

WORD**DESCRIPTION**

α λα καρτ

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

άδεια εξαγωγής

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

αίθουσα δοκιμών
(παρουσιάσεων)

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

αίθουσα ομιλητών

Lounge for speakers to relax and to prepare their presentations.

αίθουσα συνεδριάσεων

Room where an assembly meets.

αίθουσα συσκέψεων

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

αίθουσα τύπου

Space reserved for media representatives.

αίθουσες πολλαπλών χρήσεων;
συνεδριακές αίθουσες

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

αίτηση για την παρουσίαση
εργασίας

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".

αίτηση για την παρουσίαση
πόστερ

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

αίτηση για την παρουσίαση
ταινίας

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

αίτηση παρουσίασης με επίδειξη
σε πίνακα

Form requesting authorization to give a demonstration.

ακουστικά

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

Ακουστικά / Δέκτες μετάφρασης

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

ακουστικά κεφαλής

Headphone with a built-in microphone.

ακυρωτική ρήτρα

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

Αλγόριθμος

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.

αλεξίπυρον

Material that is flame resistant.

άμεσα μηνύματα/ συνομιλία

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.

άμεση τιμολόγηση

Accounts receivable mailed to individuals or firms with established credit.

αμοιβή

Payment made in token of personal involvement in an event.

αμφιθεατρική διάταξη

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

αμφιθέατρο

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

αναβάθμιση

To change to a superior standard.

αναβολή συνεδρίασης

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

ανάγκες σε χώρο και περίπτερα

Amount of stand/booth space required by individual exhibitors.

Αναγνώστης Barcode

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

ανάδραση; ανατροφοδότηση

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

Αναζήτηση twitter

Twitter Search is a search engine operated by Twitter to search for Twitter messages and users in real time.

ανακοίνωση συνεδρίου

Leaflet or brochure with essentials on forthcoming event.

αναλόγιο

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

Αναμετάδοση video

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

Αναμετάδοση ήχου

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

αναμορφωτικός φακός

Lens adapter designed to produce a wide-screen image.

αναπαραγωγή εγγράφων

Reproduction of documents.

αναρτημένα στοιχεία

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

ανάτυπο

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

ανεπαρκής πληρωμή

Insufficient payment/funds received for items ordered.

ανεπίσημη ενδυμασία

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

ανεπίσημη συνάντηση

Informal gathering, not necessarily social.

ανεπίσημη συνάντηση

An informal social gathering.

ανεπίσημο ένδυμα;
επαγγελματικό ένδυμα

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

ανθρώπινο δυναμικό

personnel

ανοιχτό εισιτήριο

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

Ανταγωνίζομαι/Διαγωνίζομαι

Compete is a web-based application that offers users and businesses web analytics and enables people to compare and contrast the statistics for different websites over time.

αντίγραφο

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

αντίγραφο έτοιμο για
φωτογραφική αναπαραγωγή

Materials ready for photographic reproduction.

αντίγραφο ομιλίας

Written copy of spoken material.

αντίγραφο; Αντίτυπο

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".

αντιπρόεδρος

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

αντιπροσωπεία

Representatives of a particular country or organization at a meeting.

αντιπρόσωπος

Voting representative at a meeting.

απαλλακτική ρήτρα

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

απέχω

to decline to use ones vote

αποκλειστικός ανάδοχος

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

απόκλιση

Departure of individual passenger from established group itinerary.

αποκομιδή απορριμάτων

Removal of rubbish from building or stand areas.

απόκομμα τύπου

Article cut from a newspaper or magazine.

αποστολή / αποστελλόμενο
εμπόρευμα

shipment of goods

αποσυναρμολόγηση

Action required to dismantle a function setup.

αποσυναρμολόγηση

Take-down and removal of exhibits.

απόφαση – πλαίσιο

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

αριθμός γλωσσών ταυτόχρονης
διερμηνείας

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

αριθμός κατειλημμένων
δωματίων ανά νύχτα

1. Number of sleeping rooms actually occupied during a particular night.

αρνητικό

Reversed form of original art or type.

Αρχεία Google

Google Documents is a group of web-based office applications that includes tools for word processing, presentations, and spreadsheet analysis. All documents are stored and edited online and allow multiple people to collaborate on a document in real-time.

αρχικό τεύχος ανακοινώσεων

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

αστική μεταφορά

The means of travelling within a city.

ασύρματη δικτύωση

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

ασύρματο μικρόφωνο

Portable microphone operating on its own power source.

Ασύρματο μικρόφωνο

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

ασύρματο σύστημα

System for message transmission by radio.

ασύρματο σύστημα διερμηνείας
με υπέρυθρες ακτίνες

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

ασφάλεια μεταφοράς και
έκθεσης

This insurance usually covers loss or damage caused deliberately or accidentally by third parties during loading, unloading, transshipment, transport and exhibition.

άτοκο δάνειο

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

άτυπη συνεδρίαση; άτυπη
σύνοδος

Informal session with no specific agenda.

άφιξη στο ξενοδοχείο

Procedure for guest arrival and registration.

βάση κάμερας

Pan-tilt device on which a camera is mounted.

βεράντα

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

βεστιάριο

Room in which outer garments may be left temporarily.

βήμα

Raised platform on which a speaker stands or sits.

βιβλιοδεσία

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

βιβλιοδεσία με κόλλημα

Binding process by which pages are glued together.

βιβλιοδεσία με πλάγια συρραφή

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

βιβλιοδεσία με συρραφή

Binding process using wire staples.

Βικιπαίδεια

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.

βιντεοδιάσκεψη

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.

βίντεοδίσκος

Recorded disc containing images and sound.

βιντεοκασέτα

Magnetic tape used in video equipment.

βιωσιμότητα

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

βοηθητικές υπηρεσίες

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

βοηθητικό προσωπικό
συνεδρίου

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.

βοηθητικός χώρος

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

βοηθός

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).

γενικές πληροφορίες

Information of interest to all participants.

γενική συνέλευση

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.

γενική σύνοδος

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

γενικός ανάδοχος; επίσημος
ανάδοχος

Company which provides services to exhibition management and exhibitors.

γενικός γραμματέας

Permanent head of the general organization.

γενικός διευθυντής

The principal officer responsible for overall administration of an organization.

