permitting flexible spotlighting and other effects.

carrusel

Circular holder used for projecting 35mm slides.

carta de crédito

A document issued by a bank per instructions from a buyer of goods, authorizing the seller to draw a specified sum of money under specified terms

cartel

Suspended panel for decor or graphics. May be cloth or rigid material.

cartel de identificación del espacio

Board giving exhibitor's name in an exhibition or indicating the purposes of service desks in a conference reception area.

Cartelería digital

Live information relayed to signs around the venue that can display the conference programme and show what is going on inside session rooms. Can also be instantly updated with new information eg replacement speakers or session changes

cartulina de identificación;
tarjeta de mesa

Card, placed on the table, inscribed with the name of the person designated to sit at that place.

casco con micrófono;
auricular con micrófono

Headphone with a built-in microphone.

cassette

Plastic box containing a video- or sound recording tape.

catálogo de la exposición

Complete alphabetical list of exhibitors, their products and, often, their headquarters and sales points; usually incorporates a floor plan and advertising.

cena

Non-working evening function at which a meal is served.

cena

Evening meal for a group; not usually ceremonial.

cena de gala; banquete de gala

Outstanding social event of the conference, usually in the evening with entertainment or speeches during or after a formal meal. Usually formal dress requested.

cena oficial

Evening meal forming part of the official programme.

centro de comunicaciones

Area in meeting venue for telephone, fax, telex or teleconferencing facilities.

centro de mensajes

A place where mail and messages are received, kept or transmitted.

centro de negocios

Area in hotel or meeting venue offering various office facilities.

ceremonia de apertura;
apertura oficial;
ceremonia inaugural; acto
de inauguración;
inauguración

The formal opening of a meeting.

ceremonia de clausura

Formal closing of a meeting.

certificado de seguro

Serve as evidence of the financial capability of an indemnitor (supplier) who has executed an agreement in favour of an organization.

Charla

Chat can refer to any kind of communication over the internet but traditionally refers to one-to-one communication through a text-based chat application commonly referred to as instant messaging applications.

cheque bancario; talón

Payment format issued by a bank.

cinta de vídeo

Magnetic tape used in video equipment.

Cinta para acreditaciones /
Lanyard

ribbon or string around the neck holding a badge or identification

circuito cerrado

Closed electric circuit.

Círculos

Circles are clusters of a user's friends on Google+, meaning you can group certain people you choose to connect with on your Google+ into a certain Circle—such as colleagues, college connections, family, etc. When you want to share content with only these individuals, you include that specific Circle in your post's sharing options.

clasificación hotelera

The classification of a hotel in terms of its amenities, facilities, level of service and cost. Qualifications and terms may vary by country.

cláusula adicional

An additional clause in a contract stipulating special requirements, coverage or conditions.

cláusula de exención de responsabilidad

Clause in a contract whereby a party explicitly refuses to accept responsibility for something.

cláusula de exención de responsabilidad

Clause in contract ensuring that a group or company will not be responsible in the event of a claim.

cláusula de fuerza mayor

Contract clause which limits liability should a performance be prevented due to disruptive circumstances beyond control. Usually inclement weather does not apply.

cláusula de rescisión

Provision in a contract stating the terms on which the contract may be cancelled.

cóctel

Stand-up social function with beverage and sufficient food to replace a main meal.

cóctel de bienvenida; vino español

Drink served as an introductory gesture of welcome.

cóctel; recepción

Stand-up social function with drinks and snacks.

coexpositor

Distributor or agent of main exhibitor sharing the same stand or booth.

Colegas /Compañeros

those persons of the same status as yourself

coloquio

Informal meeting for the purpose of discussion; usually of an academic or research nature and aimed at ascertaining areas of mutual interest through exchanges of ideas. Frequency: as and when appropriate, but with little regularity.

Comentario

A comment is a response that is often provided as an answer or reaction to a blog post or message on a social network. Comments are a primary form of two-way communication on the social web.

comisión de expertos

A group of expert advisors assembled especially to answer questions of immediate or current interest.

comité

A group of people appointed for a specific purpose.

comité ad hoc

Committee formed on a temporary basis to discuss a specific item.

comité asesor; comité consultivo

Usually an honorary body which does not meet frequently (if at all) and can be called upon for advice as necessary.

comité científico; comisión científica

Group of people meeting specifically to discuss, supervise and co-ordinate the scientific content of the programme, and who, where appropriate, would select papers from submitted abstracts.

comité de coordinación; comisión coordinadora

Committee in charge of co-ordinating the organization of the event.

comité de financiero

Group of people who meet with responsibility for budgeting, cashflow, accounting and controlling finance and whose chairman is generally the treasurer of the event.

comité de gestión

Committee to carry out policy and strategy for the organization of an event.

comité de honor

Committee of individuals eminent in the related field whose names are lent to an event by way of endorsement.

comité de selección de ponencias; comisión de selección de ponencias

Committee which assesses submitted papers to decide which are suitable for presentation and allocates them to appropriate sessions.

comité de verificación de credenciales

Committee formed to verify that individuals have the necessary qualifications to attend a meeting or become a member of an association.

comité directivo; comisión directiva

Group which decides on the order of the procedures.

comité ejecutivo; comisión ejecutiva

Group of people who carry out the strategies and policies to be implemented

comité local; comisión local

Board for a geographical area of a society or federation, often synonymous for host committee.

comité organizador local

A group of people, geographically local to the venue, who carry out the strategies and policies established for the organization of an event.

comité organizador local; comisión organizadora local

Group of people from the host country, city or region of an event.

comité organizador;
comisión organizadora

Group of people who decide or carry out the strategies and policies established for the organization of an event

comité permanente;
comisión permanente

Committee of a permanent nature, defined by organizational by-laws, which meets for a specific purpose.

comité supervisor

A committee of inspection, control.

comité supervisor de
acreditaciones

Committee who supervises all the matters relevant to the official authorization to cover an event.

Compliance

a ruling to which you should abide

Compras

the obtaining of quotations and proposals

comunicación de
necesidades

A collection of all details relative to a meeting's needs. This will include sleeping room information, billing arrangements and meeting requirements including food, beverage and audio-visual.

comunicación libre

Written transcript given as a result of acceptance of the submitted abstract on a subject chosen by the author.

comunicación oral

Contribution made verbally.

comunicado de prensa

Prepared statement released to the news media.

Concurso

competition

conexión telefónica

Socket into which a telephone can be plugged for external communication.

conferencia

Discourse given before an audience, especially for educational purposes.

conferencia

Participatory meeting designed for discussion, fact-finding, problem solving and consultation. As compared with a congress, a conference is normally smaller in scale and more select in character – features which tend to facilitate the exchange of information. The term "conference" carries no special connotation as to frequency. Though not inherently limited in time, conferences are usually of limited duration with specific objectives.

conferencia con sesiones paralelas

Conference with parallel programme session when participants have the choice to follow one or the other road or to jump from one track to the other during the duration of the meeting.

conferencia de prensa

Meeting held to communicate information to media representatives.

conferencia magistral

Top level presentation.

conferencia múltiple

Telephone conversation involving a number of subscribers simultaneously.

Conferencia web

A webinar is used to conduct live meetings, training, or presentations via the internet.

confirmación de inscripción

Official acknowledgement of receipt of registration and fees.

confirmación de pedido

Written authority for a supplier to proceed or for an exhibitor: acceptance of order.

confirmación de reserva

Oral or written agreement by a facility to accept a request for accommodation; to be binding the agreement must state the intent of the parties, the particular date, the rate, type of accommodations, and the number to be accommodated; oral agreement may require guest credit card number.

congreso

Regular coming together on a representational basis of several hundreds – or even thousands – of individuals belonging to a single professional, cultural, religious or other group. A congress is

often convened to discuss a particular subject. Contributions to the presentation and discussion of the subject matter come only from members of the organizing body. Frequency: usually established in advance and can be either multiannual or annual. Most international or world congresses are of the former type while national congresses are more frequently held annually. A congress will often last several days and have several simultaneous sessions.

congreso gubernamental

Technical or political meetings between governments with the aim of discussing national or international topics.

consejo de administración

Group of members responsible for establishing and enforcing the rules and regulations of a society or association.

consejo de administración

An official body (cf board) which manages the affairs and administers the funds of an institution or organization.

consejo de dirección

Body appointed by the Governing Board or General Assembly to manage the affairs of a society, association, etc., on a day-to-day basis.

Consignación

shipment of goods

consultor

Expert who provides advice and assistance to a client on specific assignments. For very large

projects, a consulting firm may be retained rather than an individual.

Consultor

one who provides specialist advice

consumiciones; refrescos

Food or beverages, whether or not for sale, for informal consumption.

Contabilizador de tiempo

A technology to control the duration of a presentation

contratista

Company which provides services to exhibition management and exhibitors.

contratista de la exposición

A supplier of exhibition services or goods (eg stand fitting, electrics, furniture, floor covering, labor, drayage signs, etc.).

contratista exclusivo

Contractor appointed by show or building management as the sole agent to provide services.

contrato

Legal agreement between two or more parties.

contrato de alquiler

Contract stating terms and conditions for rental of exhibition venue or for individual stand/booth within a venue.

contrato de cambio a plazo

A financial instrument guaranteeing a specific rate of exchange in a foreign currency for a future transaction.

contribuciones;
subvenciones

Money obtained from bodies or authorities to underwrite expenditure.

control de gastos; control
presupuestario

Process of maintaining levels of expenditure within the budget.

control remoto

Control of apparatus, such as audio visual equipment, from a distance.

convención

1. General and formal meeting of a legislative body, social or economic group in order to provide information on a particular situation and in order to deliberate and, consequently, establish consent on policies among the participants. Usually of limited duration with set objectives, but no determined frequency.

convertibilidad

A currency is usually described as convertible if the holder can exchange it freely for another currency.

coordinación

A close collaboration for smooth coordination.

coordinador

A group enabler (a person who maintains awareness of the group's relationships, process, time and space without being a contributor to the group's work).

coordinador de la
conferencia

Title generally conferred upon the chief administrator of the entire event.

coordinador del debate

Person who introduces topic of discussion and controls the discussion in the group.

copia; duplicado

Film or tape which has been printed from the original copy.

copresidente

One of two or more persons appointed as chairman/president on an equal footing.

core pco

PCO that is contracted to move with the meeting for whom they are engaged

correos; oficina de correos

Agency handling the transmission of mail.

cortinaje

Decorating with drapes – Hollow metal pipes are used for support; booth drape is usually 8 feet high.

crédito

An item entered on creditor side of an account (oppos. of "debit"). To add one sum to another.

Criterio

a principal or standard by which something is judged

criterios de adjudicación

System used to determine priorities in the assignment of booth space.

Crowdsourcing

process of obtaining needed services, ideas, or content by soliciting contributions from a large group of people, especially an online community, rather than from employees or suppliers.

cubiertos

Actual number of meals served at a food function.

Cultura

the development of individual national heritage eg music, science, art etc

Cumbre

top of, or an international meeting of senior representatives, normally associated at governmental level

cuota de inscripción;
derechos de inscripción

Amount payable for attendance at a meeting; may vary according to level of participation, type of membership, or date registration is submitted.

curso de actualización para postgraduados

A complete and methodical treatment of the specialist areas to be updated for post-graduate students. The duration of such a course varies and a certificate of participation is usually awarded upon completion.

debate

Presentation given by two or more experts in a certain field who must sustain their points of view.

debate de expertos; panel; panel de discusión

Discussion with a moderator and two or more participants on a certain subject.

débito

An item entered on debtor side of an account (oppos. of "credit"). To take one sum away from another.

decoración

That which adorns, an ornament.

defensor/ partidario

one who speaks in favour of another

delegación

Representatives of a particular country or organization at a meeting.

delegado

Voting representative at a meeting.

Delicioso

Delicious is a free online bookmarking service that lets users save website addresses publicly and

privately online so they can be accessed from any device connected to the internet and shared with friends.

delimitación del espacio

Method of marking booth/stand space.

demonstración práctica

Special sitting for the demonstration of particular practical methods.

depósito

Partial payment to secure product or service

derivado

a secondary product derived from a manufacturing process or chemical reactio

desayuno continental

Light breakfast usually consisting of juice, roll or pastry and a hot beverage.

desayuno inglés

Breakfast usually consisting of juice, cereal, eggs, bacon, toasts and preserves, and hot beverages.

desfile de modelos; pase de modelos

Choreographed display of garments by models.

desgaste /amortización

the process of reducing something's strength or effectiveness through sustained attack or pressure

desmontaje

Take-down and removal of exhibits.

desmante; desmontaje

Action required to dismantle a function setup.

destino

A city, area or country which can be marketed to groups or individuals as a place to visit or hold a meeting.

desviación

Departure of individual passenger from established group itinerary.

Deuda

money or goods owing

diaporama

Slide technique which creates an illusion of movement when used in rapid sequence.

diapositiva

Photographic transparency on a small plate or film arranged for projection.

dimensiones del espacio

Dimensions of assigned space.

dirección postal

Address to which correspondence is sent.

director de operaciones

Executive responsible for day-to-day operations of an organization.

Director de orquesta

director of an orchestra

director de ventas

Individual at a meeting facility responsible for overall direction of sales staff.

director de ventas de restauración

Hotel staff person responsible for selling group and local food and beverage functions.

director ejecutivo

The principal officer responsible for overall administration of an organization.

director financiero

Executive responsible for financial affairs of an organization.

director gerente

Principal executive officer of a company.

director tecnico

Person who calls cues from the control room.

discurso

Usually formal discourse delivered before an audience.

discurso

A formal and dignified public discourse.

discurso de apertura;
discurso de bienvenida

Formal speech given at the commencement of a meeting to welcome participants; usually given by an eminent person.

discurso de clausura

Speech given to close a meeting. This may often include the result(s) of the meeting (recommendations).

discurso de presentación

Fundamental or leading speech made usually at the beginning of a meeting.

disposición de auditorio;
estilo teatro

Conference seating where chairs are arranged in rows facing head table, stage or speaker.

disposición con mesa
central

Table set up in rectangle or oval shape with chairs on both sides and at both ends.

disposición de los
comensales

Plan showing location of tables at a banquet or dinner. Usually accompanied by an alphabetical listing showing at which tables individuals should be seated.

disposición en hemiciclo

Same as auditorium or theatre style except chairs are in a semicircle.

distintivo; identificación

Identifying card worn by attendees to a meeting.

distribución de asientos

Plan or other document showing where individuals should be seated for an event. Particularly applies to a banquet or on a platform at a meeting.

distribución de documentos

Handing out or mailing of documents.

Diversificación

alternative direction in business from your core activity

documento de presentación de candidatura

The proposal submitted by a destination or a property inviting a group to meet in their venue.

donación

Sum of money or items of value received as gifts.

duración de la reunión

The number of days from the opening session to the closing session. Additional days for optional excursions are not included.

edición preliminar

Printed volume of meeting papers available prior to or at an event.

educacional

Meetings comprised of people employed or working within the education industry.

elementos suspendidos

Attachment of devices to the frame work of an exhibition hall.

Embajada

national representation in another country

En toda la ciudad

throughout the city

encargado de relaciones
públicas

Title given to the person in charge of and co-ordinating the promotional activities of an event.

encargado del guardarropa

A person who is employed to take care of people's coats, hats or luggage in the cloakroom (cf cloakroom).

Enciclopedia rápida

Wikipedia is a free, web-based, collaborative, multilingual encyclopedia project supported by the non-profit Wikimedia Foundation. Its millions of articles have been written collaboratively by volunteers around the world, and almost all of its articles can be edited by anyone with access to the site.

encuadernación

Process of fastening pages of books, brochures, magazines, together.

encuadernación con cola

Binding process by which pages are glued together.

encuadernación con grapas

Binding process using wire staples.

encuadernación cosida

Binding process by which folded sections of book or magazine are laced on top of one another and stitched together from top to bottom.

encuentro informal

An informal social gathering.

enfoque

Process of adjusting a camera, telescope or the like so as to ensure that the image it provides is sharp.

Enlace permanente

A permalink is an address or URL of a particular post within a blog or website.

ensayo

Practice run held in advance of an event.

entidades patrocinadoras

Bodies contributing product or financial support to an event in return for propotion of the company name or logo. Bodies simply allowing their names to be used in endorsement of an event will more usually be referred to as 'patrons", though the distinction is not rigid.

entrada

Procedure for guest arrival and registration.

envíos

The action of sending by mail; specifically a number of items posted at one time, especially as a part of a publicity campain, a survey, etc.

EP – solo alojamiento

Room rate with no meals included.

equipamiento

Items which can be supplied on hire to stands, e.g. lighting, shelves, carpet, etc.

equipo

A number of persons associated in some joint action; a definite number of persons working together.

equipo de intérpretes

A group of people responsible for interpreting simultaneously, usually utilising equipment.

equipo de transmisión

Apparatus for transmitting radio waves through space.

escenario; estrado

A permanent or portable raised platform used for seats of honor or speakers lecterns.

escritura computerizada

Lettering generated by a computer.

espacio de módulos; stand de módulos; stand modular

Exhibit constructed with interchangeable components.

espacio de paneles; stand de paneles

Stand constructed with plywood or similar material as opposed to one formed by drapery only.

espacio delantero; stand delantero

Stand at the head of a row.

espacio en alquiler a corto plazo

Short-term rental space.

espacio en isla; stand isla

One of a group of four or more exhibit spaces with aisles on all four sides.

espacio en línea; stand en línea

Stand within a row of similar stands, i. e. with only the front opening onto an aisle and with other stands on either side.

espacio en península; stand península

One of two or more exhibit spaces back to back with an aisle on three sides.

espacio entre asientos

Distance between rows of seats on an aircraft.

espacio equipado; stand equipado

Stand equipped with all services and facilities such as electrics, fascia, carpet, lighting, etc.

espacio vacío; stand vacío

Stand with no services or facilities, meaning that these all have to be hired at an additional cost.

espacio; stand

Usually a temporary construction with a small internal space where products are shown; specially built, assembled and equipped for shows, exhibitions and fairs.

espectáculo

Organized performance for entertainment, usually in the evening.

espiga

small branch, generally used in congress terms to depict a formal dinner table layout whereby rows of tables are set at rightangles to a long top table, each row representing a sprig

estado de ingresos y gastos

Accurate account of the financial position at any given date showing all credits annnd debits within heads of income and expenditure.

estantes; estanterías

Thin wooden, or metal, boards fixed horizontally on a wall for displaying objects and sales materials.

etiqueta

Formal dress requiring white tie and tails for men and formal evening dress for women.

etiqueta; smoking

Dinner jacket and formal evening dress; can include national dress.

Étnico

belonging to a different race from your own

Evento híbrido

An event with both live and virtual attendees

excursión

Organized outing to a specific place of interest.

excursión optativa

Tour which can be purchased by individuals at an additional cost.

excursiones antes y después del congreso

Organized outings taking place before (pre-) or after (post-) the working conference for both accompanying persons and delegates.

Exposición

Large trade exhibition

exposición abierta al público; exposición pública

Exhibition open to the public, usually subject to payment of an entrance fee.

exposición de pósters

Area with display of posters.

exposición exterior

Space/stands located outdoors.

exposición; muestra

Event at which products and services are displayed.

expositor

Company or individual participating in the exhibition with a stand or booth.

expositor de sobremesa

Portable display that can be set up on top of a table.

extras

Expenses other than room and tax, billed to a guest's account.

fabricante de carteles

Company which fabricates displays.

factura

A demand for money detailing goods, with prices, sold or consigned to a purchaser.

facturación directa

Accounts receivable mailed to individuals or firms with established credit.

Faculty, corpo docente

Group of those qualified to teach

fecha de desmontaje

Dates) set for dismantling.

fecha de la reunión

The time of the year when the meeting takes place.

fecha de montaje

Date(s) for installation/setting up of event.

fecha límite

Designated day when the facility will release a block of rooms to the general public.

fecha limite de inscripción

Date by which all those intending to apply to attend an event, submit a paper or request any form of subsidy or grant, must submit their application.

feria de muestras; feria profesional

Exhibition of products and services that is not open to the general public.

feria; salón; muestra

Exhibition of products or services in a specific area of activity held with the objective of promoting business.

fiesta temática

A special reception or banquet designed around a central motif.

firma autorizada

Signature of person(s) with authority to sign cheques and contracts on behalf of the organization.