γενικός διευθυντής για την
διαχείριση

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

γεύμα εργασίας

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

γκρουπ περιπτέρων με
προσόψεις περιφερειακά

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

γλώσσα εκκίνησης

Language from which a speech or document is translated.

γλώσσα εργασίας

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

γλώσσα στόχος

Language into which a speech or document is translated.

γραμματεία συνεδρίου

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

γραφείο απολεσθέντων
αντικειμένων

Stand where lost items may be recovered.

γραφείο εγγραφών

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

γραφείο κρατήσεων

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

γραφείο μεταφορών

A business which handles export shipments.

γραφείο πληροφοριών

Stand at which an official gives information.

γραφείο συνεδρίων

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.

γραφείο τουρισμού

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

γραφείο τύπου

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

γωνιακό περίπτερο

Exhibit space with aisles on two sides.

δαπάνες; έξοδα

Money paid out.

δείκτης λέιζερ

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

δείπνο

Evening meal for a group; not usually ceremonial.

δείπνο κοινωνικού χαρακτήρα

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

δέκτης

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

δελτίο τύπου

Prepared statement released to the news media.

δεξίωση

Stand-up social function with only canapés and beverages.

δεξίωση καλωσορίσματος;
πάρτυ καλωσορίσματος

Reception/party where welcome drinks are served.

δεξίωση με κεντρική
θεματολογία

A special reception or banquet designed around a central motif.

δημόσιες σχέσεις

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

διάγραμμα χώρου; Πλάνο
διάταξης χώρου

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

διαγωνισμός

competition

διαδικασίες

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

Διαδικτυακό συνέδριο

Conference which is held electronically via the internet

διαδοχική διερμηνεία

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.

Διαδραστική συμμετοχή κοινού
με SMS

A system setup for attendees to send texts to an advertised number and the texts can be live displayed on the projection screen as live feedback to the proceedings or voting etc

διαδρομή; Πρόγραμμα

Detailed programme of a visit or tour.

διάδρομος

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.

διαίρεση οθόνης

Horizontally or vertically separated video pictures shown simultaneously.

διακοπή συνεδρίασης

Temporary break in meeting for a specific and unprogrammed reason.

διακόπτης μεταβλητού
φωτισμού

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

διακόπτω αναβάλλω

to postpone proceedings

διακόσμηση

That which adorns, an ornament.

διακόσμηση με κουρτίνες

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

διάλειμμα (για αναψυκτικά)

Time between sessions when refreshments are served.

διάλειμμα για καφέ

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

διάλεξη

Discourse given before an audience, especially for educational purposes.

διάλειμμα για τσάι

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

διαλογική απάντηση

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.

διαλογική σύνοδος; σύνοδος με ψηφοφορία

Session where participants take an active part in the work.

διαμονή

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

διαμονή περισσότερο του προβλεπόμενου

Guest who stays at facility beyond stated departure date.

διανομή εγγράφων

Handing out or mailing of documents.

διανυκτερεύσεις

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

διαπίστευση

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

διάρκεια συνεδρίασης

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

διάσκεψη με παράλληλες συνόδους

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.

διάσκεψη μέσω τηλεφώνου

Telephone conversation involving a number of subscribers simultaneously.

διάσκεψη; συνδιάσκεψη

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.

διαστάσεις περιπτέρου; εμβαδόν περιπτέρου

Dimensions of assigned space.

διασταυρωτή παράλληλη σύνοδος

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

διάταξη

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

διάταξη γύρω από το τραπέζι; διάταξη board

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

διάταξη καθισμάτων; Πλάνο καθισμάτων

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.

διάταξη καμπαρέ

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

διάταξη σε σχήμα Ε

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.

διάταξη σε σχήμα Τ

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

διάταξη σε σχήμα U

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

διάταξη σε σχήμα U

Horse-shoe shaped table.

διαφάνεια

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

διαφάνεια

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

διαφάνειες με κίνηση/ animation

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

διαφήμιση στα μέσα
ενημέρωσης

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

διαφημιστικό πανό

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

διαφηστική πινακίδα

a large outdoor board for advertising

διαφοροποίηση – διαποικίλιση

alternative direction in business from your core activity

διαχειριστική επιτροπή

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

διεθνές/ εθνικό συνέδριο

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

διεθνή συνέδρια

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.

διερμηνέας – σύνδεσμος;
μεσολαβών διερμηνέας

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

διερμηνέας διαδοχικής
διερμηνείας

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.

διερμηνέας συνεδρίων

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

διερμηνέας, κάτοχος σπάνιας
γλώσσας, από τον οποίο
μεταφράζουν οι υπόλοιποι

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.

διερμηνεία

Oral translation from one language to another.

διερμηνεία από και προς την
ξένη γλώσσα

Interpreting both ways: from and into the foreign language.

διερμηνεία μέσω τρίτης γλώσσας

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.

Δίεση

A hashtag is a tag used on the social network Twitter as a way to annotate a message. A hashtag is a word or phrase preceded by a “#.” Example: #yourhashtag. Hashtags are commonly used to show that a tweet, a Twitter message, is related to an event or conference, online or offline.

διεύθυνση αλληλογραφίας;
ταχυδρομική διεύθυνση

Address to which correspondence is sent.

διευθυντής έκθεσης

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

διευθυντής έκθεσης; οργανωτής
έκθεσης

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.

διευθυντής οικονομικών

Executive responsible for financial affairs of an organization.

διευθυντής πωλήσεων

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

διευθυντής σκηής

Employee of the venue in charge of stage facilities.

διευθυντής συμποσίων

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

διευθύνων σύμβουλος

Principal executive officer of a company.

δικαιούχος

a receiver of benefits

δίκλινο δωμάτιο

Room containing one bed for two persons.

δίκλινο δωμάτιο για χρήση ως μονόκλινο

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

δیلó κρεβάτι

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'^"

διοίκηση

Organization and management.

διοικητικό συμβούλιο

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

διοικητικό συμβούλιο

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

διοικούσα επιτροπή

Group which decides on the order of the procedures.

διοργανωτής εμπορικών εκθέσεων

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

διοργανωτής συνεδριάσεων

Professional Conference Organizer

διπλή κράτηση

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

δοκίμιο

Final copy for approval before printing.