Flujo de noticias

A news feed is literally a feed full of news. On Facebook, the News Feed is the homepage of users' accounts where they can see all the latest updates from their friends. The news feed on Twitter is called Timeline (not to get confused with Facebook's new look, also called Timeline).

focos; "spots"

Adjustable lamps with direct or high intensity light.

folio de gastos

Form on which all charge transactions incurred by a registered guest are recorded.

folleto

Document describing and promoting the advantages of an item or service.

folleto; prospecto

Single-sheet printed announcement or advertisement.

fondo del escenario

Part of the stage farthest from the audience or camera, as opposed to downstage

forma de pago

Method of settling a bill/account.

formulario de acreditación

Document for official authorization.

formulario de traslado de material

Form for exhibitor requesting handling of materials.

formulario para material propio

self-supporting and independent exhibit material.

foro

Meeting or part of a meeting set aside for an open discussion by recognized participants on subjects of mutual interest.

foro de debate

A discussion within a forum (cf forum).

Foros

Also known as a message board, a forum is an online discussion site. It originated as the modern equivalent of a traditional bulletin board, and a technological evolution of the dialup bulletin board system.

fotocopiadora

Machine for photocopying documents.

frecuencia de las reuniones

The periodicity with which the same kind of meeting takes place.

frente del escenario

Area of a stage closest to the audience, as opposed to upstage.

fundido en negro

Situation where room lights are turned off or video screen becomes black.

fundido encadenado

Gradual changing of one picture or sound or colour to another.

gaprobación

To give approval or agreement to a certain subject matter or event.

garantía

The number of servicings to be paid for, whether or not they are actually consumed; usually required 48 hours prior to the event.

garantía bancaria

Guarantee on the part of a bank that it will pay in the event of default, so that no enquiries regarding the solvency of the person or body in question are needed.

gastos

Money paid out.

gastos no presupuestados

Unbudgeted expense.

gpromoción

Publicizing and supporting an event.

Grabadora de DVD

Is an optical disc recorder that uses Optical disc recording technologies to digitally record analog signal or digital signals onto blank writable DVD media.

grada/nivel

level of seating, eg in a cinema or theatre

gratuito

Offered at no cost.

grupo de debate

Group of participants debating separately within some types of meeting. Similar to a working group but with no expectation of reports or papers.

grupo de estudio

Meeting of experts with the purpose of being analysis alone.

grupo de expertos

Group of specialists in a particular field.

grupo de reflexión

A group of specialists organized by a business enterprise, governmental body, etc. and commissioned to undertake intensive study and research into specified problems.

grupo de trabajo

Group with a specific task at which the participants discuss a particular subject, analysing it from all possible angles. It is usually intended to arrive at a common position within the group for the proposal to a higher body of a solution to that problem. Also, group meeting to learn a particular technique by means of the practical application of the methods and techniques in question.

guardarropa

Room in which outer garments may be left temporarily.

gufa del congreso

Normally pocket size, a small book containing useful information and instructions relating to an event and the locality in which it is to be held.

guía de especificaciones

Compilation by organizations of all function sheets, resumes, scripts, instructions, room set-up diagrams, directory of key personnel, forms, and other material relating to the event.

guía del expositor

Book of instructions and information for exhibitors regarding the exhibition venue and services offered by the organizing body.

guión

Outline of an event or a speech highlighting relevant items, sometimes showing different types of outcome.

gula

Person accompanying a tour and giving detailed knowledge of places of interest.

gula de turismo

European term for a travel professional who supervises arrival details and escorts tours.

habitación con cama grande

Room with one queen-size bed suitable for one or two person(s).

habitación con dos camas

Room containing two single beds.

habitación con dos camas dobles

Room with two double-size beds suitable for two or four persons.

habitación con terraza

Room with a patio or balcony overlooking a garden or water.

habitación doble

Room containing one bed for two persons.

habitación doble para uso individual

Twin/double room occupied by one person, paid for at a negotiated rate.

habitación individual

Room containing one bed for one person.

habitación y desayuno

Accommodation rate inclusive of breakfast in addition to room; referred to as 'B and B' in the UK, where such arrangement may be offered in a hotel, in a boarding house or even in a semi-private residence.

habitaciones comunicadas

Two or more rooms with private connecting doors permitting access between them.

habitaciones contiguas

Rooms with common walls which do not have connecting doors.

habitaciones gratuitas

Complimentary rooms which a facility provides without charge based on the number of rooms picked up and occupied by a group.

Hackear

by way of breaking into someone else's computer programme

hall

Public area in hotel or hall for assembly or registration.

hojas de solicitud de información

Cards collected from attendees, requesting information about exhibitors.

honorarios

Payment made in token of personal involvement in an event.

hora de entrada

Preferred time for guests to arrive at hotel.

hora de salida

Time at which guests departing on that date should have completed their check-out.

horario

Hours during which an exhibition is open to the public or trade visitors.

horario nocturno

Evening on which the exhibition will remain open later than usual.

horas extra

Work performed on overtime.

hotel principal

Where several hotels are used for one event, the hotel where the main administrative and hospitality functions are located.

HTLM («lenguaje de marcado de hipertexto»)

HyperText Markup Language (HTML) is a programming language for web pages. Think of HTML as the brick-and-mortar of pages on the web. It provides content and structure while CSS

supplies style. HTML has changed over the years, and it is on the cusp of its next version: HTML5.

idioma de trabajo

Language in which the various aspects of a meeting are conducted in practice.

idioma oficial

Language officially to be used for a meeting, e.g. for the publication of proceedings.

idioma original

Initial language in which a document is drafted or a speech delivered.

idioma original

Language from which a speech or document is translated.

iluminacion de la sala

Lighting of room separate from stage lighting.

impago

Departing guest who fails to pay for accommodation.

impreso

Printed or typed document with blank spaces for insertion of specific required or requested information.

impreso de reserva de espacio

Form for official request to utilize a particular space.

impreso de solicitud de servicios

Preprinted document on which facilities can be ordered.

impreso para solicitud de intervención

Application to put a question during a meeting session to a particular speaker and on a specific subject; usually to be submitted in advance of the session.

imprímase

Word/phrase usually printed at back of title page and bearing signature and date on which publication was approved as ready for press.

impuesto sobre el valor añadido; IVA

Government tax levied on goods and services.

industria de congresos

–

información de prensa

62press release; press communiqué

información del día

Board or video screen listing the days events.

información general

Information of interest to all participants.

información práctica

Document or letter sent to all registered delegates confirming that they are fully registered for the event giving details of where and when they register their attendance, confirmation of

residential accommodation, bookings for special events, etc.

información; mostrador de información

Stand at which an official gives information.

informe de la conferencia

Official summary of meeting events.

informe económico

Document incorporating the statement of income and expenditure and the budget at a given date.

informe final

Final summary of meeting events.

informe resumido

Short account of a speech, debate or discussion.

infraestructuras y servicios

Items provided by or available from the organizer to enable the customer, delegate or committee to get maximum benefits from an event, such as the provision of secretarial services, cleaning, power, transportation, catering, etc.

ingresos

Money received.

Ingresos

income

inscripción

Booking and or payment to attend a meeting.
Inclusion as a participant in an event; booking and payment to attend a meeting.

inscripción anticipada

Registration received before a pre-defined date, usually offering a lower fee.

inscripción anticipada;
preinscripción

Submitting an application/booking and/or payment to attend a meeting made prior to the opening day.

inscripción en el lugar del
congreso

Process of signing up for an event on the day of, or at the site of, the event.

inscripción provisional

Incomplete registration where the fees or full payment have not been received.

inscripción tardía;
inscripción fuera de plazo

Booking received after the stated deadline, usually incurring payment of a penalty fee.

instalación; montaje

Process of setting up exhibit booth and materials according to instructions and drawings.

instalaciones para
minusválidos; sin barreras
arquitectónicas

Free of obstacles hindering the movement of disabled persons to all public areas within a building.

instituto

A professional organization/establishment formed to promote education, literature, art, or the like.

instrucciones a los
ponentes

Guidelines for those presenting an oral presentation.

instrucciones para la
preparación de ponencias

Instructions regarding the required format to be used for the version of the paper to be published.

instrucciones para la
presentación de pósters

Guidelines for those presenting a poster.

Inteligencia colectiva

Collective intelligence is a shared or group intelligence that emerges from the collaboration and competition of many individuals and appears in consensus decision-making in social networks.

intercomunicador

Audio system permitting two-way communication.

Interfaz de programación
de aplicaciones

An API is a documented interface that allows one software application to interact with another application. An example of this is the Twitter API.

interfono

Speaker system that connects the control room with the studio.

interfono; transmisor-receptor

Intercommunication system using headphones and microphones for communication between adjoining or nearby studios or offices.

Intermediario

someone acting between parties

intermediario en la exportación

A business which handles export shipments.

interpretación

Oral translation from one language to another.

interpretación consecutiva

Oral translation of a speaker's words into another language, either in full or in summary and conducted when the speaker has finished what he was going to say or pauses for interpreting.

interpretación indirecta

Oral translation whereby an interpreter does not translate directly, but interprets the translation of a colleague, usually because he is not qualified to work directly from the original language.

interpretación inversa

Interpreting both ways: from and into the foreign language.

interpretación simultánea

Process of translating one language into another while the speaker is speaking, generally using some form of voice transmission installation.

interpretación susurrada

The process of interpreting on a simultaneous basis in a low voice to the participants, usually seated next to the interpreter.

intérprete consecutivo

Person who translates a speaker's words into his mother tongue (and possibly vice-versa), either in full or in summary, when the speaker has finished what he was going to say or pauses to allow interpreting.

intérprete de base

Only interpreter in the team assigned to a meeting who is able to translate out of a lesser used language and functions as a "relay" for the rest of the team in relation to that language.

intérprete de conferencias

Person who interprets into another language oral presentation(s) made during a meeting.

intérprete de enlace

Person interpreting a conversation between two or more persons from one or more foreign languages into his mother tongue and vice-versa.

interrupción de la reunión

Temporary break in meeting for a specific and unprogrammed reason.

interviniente; persona del público que interviene en el debate; participante en el debate

Member of a meeting audience who participates in discussion during a meeting session.

inventario

Total amount of furniture and equipment available for show.

invitación

Courteous written request for attendance at a function for which no charge is made.

itinerario

Detailed programme of a visit or tour.

jefe de prensa

Title given to the person handling all press and media-related activities excluding advertising.

jefe de transporte;
coordinador de transporte

Person in charge of planning and managing transportation arrangements for participants.

jirafa; microfono de pié

Microphone mounted on an extension. Often used in Q&A sessions.

jornada de estudio

Day devoted to the study of a particular subject or subjects.

jornada para profesionales

Day of an exhibition restricted to attendance by professional or trade visitors.

Juego de dispositivas

set of imagery et in a power point presentation, formerly a collection of slides

La lista de Craig

Craigslist is a popular online commerce site in which users sell a variety of goods and services to other users. The service has been credited for causing the reduction of classified advertising in newspapers across the United States.

lámpara de arco

High-intensity light source for large screens or long projection distances.

lámpara fluorescente; luz fluorescente

Neon lamps, with diffused light tubes as opposed to incandescent lights.

lector de cintas;
reproductor de cintas

Machine designed only for playback of recorded magnetic tapes.

Lector de código de barras

Is an electronic device for reading printed barcodes, it consists of a light source, a lens and a light sensor translating optical impulses into electrical ones

lector de vídeo;
reproductor de vídeo

Equipment for playing back video and audio signals on magnetic tape.

lengua activa

The language being used by the speaker.

lengua de llegada

Language into which a speech or document is translated.

lengua pasiva

Language into which interpretation is provided.

lentes anamórficas

Lens adapter designed to produce a wide-screen image.

letra con vencimiento aplazado

A draft which matures either a certain number of days after acceptance or a certain number of days after the date of draft.

letra mayúscula

Type larger than that used in body of page.

letra minúscula

Small letter, as distinguished from a capital letter.

libro de actas

Published volume containing papers presented at a meeting. May or may not include details of discussion.

Libro Electrónico

An ebook is an electronic version of a printed book. However, most ebooks are not actually available in print (unless you print them). These are typically published in PDF form.

Licencia de bienes comunes creativos

Creative Commons is a nonprofit corporation dedicated to making it easier for people to share and build upon the work of others, consistent with the rules of copyright. It provides free licenses and other legal tools to mark creative work with the freedom the creator wants it to carry, so others

can share, remix, use commercially, or any combination thereof.

licencia de exportación

A government document which permits the "licensee" to engage in the export of designated goods to certain destinations.

limitación del tiempo de palabra; tiempo límite para hablar

Duration of the time accorded to speakers.

limpieza de stands

Cleaning services to individual stand areas.

Linea de tiempo

Timeline is the new Facebook format for personal profiles. It is essentially a digital scrapbook of a user's life, displaying their profile in an actual timeline format so they can see at exactly what point in time something a story occurred.

lineas aéreas oficiales

Airline designated by a country to serve international routes (Convention Liaison Council).

líneas aéreas oficiales

Officially designated airline that handles meeting transportation at preferential prices.

lista de delegados

List of delegates registered to attend an event.

lista de direcciones

Contains the names and addresses of the persons to whom publicity material or other information is to be sent.

lista de expositores

List of exhibiting firms, usually with locations.

lista de participantes

List of delegates and accompanying persons registered to attend an event.

lista de preinscripciones

(Computer-generated) list of names pre-registered with a group.

lista de reserva de habitaciones; rooming list

Roster of individuals requiring guest room accommodations including type of accommodation and arrival and departure dates.

llegada anticipada

Guests arrival before confirmed reservation date and/or time.

localidad

The destination where the meeting takes place.

Localizador de recursos uniforme

A URL is most popularly known as the "address" of a web page on the web (e.g. <http://www.example.com>)

Logística

the art of moving people and/or resources from one place to another

logotipo; logo

Symbol identifying an organization or event.

Los medios de
comunicación sociales

Social media is media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques.

lugar de celebración; sede
del congreso

Meeting site. Premises where the meeting will be held.

lugar de nacimiento

Denotes place of birth (not necessarily nationality).

luz ambiental

The surrounding light, such as that reaching a television screen from light sources in a room. When the environment is a room, the term can be taken as equivalent to "room light".

Maestro de ceremonias
virtual

The interface to the virtual audience during a Live Streamed event

magnetófono

Machine which can be used both for recording tapes and for playing back prerecorded tapes.

magnetófono; grabadora

Magnetic recording/reproduction apparatus in which the recording medium takes the form of a magnetic tape.

maître

Floor manager or head waiter at a restaurant or catered function.

mampara; tabique móvil

Movable barriers that partition large areas into smaller areas. May be sound-resistant, but not necessarily soundproof.

mano de obra y materiales

Method of charging for services on a cost-plus basis.

mantenimiento de las salas

Ä^S^#fi(L)

maqueta

Artist's or designer's indication of how a printed piece should look.

maqueta

Preliminary mock-up for a publication, made up in correct size and number of pages, showing the position of the various text elements and illustrations.

Marcador De Internet

Bookmarking online follows the same idea of placing a bookmark in a physical publication—you're simply marking something you found important, enjoyed, or where you left off to continue reading later. The only difference online is that it's happening through websites using one of the various bookmarking services available, such as Delicious.

Marketing viral

Viral marketing refers to marketing techniques that use pre-existing social networks to produce increases in brand awareness or to achieve other marketing objectives through self-replicating viral processes.

material de exposición

Material exhibited by the various exhibitors; such material is usually insured or has its value stated in writing for insurance purposes.

material ignífugo

Material that is flame resistant.

material publicitario

Brochures or other items needed for promotional purposes.

Mayoría

the greater number of

Me gusta

A "Like" is an action that can be made by a Facebook user. Instead of writing a comment for a message or a status update, a Facebook user can click the "Like" button as a quick way to show approval and share the message.

media pensión

Rate inclusive of breakfast and any other meal, usually dinner, in addition to room.

Mediación

a form of reconciliation between disagreeing parties

medio de transporte

Means of transport, i.e. buses, coaches, cars, etc.

medios audiovisuales

Audio and visual support for meeting, usually taking the form of film, slides, overhead projection, flip charts and blackboards.

Medios de transporte

means of transport

megafonía

Audio and/or visual system used for the purpose of broadcasting or visualizing speech, music or other sounds or images to a large audience.

mejora involuntaria

Airlines moves passenger into higher priced seating at no extra charge.

Mensajería Instantánea

Instant messaging (IM) is a form of real-time, direct text-based communication between two or more people. More advanced instant messaging software clients also allow enhanced modes of communication, such as live voice or video calling.

menú fijo; menú turístico

Full-course meal menu at a fixed price.

Mercadeo De Atracción

Inbound marketing is a style of marketing that essentially focuses permission-based marketing techniques that businesses can use to get found by potential customers, convert those prospects into leads and customers, and analyze the process

along the way. Inbound marketing leverages tactics such as SEO, blogging, social media, lead generation, email marketing, lead nurturing, and analytics. It is in direct contrast to outbound marketing, which utilizes traditional interruptive marketing tactics such as direct mail, trade shows, print and TV advertising, and cold calling.

Mercado Andriod

A service for Smartphone users operating on the Android platform which allows them to browse and download mobile applications

mesa de control

The desk from which the technicians operate microphones and audio visual equipment.

mesa de presidencia

Seating location for honoured guests and/or meeting presenters.

mesa en forma de media luna

Two quarter-round tables joined to make a half circle. Seating locations for honoured guests and/or meeting presenters.

mesa previamente servida

Placement of food on banquet tables prior to seating of guests.

mesa redonda

Group of experts meeting on an equal basis to review and discuss specialized, professional matters, either in closed session or, more frequently, before an audience and with a public discussion with a view to arousing awareness of

the issues being debated, or to prompting political, institutional, social or other action.

micrófono

Instrument which converts sound into electrical signals.

micrófono con soporte

Microphone fixed on a support-stand.

micrófono de alta
sensibilidad

Microphone designed for use at a substantial distance from the mouth of the person speaking.

micrófono de bolsillo

Small microphone.

micrófono de corbata

Portable microphone that hooks around the neck.

Micrófono de diadema
inalámbrico

Wireless microphone, to allow the speaker free movement around the stage during his/her presentation

micrófono de fusil

Unidirectional type of microphone that accepts only narrow-angle sound.

micrófono de lectura;
micrófono de atril

Microphone attached to a lectern.

micrófono de mesa

Microphone on a short stand placed on a table for seated speakers.

micrófono de proximidad

Microphone designed particularly for use close to the mouth of the speaker.

micrófono de radio

Microphone used for transmitting radio waves.

micrófono de solapa

Microphone designed for positioning on the clothing of the user.

Micrófono de solapa

A wireless microphone attached to either the tie or jacket

micrófono inalámbrico

Portable microphone operating on its own power source.

micrófono labial

Microphone designed for use in contact with the lips of the speaker.

Micrófono manos libres

A microphone that is held by the individual – can be wireless or wired

micrófono omnidireccional

Microphone that picks up sound from all directions.

micrófono unidireccional

Microphone which picks up sound primarily from the direction in which it is pointed.

micrófono volante

Small microphone, with or without wire, which can be moved easily.

Ministerio

the body of ministers of a government

moción

Formal proposal to be discussed and voted on in a meeting.

módem

Electronic device that modulates and demodulates signals transmitted over data communications facilities. Most commonly seen as an interface between computers and telephone networks.

moderador

Person who presides over panel discussions and forums.

modificaciones

Changes made by the client after any part of the production process has begun. Usually billed as extra charges.

monitor

Television set with direct audio and video input used for checking on the operation of a transmitter.

Monitor de referencia

A screen placed on the lectern or top table at a meeting which displays the presentation as it appears on the screen allowing the speaker to face

the audience without turning around to see their slides

Monitoreo de las redes sociales

Social media monitoring is a process of monitoring and responding to mentions related to a business that occur in social media.

montador

Skilled person used in handling assembly of heavy materials always working at union wages.

montaje cabaret

seated at round tables, either fully occupied; or half occupied facing stage/screen

montaje de mesas en cuadrado con zona central libre; montaje en U cerrada

Tables set up in a square (or rectangle) with chairs placed around perimeter. Centre inside tables is hollow.

montaje en aula con mesas perpendiculares

Variant of schoolroom setup in which tables are perpendicular to the head table, and chairs are placed on both sides of the tables.

montaje en aula en forma de V

Rows of chairs separated by a centre aisle slanted in a V shape facing head table or speaker.

montaje en E

Tables set up in the shape of an E with chairs on the outside of the closed end and on both sides of each leg.

montaje en forma de aula

Tables lined up in a row, one behind the other on each side of centre aisle with chairs facing head table.

montaje en herradura

Horse-shoe shaped table.

montaje en T

Series of tables set up in the shape of a T with chairs set all around except at head table.

montaje en U

Series of tables set up in the shape of a U with chairs set all around.

montaje;
acondicionamiento del
local

Layout of tables, chairs, other furniture, and equipment for functions.

montaje; composición;
paginación

Definitive placement of text and illustrations on the page in accordance with the predetermined layout.

mostrador

Wooden or metal board fixed horizontally either on legs or on a wall. Usually with display material and possibility of making purchases.

mostrador de inscripción

Area at a meeting to which delegates and others report for registration on arrival.

mostrador de recepción

Area at which delegates, guests or visitors are received on arriving at a venue.

motivación del participante

The ultimate reason impelling a person to turn up for the meeting called together by the organizer.

multi-canal

With two or more communication bands (receivers).

multimedia

Use of two or more audiovisual media in one presentation.

multiplex

With two or more communication bands (e.g. receiver).