Δομημένη πλατφόρμα δικτύωσης

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

δορυφορική συνεδρίαση

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

δορυφορικό σεμινάριο

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

δορυφορικό συμπόσιο

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

δραστηριότητα για την ενδυνάμωση και τη σύσφιξη σχέσεων της ομάδας

activity to bring people together to work as a team

δρομέας

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

δωμάτια που έχουν κρατηθεί για ένα γκρουπ

Number of rooms reserved for one group.

δωμάτιο για 4 άτομα

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

δωμάτιο με 2 μονά κρεβάτια

Room containing two single beds.

δωμάτιο με κρεβάτι queen size

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

δωμάτιο με πρωϊνό

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.

δωμάτιο πρώτων βοηθειών;
χώρος πρώτων βοηθειών

Place where emergency care is provided.

δωρεά

Sum of money or items of value received as gifts.

δωρεάν

Offered at no cost.

δωρεάν δωμάτια

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

δωρεάν υποδείγματα

self-supporting and independent exhibit material.

εγγραφή

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

εγγραφή μετά τη λήξη
προθεσμίας

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

εγγραφή στο χώρο διεξαγωγής του συνεδρίου, εγγραφή επί τόπου, νέα εγγραφή

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

έγγραφο πρόσκλησης

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

έγγραφο/ έντυπο έτοιμο προς δημοσίευση

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

εγγυημένη κράτηση (με προκαταβολή)

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.

εγγύηση

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

έγκαιρη εγγραφή, προεγγραφή

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

εγκαταστάσεις (του χώρου)

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.

εγκατάσταση

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

έγκριση

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

έγκριση δαπάνης; εντολή αγοράς

Signed authority to proceed with an item of expenditure.

εγχειρίδιο εκθετών

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

εγχειρίδιο συνεδρίου

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.

εγγυημένη καθυστερημένη άφιξη

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

εθνικά συνέδρια; περιφερειακά συνέδρια

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.

εθνικό συνέδριο

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

εθνικός

belonging to a different race from your own

εθνικός αερομεταφορέας

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

εθνικότητα

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

ειδική τιμή; εταιρική τιμή; τιμή γκρουπ

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

ειδικός ορολογίας συνεδρίων

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

Εικονίδιο

An avatar is an image or username that represents a person online within forums and social networks.

εικονική πραγματικότητα

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

εισηγητής

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

εισιτήριο εισόδου

Ticket to be used for admission to an event.

εκδηλώσεις

All non-intellectual oriented meetings.

εκδήλωση

That which happens, an occurrence.

εκδήλωση εκτός χώρου
συνεδρίου

Conference Terminology

εκδόσεις

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

εκδρομή; περιήγηση

Organized outing to a specific place of interest.

έκθεμα με μετατρεπόμενα μόντουλα

Exhibit constructed with interchangeable components.

έκθεση

Event at which products and services are displayed.

έκθεση

Large trade exhibition

έκθεση ανοικτή στο κοινό

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

έκθεση πόστερ; έκθεση ανακοινώσεων

Area with display of posters.

έκθεση συνεδρίου; απολογισμός συνεδρίου

Official summary of meeting events.

έκθεση; εκθεσιακό σαλόνι

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

εκθεσιακή αίθουσα

individual room within an exhibition venue.

εκθεσιακό κέντρο

Venue at which exhibitions are held.

εκθεσιακό υλικό

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

εκθέτης

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

εκκρεμής λογαριασμός

Outstanding invoice not yet paid.

εκμισθωτής

Person or organization which offers a lease.

εκπαιδευτική επίσκεψη

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

εκπαιδευτικό πρόγραμμα

The educational aspects of an event.

εκπαιδευτικός; παιδαγωγικός;
μορφωτικός

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

εκπρόσωπος

Person who speaks on behalf of a group.

έκτακτες δαπάνες; επιπρόσθετες
δαπάνες

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

έκτακτη σύνοδος

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

εκτελεστική επιτροπή

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

εκτελεστικός γραμματέας

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

εκτελωνιστής

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

εκτίμηση

Preliminary calculation of the cost of work to be undertaken.

εκτύπωση με υποστήριξη μέσω υπολογιστή

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.

ελαφρύ γεύμα και αναψυκτικά; σάντουιτς και αναψυκτικά

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

ελάχιστος χρόνος για την
ανταπόκριση

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

ελεγκτική επιτροπή

A committee of inspection, control.

έλεγχος δαπανών

Process of maintaining levels of expenditure
within the budget.

ελεύθερη εργασία

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

εμπορική έκθεση; εκθεσιακό
σαλόνι

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

εμπορική ημέρα (ημέρα έκθεσης
αφιερωμένη στους εμπορικούς ή
επαγγελματικούς επισκέπτες)

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

εμπορικός επισκέπτης;
επαγγελματικός επισκέπτης

Visitor to an exhibition representing a
specific trade or profession.

εμπόριο

Relating to groups whose members work in
common fields.

εναρκτήρια προσφώνηση; λόγος
καλωσορίσματος

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

εναρκτήρια συνεδρίαση;
εναρκτήρια σύνοδος

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

ενδεικτική λυχνία;
προειδοποιητικό φώς

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

ενδεχόμενο – προγραμματισμός
για ένα απρόοπτο γεγονός

planning for an uncertain event

Ενδοσυνεννόηση

A device commonly used for closed communication

ενεργή γλώσσα

The language being used by the speaker.

Ενημερώσεις

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).

ενημερωτική συνεδρίαση

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.

ενημερωτική συνεδρίαση

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

ενημερωτική συνεδρίαση;
Ενημερωτική σύνοδος

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

ενημερωτικό δελτίο

Update information sheet, generally used for promotional purposes.

ενίσχυση φωνής

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

ενισχυτής

Device enabling sound to be intensified.

ενοικίαση αυτοκινήτου

Facility to hire a car.

ενσύρματο σύστημα διερμηνείας

System for the transmission of interpreting by cable or wire.

ενσωματωμένη
συνεδρίαση (μέρος μεγαλύτερης
συνεδρίασης ή συνδιάσκεψης)

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

ενσωματωμένο
σεμινάριο (μέρος μεγαλύτερης
συνεδρίασης ή συνδιάσκεψης)

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

ενσωματωμένο συμπόσιο (μέρος
μεγαλύτερης συνεδρίασης ή
συνδιάσκεψης)

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

εντολή πληρωμής

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

έντυπο έκθεσης

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.