Multitud Instantánea

A flash mob is a large group of people who assemble suddenly in a public place, perform an unusual and pointless act for a brief time, then quickly disperse. The term flash mob is generally applied only to gatherings organized via telecommunications, social media, or viral emails.

multivisión

Projection of different images on different screens at the same time.

mural; panel

Visual presentation of a paper often displayed on a board and supported (for a limited time) by an author in attendance to discuss the work.

música de fondo

Music accompanying the arrival or departure of guests.

nacionalidad

Identifies the country where the person has full rights by birth or naturalization.

necesidades de espacio

Amount of stand/booth space required by individual exhibitors.

negativo

Reversed form of original art or type.

nivel de ocupación

In hotel industry, the percentage of total number of available sleeping rooms actually occupied.

no presentación

Person who has booked a room or a place at a meeting but does not arrive to take up the room or place.

noches extra

All extra nights spent by the participant other than overnight meeting stays.

No-congreso

An unconference is a facilitated, participant-driven conference centered on a theme or purpose. The term "unconference" has been applied, or self-applied, to a wide range of gatherings that try to avoid one or more aspects of a conventional conference, such as high fees and sponsored presentations

nombre

Name given to identify individual family members.

nominación

Submission of a name (person, organization or company), for election or appointment to a specific role or function.

normas de acreditación

Established principle or mode of action to be followed in order to obtain the accreditation.

Nube

Provides the delivery of applications and centralised access to information via a centralised platform via the Internet based around the concept of infrastructure convergence

Nube de palabras

A tag cloud is a visual depiction of user-generated tags, or simply the word content of a site, typically used to describe the content of web sites.

nueva inscripción

Registration received at the meeting and generally incurring payment of a penalty fee.

numero de asistentes

Referring to the number of groups and attendees meeting in a city during a specific time frame.

número de asistentes

Actual number of people attending a function.

número de idiomas de interpretación simultánea

Total number of languages into which speeches are being interpreted (including the floor language).

objetos perdidos

Stand where lost items may be recovered.

Obligatorio

obligatory or requirement to abide by the rules of the association/meeting

Obligatorio

compulsory

observador

Delegate to an assembly who observes and reports but does not participate officially in its activities.

obtención de fondos

Process of obtaining money and funds from additional sources other than registration fees.

oferta de actividades deportivas

A service concerned with arranging sports activities or activities involving physical exertion and skill.

oficina de prensa

Department within an organization responsible for distributing information on the organization's activities to the press.

oficina de reservas de alojamiento

Division of a convention bureau responsible for assisting organizers handling hotel reservations for meeting attendees.

Oficina de Turismo

Organization which exists to promote a town or country to groups or individuals as a tourist destination.

Oficina del congreso

A non profit umbrella organization that represents a city or geographic area in the solicitation and servicing of all types of travelers to that city or area... whether they visit for business, pleasure or both.

opcional(es)

1. Space which is reserved but not yet contracted for. The right of refusal to confirm a tentative space reservation if there is demand from another group. Same as: Tentative Hold.

operaciones bancarias

The carrying out of financial operations.

orden de pago

Written authorization for payment to be made from a bank account.

orden de pago;
transferencia

Money forwarded by or to a bank.

orden del dia

Subjects to be discussed at a meeting.

orden protocolario

A system which ranks dignitaries according to international protocol for purposes of seating, honours or ceremonies.

ordenador portátil

Computer capable of being carried about readily from place to place and used away from the owner's home base. In order of increasing size the main subcategories are: handheld/pocket, notebook, laptop.

organizador de ferias comerciales

The individual who plans a trade show, reserves the space, markets to exhibitors and promotes attendance by buyers.

organizador de la exposicion

Company or individual who plans the logistical arrangements in connection with an exhibition.

organizador de la exposición

The organizer or promoter of an exhibition; responsible for the letting of space, financial control and management of the exhibition; sometimes an agent acting in this capacity.

organizador profesional de congresos

Professional Conference Organizer

organizador profesional de congresos (O.P.C.)

Company or individual professionally engaged in organizing meetings.

origen del participante

The residence of the participant (town, region, country). If residence and nationality do not coincide, they may be registered separately.

original

Material to be, or in the process of being, set up for printing. Not to be confused with the everyday use of "copy" as opposed to "original".

pago electrónico; telepago

Payment by means of electronic funds transfer, e.g. using a credit card at a point-of-sale terminal.

pago insuficiente

Insufficient payment/funds received for items ordered.

pago pendiente

Outstanding invoice not yet paid.

pais anfitrión

Country that invites an event to take place within or under its jurisdiction.

país de origen

Denotes country of parental nationality.

Palacio

building in which royalty, or people of great importance, live; or historic building open to the public

palacio de congresos;
palacio de exposiciones y
congresos

Premises built specifically for holding meetings and exhibitions.

palet

Wooden platform used to carry goods.

pane es modulares

Partition units (walls, doorframes, etc.) in standard sizes, used for building stands in the sizes desired in a given context.

panel para pósters

Display area provided, particularly at scientific meetings, for presentation of work to participants.

pantalla

Surface onto which images are projected by a film or slide projector.

pantalla (de visualización)

Physical computer device usually based on a cathode-ray tube or liquid crystal display on which information is displayed.

Pantalla 3D

Is a type of video projector for displaying video, images or computer data on a screen or other flat surface with 3 dimensional picture.

pantalla de cristal

Type of screen surface used for front projection.

Pantalla de plasma

Type of display screen

pantalla de proyección
electrónica

A system of controlling multimedia presentations by displaying computer generated images onto a white board. The board copies all information

written or taped onto it, and saves, publishes or prints out the notes.

Pantalla LCD

Is a type of flat panel display

pantalla luminosa

Screen intended to provide information and to notify participants who are called away for urgent reasons during the session, without disturbing the meeting.

pantalla parabólica

Type of front projection screen surface which is rigid and allows only narrow-angle viewing.

pantalla partida

Horizontally or vertically separated video pictures shown simultaneously.

Pantalla táctil

A screen that can be controlled by the touch of the screen.

Papeleta

recording of votes

paquete

Tour arrangements combined and sold at a single all-inclusive price. All the arrangements are made by an agent at an inclusive price.

paquete todo incluido

Management providing furniture and/or services to exhibitors for a single fee.

participación en congresos anteriores

The attendance of a participant to previous meetings undertaken by the same organization and by other organizations.

participante; congresista; asistente

Person taking part in the activities of a meeting.

pasajero sujeto a disponibilidad

Person attempting to travel on a flight without a confirmed reservation.

pase

Identification card to enable exhibitors to gain access to an exhibition.

pasillo

Passageway for people to pass between two rows of stands facing each other, between the stands and the walls of a hall or from one level to another.

patrocinado por

Supported by... (either financially or otherwise).

patrocinador (non in uso)

Eminent person who, for endorsement purposes, heads an event, an organization or a list of supporters.

patrocinio

In the context of meetings and the like, 'patronage' primarily means endorsement by eminent individuals (e.g. Royalty or ambassadors) or bodies.

patrocinio

Donated financial or material support.

pausa para café

Short interval between sessions during the morning or afternoon at which coffee is served.

pausa para ref rescos

Time between sessions when refreshments are served.

pausa para té

Short interval between sessions during the morning or afternoon at which tea is served.

pedido anticipado

and/or services ordered up front.

pedido en el recinto de exposiciones

Exhibited goods and/or services ordered on-site.

pensión completa

Rate inclusive of breakfast, lunch and dinner, in addition to room.

pernoctaciones

The nights spent by the participant: – during the meeting ;

persona acompañante

Individual at the meeting site but not necessarily involved with the meeting sessions. Generally spouse or other family member or relation of the delegate attending a meeting for the social content of the meeting programme.

peso bruto

The full weight of a shipment, including goods and packaging.

piloto

Small red light on the camera indicating when the camera is on.

pizarra

Hard smooth dark surface used for drawing or writing in chalk.

pizarra blanca

Hard smooth white surface used for drawing or writing in water-soluble felt pen.

pizarra electrónica

System for sending handwriting, and hand-drawn graphics, over a telephone line. The sender may use either a light pen or a digitizing tablet, and the appropriate image will appear on a television monitor at the remote location.

Plan de contingencia

planning for an uncertain event

plan de gastos

Document showing estimated dates when items of anticipated income and expenditure fall due and what sums of money will be due on those dates.

plano

Floor plan with specific requirements (dais, tables, chairs, etc.) drawn to scale.

plano de la exposición

Plan showing space to be occupied by the exhibition: the areas intended for stands/booths and those for passageways and services.

plano de la planta

Scale plan of the floor area of an exhibition.

plataforma rotatoria

Motorized rotating platform.

Plataforma social
estructurada

An online central forum that enables communication and interaction based of a pre-defined profile

plataformas

Platform dimensions of width, length and height vary by facility used to create a stage.

plazo de desmontaje

Day and hour (deadline) by which stands must be dismantled and exhibition area empty.

plazo de montaje

Period necessary for the preparation of the conference and exhibition venue before the arrival of the delegates and exhibitors.

pliego de condiciones

Complete description of requirements.

pliego de condiciones de la
candidatura

Written document issued by an organization which contains requirements for their future events.

política de reembolso

Policies which determine allowable reasons and time lines under which fee for a meeting or show will be refunded in whole or in part.

ponencia encargada;
lección magistral

Speech submitted on a specific topic at the request of a committee.

ponencia; comunicación

Work submitted for inclusion as an oral or poster presentation, often in response to a call for papers; not an invited paper.

ponente invitado; orador invitado

Speaker, specifically requested to speak to the audience on a given topic.

ponente principal; orador principal

Speaker who sets forth the theme of the meeting.

ponente; conferenciante;
orador

Someone who delivers a speech or talks at a meeting. The term "lecturer" is restricted to academic contexts.

por botella

(Liquor) drink served and charged for by the full bottle. Organizer owns any bottle on which the seal has been broken.

por copa

(Liquor) drink served and charged for by the number of drinks served.

por descorche

The charge placed on wine, beer and liquor brought into a facility but purchased elsewhere. The charge sometimes includes glassware, ice and mixers.

por persona

A fixed price covering all consumption within a given time frame; sometimes includes snacks or hors d'oeuvres.

por unidad

Food purchased by the piece, usually for a reception. Prices may be quoted individually, by the dozen, or for 50 or 100 pieces.

portavoz

Person who speaks on behalf of a group.

positivo

Exact image of copy as distinguished from reverse image or negative.

Poster electrónico E-poster

electronic poster

Posterus

Posterous is a blogging and content syndication platform that allows users to post content from any computer or mobile device by sending an e-mail.

precio de alquiler

The price paid by the organizer to the owner of the meeting facilities.

precio de alquiler

Total cost of hiring an exhibition space, whether or not it includes ancillary services (security, connection to water, electricity supply, etc.).

precio de la habitación

Amount charged for the occupancy of a room.

precio del espacio

Cost per square metre/foot for exhibition space.

precio global

Fixed payment with no extra costs to be added.

precio neto

Actual cost of a travel programme excluding mark-ups or commissions.

precio por metro cuadrado

Basic charge for a square metre of exhibition space.

presentación de productos

Display of products.

presentación sobre mesa

Small exhibit on tables; often used in combination with posters.

presentador

Person explaining a given topic in an informational session either verbally or in visual form (e.g. poster).

presidente

Person who presides over an organization or meeting. Chairman can also be used to describe the person presiding over a committee or meeting session.

presidente de honor

Either a person chairing a meeting or presiding over an organization on an unpaid basis or one not performing such a function but accorded the title as a mark of special esteem.

presidente de la sesión

Person selected to preside over a session or lead a committee.

presidente honorario

Senior member of the committee of honour.

préstamo sin interés

Money received by way of a loan to be refunded in due course and not subject to any interest charges.

presupuesto

Estimated total income and expenditure divided into subject categories and arranged by principal heads of income and expenditure.

previsión de gastos

Preliminary calculation of the cost of work to be undertaken.

primeros auxilios

Emergency care or treatment given to an ill or injured person before a doctor arrives.

procedimientos financieros

Outline of accounting and banking systems.

procesador de texto

Computer-based system for writing, editing and formatting letters, reports and books.

programa

Schedule of events, giving details of times and places.

programa científico

The content of the meeting described in chronological order and generally including the full list of speakers and the titles of their papers.

programa de actividades
recreativas

Programme of events organized for the entertainment of participants.

programa de formación

The educational aspects of an event.

programa de trabajo

Timetable of meeting content.

programa definitivo

Document containing the definitive meeting and social programme, circulated immediately prior to a meeting or distributed at the commencement of an event.

programa del congreso

Printed timetable of events at a meeting, including working sessions with locations and the names of speakers, and social events.

programa para
acompañantes

Educational and/or social events planned for spouses and guests of meeting participants.

programa provisional;
programa preliminar

Document sent out in advance of the meeting containing details of the provisional programme of the event, together with information about registration and a registration form. For a scientific meeting the call for papers will often be sent out with this document.

programa sinóptico

Shortened version of the meeting programme giving basic information in a way which is easy to refer to and convenient to carry.

programa social

Gatherings for social purposes.

promotor

Person

propina

Amount paid as a reward for special service, sometimes obligatory in the form of the "service charge" but often optional in the form of a "tip".

propuesta

Plan put forward for consideration or acceptance.

prospecto de la exposición

Pamphlet containing information for potential exhibitors and other interested parties on the conditions, technical points, cost of exhibition space and floor plan of the exhibition.

protocolo

Customs and procedures dealing with formalities, precedence and etiquette.

proyección de vídeo

Projection of video productions whether by monitors or on large screen.

Proyección en edificios y/o construcciones

A production method that projects an image directly onto a building and can give the illusion of bringing the building to life

proyección frontal

Projection of an image onto the front surface of a light-reflecting screen from a projector placed within or behind the audience.

proyecto de decisión; plan de decisión

Preliminary decision setting out a framework within which detailed provisions may be established by means of later individual decisions.

proyector

Optical instrument for projecting an image onto a screen.

Proyector

projector to which a laptop is connected

Proyector 3D

Is a type of video projector for displaying video, images or computer data on a screen or other flat surface showing a 3 dimensional picture

proyector de carrusel

Slide projector fed from a circular drum and consequently not requiring constant manual replacement of slides. Often remote-controlled.

proyector de cine

Equipment for projecting cine film.

proyector de diapositivas

Apparatus used for projecting photographic slides onto a screen.

proyector de transparencias;
retroproyector

Equipment which projects an image onto a screen by passing light through a transparency.

proyector de vídeo

Equipment used to project a video image on a large screen.

Proyector LCD

Is a type of video projector for displaying video, images or computer data on a screen or other flat surface.

proyector multimedia

A device that projects from portable computer or desktop PC onto a screen.

prueba técnica

Run-through of technical aspects of a show such as lighting, sound, special effects. Sometimes called "tech-check".

pruebas de imprenta

Final copy for approval before printing.

publicación asistida por ordenador

Production of high-quality documents including text, graphics and pictures using computer equipment. This may be accomplished through the use of application software on general-purpose systems or by means of a dedicated system. In an office environment, the process is termed desktop publishing.

Publicación electrónica

electronic publishing

publicaciones

Printed items, such as books, magazines, newspapers and meeting documentation.

publicidad en los medios de comunicación

Advertising to the public in journals, newspapers or magazines or on radio, television or film.

puesta en ambiente

Activity to liven up the audience prior to show time.

puesto de socorro; sala de primeros auxilios

Place where emergency care is provided.

puntero eléctrico

Electric rod which casts an illuminated spot on the wall, blackboard, screen, etc. to draw attention to a particular feature.

puntero láser

A compact instrument consisting of a visible light laser, used for pointing out features on a projected visual display.

punto de encuentro

Meeting place in venue for individual appointments of delegates.

Punto de encuentro

meeting point

Quedadas

A Hangout is a video service on Google+ that allows you to video chat with up to 10 Google+ users at a time. You can name these chats, watch YouTube videos during them, open a Google Doc with colleagues, and much more.

Rapido

A wiki is a website that allows the easy creation and editing of any number of interlinked web pages via a web browser, allowing for collaboration between users.

rbono

Ticket which travellers exchange for prepaid services such as accommodation, meals and tours.

reacondicionamiento

Action required to break down and reset a room.

Realidad aumentada

Augmented Reality (AR) is a technology enriching the real world with digital information and media, such as 3D models and videos, overlaying in real-time the camera view of your smartphone, tablet, PC or connected glasses

Recepcionista

a front of house welcoming representative

recepción

Stand-up social function with only canapés and beverages.

recepción de bienvenida

Reception/party where welcome drinks are served.

recepción oficial

Reception for conference participants hosted by local or governmental authorities or other officials.

receptor

Apparatus that converts electric currents or waves into visible or audible signals.

Receptores de traducción simultanea

A device that allows the audience to listen to the speaker in simultaneous interpreted languages

recibo

Official acknowledgement of money received.

recinto ferial

Venue at which exhibitions are held.

recogida de basura

Removal of rubbish from building or stand areas.

recolocación

Guest holding confirmed sleeping room reservation sent to another facility because of overbooking.

recomendación

Strongly suggested course of action; sometimes has binding force.

recorte de prensa

Article cut from a newspaper or magazine.

Red social

The use of a dedicated website to communicate informally with other members of the site, by posting messages, photographs, etc

reembolso

Money repaid.

referencia/cota

point of reference demonstrating a particular level

Relaciones

The LinkedIn equivalent of a Facebook 'friend' is a 'connection.' Because LinkedIn is a social networking site, the people you are connecting with are not necessarily people you are friends with, but rather you met in brief, heard speak, or know through another connection.

relaciones públicas

Presentation of an event via the media or other outlets, emphasizing its benefits and desirability.

relator

Person appointed to note and record the proceedings of sessions and to write précis (summaries) of the papers presented, for a final summation session.

Remezcla

A content mashup contains multiple types of media drawn from pre-existing sources to create a new work. Digital mashups allow individuals or businesses to create new pieces of content by combining multiple online content sources.

Remolino

A social trend in which people use technologies to get the things they need from each other, rather than from traditional institutions like corporations.

reòstato; regulador de voltaje

Control that adjusts variations in the light level in a room.

reparto del tiempo de palabra; tiempo asignado para hablar

Time given to a particular speaker to make his presentation.

representantes oficiales

Appointed personnel with specific tasks.

reproducción de documentos

Reproduction of documents.

Reproductor multimedia

Media library application for playing audio, video and viewing files

reserva anticipada

Booking for events taking place at a future time.

reserva confirmada

Reservations confirmed in writing.

reserva de entradas de teatro

Reservation of seats at a theatre.

reserva de grupo

Block reservation of rooms specifically for a group.

reserva de habitaciones;
reserva de alojamiento

Booking of a particular type of room for specific dates.

reserva doble

Reserving space for two groups (or persons) for the same dates when only one group (or person) can be accommodated.

reserva garantizada

Guest room that is guaranteed by credit card or advance payment if arrival is later than a specified time, usually 6.00 p.m.

reserva prepagada

Pre-paid reservation held until agreed arrival time, or check-out time the next day, whichever occurs first. Guest is responsible for payment if reservation is not cancelled.

reservar

To make a reservation.

resolución

Motion put forward for adoption; once adopted, has binding force.

responsable de la
exposición

Individual representing show management responsible for managing the exhibition area on-site (enforcing rules, responding to requests, etc.).

responsable de las
convocatorias

Member of committee in charge of convening participants.

responsable del alquiler de
espacio; contratista de
stands

Contractor or agent responsible for providing an exhibition shell scheme.

responsable del escenario

Employee of the venue in charge of stage facilities.

respuesta interactiva

A system which enables the audience to respond to prepared questions by means of a multifunction keypad. Responses are fed to a computer which tabulates them and displays the results graphically on a projection screen.

resumen

Written summary of a speech or paper, generally between 33 and 500 words, often submitted in advance in support of an application to present an oral or poster contribution.

resumen

Written short version of speech or paper.

resumen de las discusiones

Short report of discussions that have taken place in the meeting hall.

resumen de ponencias;
libro de ponencias

Printed volume containing summaries of accepted papers.

retransmisor de audio.