έντυπο κινήσεων

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

έντυπο κράτησης χώρου

Form for official request to utilize a
particular space.

έντυπο λειτουργίας; έντυπο
εργασίας

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.

έντυπο παραγγελιών παροχών

Preprinted document on which facilities can be ordered.

εξαερισμός

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

έξοδος κινδύνου; έξοδος πυρκαγιάς

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

εξοπλισμός περιπτέρου

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

εξουσιοδοτημένη υπογραφή

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

εξουσιοδότηση πληρωμής;
ένταλμα πληρωμής

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

επάγγελμα, ιδιότητα

Function or job description within an organization.

επαγγελματίας οργανωτής
συνεδρίων DMC, PCO

Company or individual professionally engaged in organizing meetings.

επεξεργαστής κειμένου

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

επιβάρυνση λογαριασμού για ποτό ή κρασί που φέρνει ο πελάτης

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

επιβεβαιωμένη κράτηση

Reservations confirmed in writing.

επιβεβαίωση εγγραφής

Official acknowledgement of receipt of registration and fees.

επιβεβαίωση παραγγελίας

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

επιβεβαίωση; επιβεβαίωση κράτησης

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.

επιγραφή περιπτέρου

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

επίδειξη μόδας

Choreographed display of garments by models.

επιδιασκόπιο

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

επικοινωνούντα δωμάτια

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

επιλογή

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

επιλογή (ές)

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.

επιμελητεία/διαχείριση

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

επιμορφωτικό πρόγραμμα για
πτυχιακούς πανεπιστημίου

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.

επιπλέον διανυκτερεύσεις

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

επίσημη απόδειξη

Official acknowledgement of money received.

επίσημη γλώσσα

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

επίσημη δεξίωση

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

επίσημη ενδυμασία

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

επίσημο δείπνο (γκαλά)

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

επίσημο δείπνο; δείπνο
συνεδρίου

Evening meal forming part of the official programme.

επίσημο δείπνο; καθιστό δείπνο
με επίσημους προσκεκλημένους
και ομιλίες

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

επίσημοι αντιπρόσωποι

Appointed personnel with specific tasks.

επίσημος αερομεταφορέας

Officially designated airline that handles meeting transportation at preferential prices.

επίσημος επαγγελματίας
συνεδριών; πλήρες πακέτο
συνεδρίου

1. Certified Meeting Professional: accredited designation offered by the US Convention Liaison Council. This designation certifies competency in 2 areas of meeting management through application and examination. 2. Complete Meeting Package: an all-inclusive plan offered by conference centers: includes lodging, all meals and support services

επισκέπτης

Person attending an exhibition to view the exhibits.

επίσκεψη

Organized outing to a local place of interest.

επίσκεψη σε εργοστάσιο/ χώρο
ενδιαφέροντος των
συμμετεχόντων

Tour to a manufacturing plant of interest to the meeting.

επίσκεψη στα αξιοθέατα

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

επίσκεψη χώρων

Inspection to assess facilities or location.

επιστημονική γραμματεία

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

επιστημονική επιτροπή

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.

επιστημονική συνάντηση

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.

επιστημονικό πρόγραμμα

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

επιστημονικό συνέδριο

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

επιστροφή (δαπανών)

Money repaid.

επίτιμη επιτροπή

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

επίτιμος γραμματέας

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

επίτιμος πρόεδρος

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.

επίτιμος πρόεδρος

Senior member of the committee of honour.

επιτραπέζια επίδειξη

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

επιτραπέζια παρουσίαση

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

επιτραπέζιο μικρόφωνο

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

επιτροπή

A group of people appointed for a specific purpose.

επιτροπή ad hoc; Ειδική
επιτροπή

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

επιτροπή ελέγχου διαπίστευσης

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

επιτροπή ελέγχου εντολής;
επιτροπή ελέγχου
διαπιστευτηρίων

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

επιχειρηματικό κέντρο

Area in hotel or meeting venue offering various office facilities.

επώνυμο

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

έρανος

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

εργασία

Work performed on overtime.

εργαστήριο

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

εργολάβος της έκθεσης

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

έσοδα

Money received.

έσοδο / πρόσοδος

income

εστιάζω

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

εσωτερικό περίπτερο

Exhibition space with booths at back on each side.

εταιρικό ταξίδι

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.

Ευρεία οθόνη

Any screen with an aspect ratio greater than 4:3

εύρος ζώνης

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

Εφαρμογή κινητού τηλεφώνου

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

ηλεκτρική σύνδεση

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

ηλεκτρονικά πόστερ

electronic poster

Ηλεκτρονικές Ανακοινώσεις

An electronic version of the traditional boards, and is displayed on screens.

ηλεκτρονικές/διαδικτυακές εκδόσεις

electronic publishing

ηλεκτρονική πληρωμή

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

ηλεκτρονικός (λευκός) πίνακας

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.

ηλεκτρονικός πίνακας

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.

ημερήσια διάταξη; Πρόγραμμα συνεδρίου

Subjects to be discussed at a meeting.

ημερίδα μελέτης

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

ημερομηνία αποσυναρμολόγησης

Dates) set for dismantling.

ημερομηνία εγκατάστασης

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

ημερομηνία συνεδρίασης

The time of the year when the meeting takes place.

ημιδιατροφή

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

ημικυκλική διάταξη

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

ημικυκλικό τραπέζι

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

ηχοδιάσκεψη

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.

ηχομονωτικός τοίχος

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

ήχος

Audible effects.

θάλαμος ελέγχου ήχου

Area from which technician operates sound system in a room.

θέαμα

Organized performance for entertainment, usually in the evening.

θεατρική παράσταση, έκθεση,
προωθητική ή εκπαιδευτική
ενέργεια σε τουρ

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

θέματολογία συνεδρίου

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.

θετικό

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

ιατρική υπηρεσία

First aid provision.

ινστιτούτο

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

καβαλέτο

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

καθαρά κόστη

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

καθαρά τετραγωνικά μέτρα

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

καθαρίζω; "φρεσκάρω"

Ä^S^#fi(L)

καθαρισμός περιπτέρων

Cleaning services to individual stand areas.