Used to overflow from one session hall to another hall with audio only

retroproyección

Image projected on the back surface of a screen placed between the viewer and the projector.

reunión

General term indicating the coming together of a number of people in one place, to confer or carry out a particular activity. Frequency: can be on an ad hoc basis or according to a set pattern, as for instance annual general meetings, committee meetings, etc.

reunión científica

Groups whose members are involved in research or applied sciences and suppliers to those groups.

reunion corporativa

Business-oriented meetings in which the participants represent the same company, corporate group, joint-venture or client/provider relations with an orientation towards improving or achieving business, competing in conditions far from perfect competition.

reunión de actualización

An intensive session specially instituted for the application of such modifications and additions as are necessary to keep a particular subject up-to-date.

reunión de espacio abierto

A meeting organized through Open Space Technology.

reunión de incentivos

Meeting event as part of a programme which is offered to its participants to reward a previous performance.

reunión de la dirección

A meeting of the governing body of an organization.

reunión en el extranjero

Meeting event not taking place in the country of the originating body.

reunión informal

Informal gathering, not necessarily social.

reunión integrada

A meeting which forms part of a larger event (cf meeting).

reunión multinacional

International meeting with a minimum of 100 participants from at least four countries.

reunión mundial

Membership or meeting participation available to organizations or individuals from all nations that meet worldwide. The term most commonly applied to this definition is International.

reunión nacional

Meeting participation available to organizations or individuals from one nation, meeting in that nation.

reunión
nacional/internacional

Membership or meeting participation available to organizations or individual from one nation, but able to meet in another nation.

reunión previa a la
convención

Meeting of event organizers and hotel personnel prior to arrival of guests, at which time details of the programme are reviewed.

reunión satélite

Meeting on a similar or related subject taking place either concurrently or, shortly before or after main event.

reunión técnica

Groups whose members and suppliers work in scientific, research or applied sciences.
USA/Canada: Non-medical meetings of professional organizations.

reunión/sesión
informativa

Meeting of a group of people with a particular knowledge or responsibility on an area of activity to advise them of the details of their involvement.

reuniones
gubernamentales

Groups whose constituencies are made up of civil servants, elected officials and service providers to Government entities.

reuniones internacionales

1. International/intercontinental: a meeting of an organization with multi-national membership that is available to meet on more than one continent. 2. International/Continental: a meeting of an organization with multi-national membership that is available to meet on only one continent.

reuniones nacionales;
reuniones regionales;
reuniones locales

1. Domestic/national: a meeting of an organization with membership from a single nation available to meet in only that nation. 2. Domestic/Regional: a meeting of an organization with membership from a single nation available to meet in only a given region of that nation. 3. Domestic/sub-regional: a meeting of an organization with membership from a single nation available to meet in only a given sub-region of that nation.

RH Recursos Humanos

personnel

Riesgo

hazard or exposure to potential danger

road show

theatrical performance, or small exhibition, or promotional activity on tour

Roll-up

turn over and over on itself into a cylindrical shape, eg banner

ropa informal

Sport shirt (possibly with jacket) for men; resort wear for women.

Rótulo

a large outdoor board for advertising

Runner , Mensajero

someone who runs, often between two points, eg a messenger

sala de dirección

Meeting room set up with a permanent conference table and suitable seating.

sala de exposiciones

individual room within an exhibition venue.

sala de hospitalidad

Room or suite of rooms used to entertain guests.

sala de ponentes

Lounge for speakers to relax and to prepare their presentations.

sala de prensa

Space reserved for media representatives.

sala de prueba de diapositivas

Room where speakers can check their slides, overhead sheets and video tapes.

sala de reuniones

Room where an assembly meets.

salida

Procedure for guest departure including account settlement.

salida de emergencia

Door, clear of obstructions, designed for egress in the event of fire or panic.

secretaría científica

Administrative staff appointed to process all aspects of the scientific programme of a meeting.

secretaría de organización

Staff providing secretarial services in connection with the organization of a meeting or the like.

secretaría del congreso

The office responsible for the administrative, clerical and secretarial affairs surrounding planning, and management of a conference (cf conference).

secretario de honor

Voluntary (unpaid) member of the committee responsible for recording decisions and keeping records of discussions.

secretario ejecutivo

Person appointed to handle organizational functions and who is given certain administrative authority and responsibilities.

secretario general

Permanent head of the general organization.

sector

Relating to groups whose members work in common fields.

sede

Area, property or specific facility to be used for meeting.

sede de la reunión

The building and environment area where the meeting takes place.

Segmentación de red

Splitting a computer network into subnetworks ie: Organisers, Speakers, Delegates, etc either to boost performance or to improve security.

segmentos de mercado

Categorization of organization or businesses by professional discipline or primary areas of interest for the purposes of sales analysis or assignment.

Segunda vida

Second Life is an online virtual world developed by Linden Lab that was launched on June 23, 2003. Users are called "residents," and they interact with each other through avatars. Residents can explore, meet other residents, socialize, participate in individual and group activities, create and trade virtual property and services with one another, and travel throughout the world.

seguro contra incendios

This insurance usually covers loss or damage attributable to fire, smoke, explosion, or forces of nature. It can also cover water damage.

seguro de exposición y transporte

This insurance usually covers loss or damage caused deliberately or accidentally by third parties

during loading, unloading, transshipment, transport and exhibition.

seguro de viaje

Insurance against accidents that occur in the course of travel to or from a meeting.

selección; elección

The act of choosing; the power or opportunity of choosing; alternative.

seminario

Meeting or series of meetings of specialists who have different skills but have a specific common interest and have come together for training or learning purposes. The work schedule of a seminar is aimed at enriching the skills of the participants.

seminario integrado

A seminar which forms part of a larger event (cf seminar).

seminario satélite

A small or secondary meeting of specialists who have a specific common interest (cf seminar.)

señal; pago a cuenta

Money received on account for payment.

señalización

All informational and directional signs required for an event.

señalización

Signs, usually suspended, indicating aisle numbers or letters.

señalización

directional tool of indication providing information as to where people should go

separata

Separately issued reprint of a part of a publication or document.

servicio

Inclusive gratuity specified by the restaurant/hotel management and shown in the bill.

servicio de guardería

Arrangements for care of children during a short absence of the parents.

servicio de restauración

The provision of food and beverages.

servicio de restaurante

Each food item is served by waiter from platter to individual.

servicio de seguridad

Service providing security arrangements, such as checking delegates' credentials, searching hand luggage, protecting equipment and patrolling congress and exhibition areas.

servicio de traducción

In the sense of a service provided, as distinct from an administrative unit, the translation of written material from one language to another.

servicio médico

First aid provision.

servicio rotativo

Conveyance which travels back and forth over a particular route, especially a short route or one connecting two other transport systems.

servicio turístico

A service concerned with the organization of excursions which are purely pleasure (cf sightseeing tour).

servicios auxiliares

The services which accompany a meeting (stewards, technicians, interpreters, etc).

servicios culturales

A service concerned with organizing activities which are mainly related to the artistic and intellectual side of civilization.

servicios de ocio

A service concerned with the organization of free or unoccupied time.

servicios en la sede

Those facilities within the perimeter of the organization where the meeting takes place; it includes the installations and services both in the auditorium and outside.

servicios y actividades
opcionales

Additional services/tours, etc. which may be booked or not according to preference.

servicios; aseos; WC

Sanitary convenience.

sesión complementaria

Session added on to the end of the day's programme, usually after dinner, to accommodate extra papers or an extra plenary lecture.

sesión de apertura

Meeting(s) of a predetermined duration which begin an event and in which the principal items on the agenda are usually introduced.

sesión de clausura

Last session of a meeting in which the subjects which have been discussed are summarized and conclusions may be announced.

sesión de creatividad;
sesión de "brainstorming"

Group session in which all participants contribute creative ideas which are not initially judged for merit.

sesión de pósters

Display of material, usually scientific, accompanied by authors or researchers.

sesión de ruegos y
preguntas

Question and answer period.

sesión de trabajo

Every prearranged session of a meeting.

sesión dividida en grupos
de trabajo

Method to increase audience participation by dividing all participants in discussion groups each of which reports the group's findings and opinions during a following plenary session.

sesión extraordinaria

Special session for activities, needs, or situations that are different from those normally and originally prepared for.

sesión informal

Informal session with no specific agenda.

sesión informativa

A session at which precise instructions are given and participants informed thoroughly (cf briefing).

sesión interactiva

Session where participants take an active part in the work.

sesión libre; sesión de comunicaciones libres

Reports on particular topics which, while closely related to the subject of a meeting, do not strictly refer to the matters under discussion. They are usually dealt with at a sitting or a session of their own.

sesión paralela

Session which has some correspondence, similarity, or analogy of subject and aim and is simultaneous with another session.

sesión paralela

A session which is similar to another session involving the exchange of information (cf parallel session).

sesión plenaria

Session in which all the members of the meeting participate or have the right and, sometimes, the

duty to participate, with no other sessions taking place at the same time.

sesión plenaria

A meeting open to all those in attendance at a convention.

sesión preparatoria

Meeting of a restricted group before the official assembly in order to finalize preparations.

sesiones simultáneas

Sessions scheduled at the same time.

Síguelo el viernes

Follow friday is a trend via the hashtag #ff every Friday on Twitter. Users select other usernames and tweet them with #ff in their post, meaning they recommend following those Twitter users. People tweet at their favorite brands, colleagues, celebrities—you name it!

silla

Armless chair.

silla pupitre

Chair with an attached writing surface.

sillas apilables

Chairs that nest on top of each other when in storage.

simposio

Meeting of a number of experts in a particular field at which papers are presented by specialists on

particular subjects and discussed with a view to making

simposio integrado

A symposium which forms part of a larger event (cf symposium).

simposio satélite

A small or secondary meeting of a number of experts in a particular field (see "symposium").

sin reserva previa

Guest requesting accommodation or service without a prior notice.

sistema comuterizado de control de sonido

Sound balance control assisted by computer.

sistema de intercomunicación

A system for communications between the speaker and the projectionist or between the chairman and the speaker.

Sistema de intercomunicador

A device commonly used for closed communication

sistema de interpretación por cable

System for the transmission of interpreting by cable or wire.

sistema de interpretación por infrarrojos

Interpreting system operated by radio waves and hence without wire or cable connections to the headsets.

sistema de radio

System for message transmission by radio.

sistema fijo

Fixed equipment.

sistema móvil de
interpretación simultánea

System which can be transported and set up in any venue without the need for built-in booths or electric circuits.

Sistemas de Respuesta
Inmediata

Is a type of interaction associated with the use of audience response systems, to create interactivity between a presenter and his/her audience. Systems for co-located audiences combine wireless hardware with presentation software, and systems for remote audiences may use telephones or web polls for audiences watching through television or the Internet.

sobrerreserva;
overbooking

In the context of air transport, hotels, restaurants, tours: situation where number of confirmed reservations exceeds number of seats, rooms, places available.

solicitud de ponencias

Document containing detailed instructions for submission of papers for assessment and selection by the committee.

solicitud para presentar de
película

Identification card to enable exhibitors to gain access to an exhibition.

solicitud para presentar un póster

Form for presentation of a poster for inclusion in a poster session; submitted for assessment and screening by a selection committee.

solicitud para presentar una demostración

Form requesting authorization to give a demonstration.

solicitud para presentar una ponencia

Form for submission of an abstract to support an application to present a paper; for assessment and screening by a selection committee, often referred to as an "abstract form".

sonido

Audible effects.

soporte

Adjustable support for positioning microphones or lighting fixtures.

Sostenibilidad

the ability to keep going continuously or to leave a lasting legacy that will continue

stand

a specified area in which an individual company can exhibit

stand de alquiler

Complete booth package offered to exhibitors on a rental basis.

stand de esquina; espacio de esquina

Exhibit space with aisles on two sides.

stand de material
desechable

Exhibit or display built for one use only.

stand interior

Exhibition space with booths at back on each side.

stand modular

Booth constructed with plywood or similar material (as opposed to booth formed by drapery only).

stand periférico

Exhibition space located on an outside edge of exhibition area.

stand prefabricado

Unassembled exhibit material requiring on-site assembly.

subcomité; subcomisión

Group of people, frequently including one or more members of the main committee, meeting outside of the main committee, with responsibilities for specific areas of activity.

Subcontratar

a company or individual in receipt of an instruction or task who subsequently passes on all or part of the task to a third company or individual

subcontratista

Company retained by general contractor to provide services.

subgrupos de trabajo

Small group sessions within a meeting organized to discuss specific subjects.

subida de categoría

To change to a superior standard.

superación del espacio
concedido

Use of floor space outside exclusive booth area.

superficie bruta en metros
cuadrados

Total amount of space in exhibition hall or meeting room.

superficie de exposición

Space in which stands are laid out.

superficie neta en metros
cuadrados

Actual amount of salable space available for or used by exhibit booths/stands.

superposición

Technique of superimposing two images on a screen at the same time.

suspensión de la sesión

Definite break in meeting for a specific and unprogrammed reason.

Switcher / Conmutador

A device used to allow for seamless switching between several devices and presentations

tabique divisorio; panel

Movable interior wall.

tabique insonorizado

Barrier that prevents sound from carrying to and from adjacent rooms. Usually a permanent wall.

tablero de hojas móviles

Large pad of paper placed on an easel and used by a speaker for illustrative purposes.

Tableta

A complete mobile computer, integrated into a flat touch screen device

tablón de anuncios

Board displaying one or more notices or warnings.

tablón de mensajes

Board on which messages are displayed.

taller de trabajo

Working meeting aiming at finding a solution and a result to some problems or questions pending.

talleres prácticos

Workshop-type educational experience where students learn by doing.

tarifa

One rate for each room in a guest room block.

tarifa completa

Rate covering all elements in the cost of a room, including gratuities and taxes.

tarifa diurna

Reduced rate (often 1/2 of the regular rate) for a room used part of the day, including the period after check-out time.

tarifa especial; tarifa reducida

Amount charged for the occupancy of a room, usually at a reduced rate and negotiated as a group rate by the meeting organizers.

tarifa familiar

A discount price offered by hotels and resorts to second and successive members of families who travel together.

tarifa oficial

Facility's standard, pre-established guest room rates.

tarjeta de identificación

A name card which identifies you.

tarjeta de identificación

Identifying tag used for official authorization.

tarjeta de invitación

Invitation to potential guests, visitors, participants to attend an event.

tarjeta de participante

Admission card confirming a booking and registration.

tarjeta de participante

Admission card confirming a booking and registration to a meeting.

tasas de salida

Fee collected from traveler by host country at time of departure.

teambuilding

activity to bring people together to work as a team

técnicas de espacio
abierto

OST is an approach to meeting facilitation which enables groups from 5- 1,000 to efficiently deal with complex issues in creating self-managed task groups. No pre-planning is required for agenda preparation and only one facilitator is needed.

tecla

Button on a computer keyboard.

teclado

The set or row of keys in a keyed machine/instrument.

técnico

Expert in particular craft or technique, usually in relation to audiovisual, mechanical or electrical equipment or appliances.

Tecnología Ping

Ping is a computer network administration utility used to test the reachability of a host on an Internet Protocol (IP) network and to measure the round-trip time for connectivity

teleconferencia

Generic term for all types of meetings which bring together three or more people in two or more locations through telecommunications. Sometimes

specifically means a meeting using voice-only telecommunications as opposed to a videoconference.

telefax; facsímil; fax

Equipment for sending and receiving facsimiles of printed or pictorial matter by analog or digital transmission either over a telephone line or via a telecommunications network.

Telefono Inteligente

Is a mobile phone , with more advanced computing ability and connectivity than a contemporary feature phone.

teleinterpretación

Simultaneous interpreting using telecommunications facilities, e.g. via satellite.

teleprompter

Electronic device which displays script to the speaker, usually on a screen not visible to the audience.

tema de la reunión

The theme is arranged according to the main field of specialised knowledge that is dealt with during the sessions. The fundamental theme is proposed by the organizer with reference to the title of the meeting.

temporada alta

Busy times of year during which hotels normally charge higher rates.

temporada baja

Time of year at which hotel occupancy is lowest and bargain rates are usually offered.

temporada baja

That time of year when travel and hotel rates are at their lowest.

Tendencia

A trend is seen on every social network. Facebook shows what is trending when multiple users are sharing the same link or discussing the same topic. Google+ highlights trending topic when a user conducts a search. Twitter has a section to the bottom right of its home feed which clearly shows what topics and hashtags are trending in tweets. And LinkedIn shows what industries (in LinkedIn Today) that a certain story is popular.

terminología de congresos

-

terminólogo de conferencias

Person who conducts terminology work specifically in the context of meeting organization.

tesorero

Person appointed to control the finances of an event or organization; normally chairman of a finance committee or its equivalent.

texto

Prepared version of a speech.

texto completo

The complete version of a text

Texto corto / tweet

A post on Twitter of no more than 140 characters

texto móvil

Text moving horizontally across the bottom of a video screen.

tiempo mínimo de conexión

Prescribed minimum time to leave one flight and board another. Set by airlines to allow time to transfer baggage.

Tienda de Aplicaciones / App store

A service for iPhone and iPad users which allows them to browse and download mobile applications as well as music or video files

tirada

Number of copies printed.

título

Denotes person's rank, office, sex or, in women, matrimonial status.

título

A phrase at the top of the newspaper, magazine article, indicating the subject of the article.

toma de agua;
abastecimiento de agua;
suministro de agua

Temporary supply of water to a stand.

toma de corriente

Mechanical electrical connector.

toma de electricidad

Temporary supply of electricity to a stand to which electrical goods can be connected.

traducción asistida por ordenador; traducción automática

Translation technique that uses the computer as a tool for the solution of problems.

traductor de conferencias

Person who translates meeting documents into other languages.

traje de calle

Business or lounge suits and short day dresses; can include informal forms of national dress.

transcripción

Written copy of spoken material.

transferencia bancaria

Movement of funds between banks or from one bank account to another.

Transmisión en vivo/
tiempo real

The transmission over the Internet of video of an event as it happens – real time

Transmisor de Video

used to relay from one session hall to another hall with both video and audio

transmisor inductivo para
audífonos

Closed electric circuit within a building or auditorium which relays sound to a hearing aid.

transparencia

A print or inscription on a special transparent sheet of paper made visible by means of an overhead or slide projector.

transporte entre ciudades

The means of travelling between two cities.

transporte interno

Transfer of exhibits from point of arrival to exhibit site. May also include storage.

transporte urbano

The means of travelling within a city.

transportista por tierra

Company that provides transportation in a locale, i.e. motorcoaches, rental cars, railroads, etc.

Trasera / bastidor

background staging

traslado

Process of moving people or equipment from one point to another.

traslado de material

Transfer of exhibits from point of arrival to exhibit site. May also include storage.

tribuna de oradores;
tarima

Raised platform on which a speaker stands or sits.

Turismo

functionality whereby visitors (tourists) are attracted to places (destinations) of historical, cultural or national interest

unidades/créditos de formación continua

Requirements of many professional groups by which members must certify participation in formal educational programmes designed to maintain their level of ability beyond their original certification date.

vale

A negotiable ticket or voucher; a pass or ticket.

valoración de costos

Process of obtaining the true price of an item of expenditure.

ventilación

Process of supplying or removing air by natural or mechanical means to or from any space.

viaje corporativo

The market segment comprised of groups or individuals that work for a given company and are traveling for business reasons at the company's expenses.

viaje de grupo

Travel programme with special fare and specific requirements such as a minimum number of persons traveling as a group throughout the tour.

viaje organizado

Tour sold at a price covering all costs (transport, accommodation and related services) for the full duration of the trip.

viaje organizado

A travel which involves all participants come to a multilateral gathering organized around a previously established advertised theme.

vicepresidente (de la reunión)

Person selected to deputize for, or assist, the chairman in controlling and managing either a committee or a meeting session.

videoconferencia

It allows two or more groups of participants, situated in different locations, to converse while seeing each other and showing, if needed, images, graphics and documents.

videodisco

Recorded disc containing images and sound.

vigilante de seguridad

A member of the security service who is employed to protect building, people, etc.

visita

Organized outing to a local place of interest.

visita de familiarización

Hosted trip to assess facilities, locations or services.

visita de inspección

Inspection to assess facilities or location.

visita de las instalaciones

Tour to a manufacturing plant of interest to the meeting.

visita educativa

Educational visit to a workplace or manufacturing plant of interest to meeting participants.

visita técnica

Tour to a workplace of interest to meeting participants.

visita turística; visita de la ciudad

Outing to landmarks. Note that a "city tour" will necessarily be confined to a given city, whereas a "sightseeing tour" may range more widely.

visitante

Person attending an exhibition to view the exhibits.

visitante profesional

Visitor to an exhibition representing a specific trade or profession.

vitrina

Glass-enclosed case for articles on display.

Wifi

technology that allows electronic devices to connect to a wireless LAN (WLAN) network,

zona de exposición
permanente

Show rooms, (marts – US), and similar space for
product displays leased on a long-term basis.

zona muerta

Area where sound is muffled or absent.