καθημερινό ενημερωτικό δελτίο;
ημερήσιο ενημερωτικό δελτίο

Daily information sheet for participants during event.

κάθισμα θρανίο

Chair with an attached writing surface.

καμπάνια δημοσιότητας;
διαφημιστική καμπάνια

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

καμπαρέ

entertainment provided at which guests are at a table;

καμπίνα διερμηνέων

Soundproof cabin in which the interpreter works.

Καμπίνες Μεταφραστών

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

κανάλι

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

κανονική τιμή

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

κανονισμοί διαπίστευσης

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

κάνω κράτηση

To make a reservation.

καρέκλα

Armless chair.

καροτσάκια

means of transport

καρουζέλ διαφανειών; Κυκλική
θήκη διαφανειών

Circular holder used for projecting 35mm
slides.

κάρτα διαπίστευσης

Identifying tag used for official authorization.

κάρτα εισόδου εκθέτη

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

κάρτα θέσης

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

κάρτα πρόσκλησης

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

κάρτα συνέδρου

Admission card confirming a booking and
registration.

κάρτα συνέδρου; κάρτα εισόδου

Admission card confirming a booking and registration to a meeting.

κάρτες αίτησης παροχής πληροφοριών (σχετικά με εκθέτες)

Cards collected from attendees, requesting information about exhibitors.

κασέτα

Plastic box containing a video- or sound recording tape.

κασετόφωνο

Machine designed only for playback of recorded magnetic tapes.

καταγραφή υλικού/ εξοπλισμού

Total amount of furniture and equipment available for show.

κατακόρυφη διάταξη τραπεζιών με καρέκλες εκατέρωθεν

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

κατάλογος διευθύνσεων

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

κατάλογος δωματίων

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

κατάλογος έκθεσης; οδηγός έκθεσης

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

κατανομή χρόνου ομιλίας

Time given to a particular speaker to make his presentation.

κατανομή χώρου; κατανομή περιπτέρων

Process of assigning space to exhibiting companies.

κατασκευαστής περιπτέρων

Contractor or agent responsible for providing an exhibition shell scheme.

κατασκευαστής περιπτέρων

Company which fabricates displays.

κατάσταση εσόδων και εξόδων

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

Κατάστημα εφαρμογών

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

κατάταξη ξενοδοχείων

The classification of a hotel in terms of its amenities, facilities, level of service and cost.

Qualifications and terms may vary by country.

κάτοψη

Scale plan of the floor area of an exhibition.

καφετέρια

restaurant at which customers fetch the food and drink

κείμενο ομιλίας

Prepared version of a speech.

κεντρική κονσόλα

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

κεντρική ομιλία

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

κεντρική παρουσίαση

Top level presentation.

κεντρικό ξενοδοχείο

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

κεντρικό τραπέζι; τραπέζι
επισήμων/ομιλητών

Seating location for honoured guests and/or meeting presenters.

κεντρικός PCO – Επαγγελματίας
Οργανωτής Συνεδρίου με
μακροχρόνια σύμβαση

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

κέντρο μηνυμάτων και
αλληλογραφίας

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

κερκίδα, σειρά θέσης

level of seating, eg in a cinema or theatre

κεφάλαια – τμήματα

divisions of a book or a membership
association

κεφαλαίο γράμμα

Type larger than that used in body of page.

κίνητρα των συμμετεχόντων

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

κινούμενοι υπότιτλοι

Text moving horizontally across the bottom
of a video screen.

κλειστό κύκλωμ για βαρήκοους

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

κλειστό κύκλωμα

Closed electric circuit.

κλιματισμός αέρος

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

κλινική; εργαστήριο πρακτικής
εξάσκησης

Workshop-type educational experience
where students learn by doing.

Κοινωνικά δίκτυα

refers to the use of web-based and mobile
technologies to turn communication into an
interactive dialogue

κοινωνικές συνεδριάσεις

Gatherings for social purposes.

Κοινωνική δικτύωση

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

κοκταίηλ καλωσορίσματος

Drink served as an introductory gesture of
welcome.

κοκταίηλ με γεύμα

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

κοκταίηλ; δεξίωση

Stand-up social function with drinks and
snacks.

κορδόνια για κονκάρδες
συνέδρων

ribbon or string around the neck holding a
badge or identification

κορυφή, σύνοδος κορυφής

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

κόστη ανά τετραγωνικό μέτρο

Basic charge for a square metre of exhibition
space.

κόστη ενοικίασης

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

κοστολόγηση

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

κόστος εγγραφής; κόστος
συμμετοχής

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

κουβέρ

Actual number of meals served at a food
function.

κουλτούρα – πολιτισμός

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

κουπόνι; εισιτήριο

A negotiable ticket or voucher; a pass or ticket.

κράτηση δωματίου

Booking of a particular type of room for specific dates.

κράτηση θέσεων θεάτρου

Reservation of seats at a theatre.

κράτηση τελευταίας στιγμής

Guest requesting accommodation or service without a prior notice.

κρεβάτι μεγάλου μεγέθους

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

κριτήρια

a principal or standard by which something is judged

κρυφές χρεώσεις

Unbudgeted expense.

κυβερνητικές συνδιασκέψεις

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

κυβερνητική συνδιάσκεψη

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

κύριος ομιλητής

Speaker who sets forth the theme of the meeting.

λαμπτήρες σποτ

Adjustable lamps with direct or high intensity light.

λίστα εκθετών; κατάλογος εκθετών

List of exhibiting firms, usually with locations.

λίστα προεγγεγραμμένων

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

λίστα συμμετεχόντων

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

λίστα συνέδρων

List of delegates registered to attend an event.

λογιστικός έλεγχος

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

λόγος; Προσφώνηση

Usually formal discourse delivered before an audience.

λογότυπο

Symbol identifying an organization or event.

λυχνία βολταϊκού τόξου

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

μαγνητόφωνο

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

μαγνητόφωνο αναπαραγωγής – εγγραφής

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

μαέστρος – επικεφαλής ορχήστρας

director of an orchestra

μαζική συλλογή πληροφοριών, ιδεών κλπ μέσω διαδικτύου

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.

μακέτα

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.

μανιφέστο

list of people, registrations, or items

μαρκάρισμα δαπέδου

Method of marking booth/stand space.

μαυροπίνακας; Πίνακας

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

με τη χορηγία

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

με την υποστήριξη

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

μεγαφωνικό σύστημα

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

μέγιστη ικανότητα δαπέδου σε βάρος

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

μέθοδος εκτύπωσης offset

Printing process.

μέθοδος ψιθυριστής διερμηνείας (ο διερμηνέας κάθεται συνήθως δίπλα στον συμμετέχων)

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

μελλοντικές κρατήσεις

Booking for events taking place at a future time.

μεμονωμένη,
αυτοεξαρτούμενη/αυτόνομη
δράση

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

μενού καθορισμένης τιμής

Full-course meal menu at a fixed price.

Μέσα κοινωνικής δικτύωσης

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

μεσάζοντας / μεσολαβητής

someone acting between parties

μεσημεριανό γεύμα

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

μεσολάβηση

a form of reconciliation between disagreeing
parties

μετακίνηση σε θέση ανώτερης
κατηγορίας χωρίς επιβάρυνση

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

μετασυνεδριακή εκδήλωση;
εκδήλωση μετά την λήξη του
συνεδρίου

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

μετατρεπόμενη πλατφόρμα
(ανάλογα με τον εκθεσιακό
χώρο)

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

μετατρεψιμότητα

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

μεταφορά

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

μεταφορά εμπορευμάτων

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

μεταφορά σε άλλο ξενοδοχείο
λόγω υπερκάλυψης

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

μεταφορικά μέσα

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

μετάφραση με την βοήθεια
υπολογιστή

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

μεταφραστής συνεδρίων

Person who translates meeting documents into other languages.

μεταφραστική υπηρεσία

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

μέτοχοι, ενδιαφερόμενα μέρη

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

μετρ

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

μη συναρμολογημένο περίπτερο

Unassembled exhibit material requiring on-site assembly.

μηχάνημα προβολής από υπολογιστή; προβολέας πολυμέσων

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

μηχάνημα προβολής διαφανειών

Apparatus used for projecting photographic slides onto a screen.

μηχάνημα προβολής διαφανειών με κυκλική θήκη

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

μηχάνημα προβολής εικόνων βίντεο

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

μηχάνημα προβολής ταινιών

Equipment for projecting cine film.

μηχάνημα προβολής; προτζέκτορ

Optical instrument for projecting an image onto a screen.

μικροσκοπικό μικρόφωνο

Small microphone.

μικρόφωνο

Instrument which converts sound into electrical signals.

Μικρόφωνο

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

μικρόφωνο αναλογίου

Microphone attached to a lectern.

μικρόφωνο κοντινής ομιλίας;
μικρόφωνο για ομιλία κοντά στο
στόμα

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

μικρόφωνο λαιμού; μικρόφωνο
πέτου

Portable microphone that hooks around the neck.

μικρόφωνο μακρινής ομιλίας;
μικρόφωνο για ομιλία από
μεγάλη απόσταση

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

μικρόφωνο με απορρόφηση
ήχων από μια κατεύθυνση

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

μικρόφωνο με απορρόφηση
ήχων από όλες τις κατευθύνσεις

Microphone that picks up sound from all
directions.

μικρόφωνο με βάση

Microphone fixed on a support-stand.

μικρόφωνο με προέκταση

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

μικρόφωνο μικρής εμβάλειας

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

μικρόφωνο πέτου

Microphone designed for positioning on the
clothing of the user.

Μικρόφωνο πέτου

A wireless microphone attached to either the
tie or jacket

μικτό βάρος

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

μίσθωση πλήρως εξοπλισμένου
περιπτέρου

Complete booth package offered to
exhibitors on a rental basis.

μισθωτήριο

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

μισθωτής

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

μόνιμα καθίσματα; μόνιμη
διάταξη καθισμάτων

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

μόνιμη εντολή

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

μόνιμη επιτροπή

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

μόνιμο σύστημα; μόνιμος
εξοπλισμός

Fixed equipment.

μόνιμοι εκθεσιακοί χώροι

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

μόνιτορ

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

μονόκλινο δωμάτιο

Room containing one bed for one person.

μόντεμ

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

Μόρια Συνεχιζόμενης
Εκπαίδευσης

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.

Μου αρέσει

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.

μουσαμάς, διαφημιστική αράχνη

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

μπαρ επί πληρωμή

Private room bar setup where guests pay for drinks individually.

μπαρ με δωρεάν ποτά

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

μπουφέ

Assortment of foods, offered on a table, self-served.

μπροστινό περίπτερο; περίπτερο
πρώτης σειράς

Stand at the head of a row.

νέα εγγραφή

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

νεκρή ζώνη

Area where sound is muffled or absent.

νυχτερινό ωράριο

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

ξεναγός

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

οδηγίες για παρουσιαστές
πόστερ/ ανακοινώσεων

Guidelines for those presenting a poster.

οδηγίες στους ομιλητές

Guidelines for those presenting an oral presentation.

οδηγίες στους συντάκτες
εργασιών

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

οδηγίες συμμετοχής

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.

οδηγός της εκδήλωσης;
χαρακτηριστικά της εκδήλωσης

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.

οθόνη

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

οθόνη "περλέ"

Type of screen surface used for front projection.

Οθόνη 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.

Οθόνη HD

Is a type of flat panel display with a high definition picture

Οθόνη LCD

Is a type of flat panel display

Οθόνη Plasma

Type of display screen

οθόνη απεικόνισης

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

Οθόνη αφής

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

οικογενειακή τιμή

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

οικονομικές διαδικασίες

Outline of accounting and banking systems.

οικονομική έκθεση

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

οικονομική επιτροπή

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

οικονομικός ελεγκτής

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

ολομέλεια

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.

ολομέλεια

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

ομάδα

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

ομάδα διερμηνέων

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

ομάδα εμπειρογνομόνων

Group of specialists in a particular field.

ομάδα εμπειρογνομόνων

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

ομάδα εργασίας

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.

ομάδα μελέτης

Meeting of experts with the purpose of being analysis alone.

ομάδα σκέψης

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

ομάδα συζήτησης

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

ομαδική κράτηση

Block reservation of rooms specifically for a group.

ομιλητής

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

ομιλία λήξης

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

ομιλία προσκεκλημένου ομιλητή

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

ομιλία; αγόρευση

A formal and dignified public discourse.

όνομα

Name given to identify individual family members.

ονομαστική καρτέλα

A name card which identifies you.

Όπερα

Opera is an open-source web browser. While not as popular as Firefox, Opera is used as the default browser on some gaming systems and mobile devices.

οπίσθια προβολή

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

οπτικοακουστικά μέσα

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

οπτικοακουστικός

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

οργανωμένη εκδρομή σε ειδική τιμή πακέτου

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

οργανωμένο ταξίδι; ταξίδι –
πακέτο

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

οργάνωση συνεδρίων

–

οργανωτής

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

οργανωτής εμπορικής έκθεσης

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

οργανωτική γραμματεία

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

οργανωτική επιτροπή

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

οργανώτρια χώρα

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

ορθογώνια διάταξη τραπεζιών

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

οριοθέτηση εκθέτη

a specified area in which an individual company can exhibit

ορολογία συνεδρίων; ορολογία οργάνωσης συνεδρίων

–

πάγκος

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

παγκόσμιο συνέδριο

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.

παθητική γλώσσα

Language into which interpretation is provided.

παλάτι

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

παλέτα

Wooden platform used to carry goods.

παραβολική οθόνη

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

παραγγελία προϊόντων ή υπηρεσιών στον χώρο της έκθεσης (επι τόπου)

Exhibited goods and/or services ordered on-site.

παρακείμενα δωμάτια

Rooms with common walls which do not have connecting doors.

Παρακολούθηση κοινωνικών μέσων

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

παράλληλη αίθουσα

splitting of a larger group into a number of smaller ones

παράλληλη συνεδρίαση

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

παρασκήνια

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

παρατηρητής

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

παρεμβαίνων

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

παρουσίαση προϊόντων

Display of products.

παρουσιαστής

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

παροχή νερού

Temporary supply of water to a stand.

παροχή ρεύματος

Mechanical electrical connector.

παροχή φύλαξης παιδιών

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

παυρασφάλεια

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

παύση συνεδρίασης

Definite break in meeting for a specific and unprogrammed reason.

πεζό γράμμα

Small letter, as distinguished from a capital letter.

πελάτης που αποχωρεί χωρίς να πληρώσει

Departing guest who fails to pay for accommodation.

περίληψη

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.

περίληψη

Written short version of speech or paper.

περίληψη συζητήσεων

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

περιορισμός χρόνου ομιλίας

Duration of the time accorded to speakers.

περίπτερο

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

περίπτερο με σκληρά τοιχώματα

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

περίπτερο μιας χρήσης

Exhibit or display built for one use only.

περίπτερο σε σειρά

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

περίπτερο τριών προσόψεων

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

περίπτερο χωρίς εξοπλισμό

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

περιστρεφόμενη πλατφόρμα

Motorized rotating platform.

περιφερειακό περίπτερο

Exhibition space located on an outside edge of exhibition area.

περονοφόρο όχημα

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

πίνακας ανακοινώσεων

Board displaying one or more notices or warnings.

πίνακας ανακοινώσεων
εκδηλώσεων

Board or video screen listing the days events.

πίνακας για πόστερ; πίνακας για
ανακοινώσεις

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

πίνακας για χρήση μαρκαδόρου

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

πίνακας με αφαιρούμενες
σελίδες χαρτιού

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

πίνακας μηνυμάτων

Board on which messages are displayed.

πιστοποιητικό ασφάλισης

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

πίστωση

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

πιστωτική επιστολή

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

πλάνο έκθεσης; Αρχιτεκτονική
κάτοψη έκθεσης

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

πλάνο τραπεζιών

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

πλατφόρμα εκφόρτωσης

Area on premises where goods are received.

πλειοψηφία

the greater number of

πλήκτρο

Button on a computer keyboard.

πληκτρολόγιο

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

πλήρες κείμενο

The complete version of a text

πλήρη πρακτικά

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

πλήρης διατροφή

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

πληρωμή έναντι λογαριασμού

Money received on account for payment.

πλήρως εξοπλισμένο περίπτερο

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

πολιτικές επιστροφής τελών

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

πολιτιστικές δραστηριότητες

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

πολλαπλή προβολή σε
πολλαπλές οθόνες

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

πολυεθνικό συνέδριο

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

πολυκαναλικό

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

πολυκαναλικός; κανάλι
πολλαπλών διαύλων

With two or more communication bands (receivers).

πολυμέσα

Use of two or more audiovisual media in one presentation.

πομπός

Apparatus for transmitting radio waves through space.

ποσοστό πληρότητας
ξενοδοχείου

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

πόστερ; Αφίσα

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.

πρακτικά

Formal written record of a meeting.

πρακτική επίδειξη

Special sitting for the demonstration of particular practical methods.

πρακτορείο τύπου

Agency that collects and distributes information to the news media.

πρεσβεία

national representation in another country

προαιρετικά στοιχεία

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

πρόβα

Practice run held in advance of an event.

προβολή βίντεο

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

Προβολή σε κτίριο

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

προβολή; προώθηση

Publicizing and supporting an event.

πρόγραμμα

Schedule of events, giving details of times and places.

πρόγραμμα εργασιών

Timetable of meeting content.

πρόγραμμα κοινωνικών εκδηλώσεων; κοινωνικές εκδηλώσεις

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

πρόγραμμα συνεδρίου

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

πρόγραμμα συνοδών των προσκεκλημένων

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

προδιαγραφές; εγχειρίδιο προσφοράς; αίτηση για προσφορά

Complete description of requirements.

προεγγραφή

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

προεδρείο

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

πρόεδρος; προεδρεύων

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

πρόεδρος; προεδρεύων

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

προερατική διαδρομή

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

προηγούμενη συμμετοχή σε συνέδρια

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

προθέρμανση; προετοιμασία

Activity to liven up the audience prior to show time.

προθεσμία αποσυναρμολόγησης

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

προθεσμία διάθεσης δωματίων;
ημερομηνία διάθεσης δωματίων

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

προθεσμιακή σύμβαση

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

προκαταβολή

Partial payment to secure product or service

προκαταβολική παραγγελία

and/or services ordered up front.

προκατακτικό πρόγραμμα

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.

προκατακτικό σχέδιο

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

προκαταρκτική ανακοίνωση;
πρώτη ανακοίνωση

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

προορισμός

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

προπαρασκευαστική
συνεδρίαση για το συνέδριο

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

προπαρασκευαστική
συνεδρίαση;
προπαρασκευαστική σύνοδος

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

πρόσβαση στο διαδίκτυο

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

πρόσθετες δωρεάν παροχές

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

προσθήκη

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

προσθήκη; βιτρίνα

Glass-enclosed case for articles on display.

πρόσθια προβολή

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

προσκεκλημένος ομιλητής

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

προσκήνιο

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

πρόσκληση

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

πρόσκληση για υποβολή εργασιών; πρόσκληση για υποβολή παρουσιάσεων

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

προσπέκτους; διαφημιστικό έντυπο

Single-sheet printed announcement or advertisement.

προστάτης; πάτρων

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

προσυνεδριακή εκδρομή; μετασυνεδριακή εκδρομή

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

προσωπικό εδάφους

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

προσωρινή εγγραφή

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

προσωρινή ενοικίαση χώρου

Short-term rental space.

πρόταση

Plan put forward for consideration or acceptance.

πρόταση; "κίνηση"

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

προτζέκτορας

projector to which a laptop is connected

Προτζέκτορας 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

Προτζέκτορας HD

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

Προτζέκτορας LCD

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

προϋπολογισμός

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

προϋπολογισμός κατά φάσεις

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

προφορική ανακοίνωση

Contribution made verbally.

πρόωρη άφιξη

Guests arrival before confirmed reservation date and/or time.

πρωινό αγγλικό τύπου

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

πρώτες βοήθειες

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

πρωτόκολλο

Customs and procedures dealing with formalities, precedence and etiquette.

πρωτότυπη γλώσσα

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

ραδιοφωνικό μίροφωνο;
μικρόφωνο για την μετάδοση
σημάτων

Microphone used for transmitting radio waves.

ραντεβού / συνάντηση

meeting point

ράφια

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

ρεσεψιόν

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

ρεσεψιονίστ / άτομο επί της
υποδοχής

a front of house welcoming representative

ρήτρα ανωτέρας βίας

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

ρήτρα απαλλαγής από ευθύνης

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

ρίσκο / κίνδυνος

hazard or exposure to potential danger

ρυθμιζόμενη βάση; ρυθμιζόμενο
στήριγμα

Adjustable support for positioning
microphones or lighting fixtures.

σβήσιμο του φωτισμού;
"χαμήλωμα" φωτισμού

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

σε λίστα αναμονής

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

σε όλη την πόλη

throughout the city

σειρά πρωτοκόλλου/
εθιμοτυπίας

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

σελιδοποίηση

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

σελφ σέρβις

Waiter offers food platter to guests who help
themselves.

σεμινάριο

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.

σενάριο

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

σερβίρισμα πριν καθίσουν οι καλεσμένοι

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

σερβίρισμα στο τραπέζι

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

σήμανση

All informational and directional signs required for an event.

σήμανση

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

σήμανση διαδρόμων

Signs, usually suspended, indicating aisle numbers or letters.

σημείο αναφοράς – όριο

point of reference demonstrating a particular level

σημείο συνάντησης

Meeting place in venue for individual appointments of delegates.

σκηνή; εξέδρα

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

σκηνικό

background staging

σμόκιν; βραδυνή ενδυμασία;
επίσημο ένδυμα

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

σουΐτα

Combination of interconnecting rooms generally containing a sitting room and double/twin bedroom(s), as well as a bathroom.

σουΐτα φιλοξενίας

Room or suite of rooms used to entertain guests.

σπονδυλωτά τυποποιημένα
τοιχώματα

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

σταδιακό "σβήσιμο"

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

στέγη εισόδου – προσωρινή
κατασκευή – τέντα

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

στερεοφωνικό σύστημα
συνεδριάσεων ελεγχόμενο από
υπολογιστή

Sound balance control assisted by computer.

στήσιμο αίθουσας

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

στήσιμο επίσημου δείπνου σε σχήμα κλαδιών

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

στο βάθος της σκηνής

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

στοιβαζόμενα καθίσματα

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

στρογγυλή τράπεζα

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.

συγγραφέας ανακοίνωσης

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

συζήτηση

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

συζήτηση με συντονιστή;
συζήτηση πάνελ

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

συζήτηση σε φόρουμ

A discussion within a forum (cf forum).

Συλλογική Νοημοσύνη

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.

συμβόλαιο; σύμβαση

Legal agreement between two or more parties.

συμβολή; εργασία συμμετοχής

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

συμβουλευτική επιτροπή

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

συμβούλιο αξιολόγησης
ανακοινώσεων; επιτροπή
επιλογής
ανακοινώσεων/εργασιών

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

σύμβουλος

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

σύμβουλος

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.

σύμβουλος

one who provides specialist advice

σύμβουλος διαχείρισης τοπικών εκδηλώσεων

Destination Management Consultant.

συμμαχία

joining in pursuit of common interest

συμμετέχων; σύνεδρος

Person taking part in the activities of a meeting.

Συμμετοχικό περιεχόμενο – Περιεχόμενο με συμμετοχή χρηστών

Stands for User Generated Content and refers to a range of Media Content available in a range of communication technologies; mobile, web that enable the individual to create the content

συμμόρφωση / κανονισμός / οδηγία

a ruling to which you should abide

συμπληρωματική συνεδρίαση;
συμπληρωματική σύνοδος

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

συμπόσιο

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

συμπρόεδρος; συμπροεδρεύων

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

συνάδελφοι – συναγωνιστές –
συμμαθητές

those persons of the same status as yourself

Σύνδεσμοι

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.

σύνδεσμος

A close collaboration for smooth coordination.

σύνδεσμος; Συμμαχία

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

συνδυασμός διαφανειών

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

συνεδριακό κέντρο; κέντρο
συνδιασκέψεων

Premises built specifically for holding meetings and exhibitions.

συνεδριακό ταξίδι

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

συνεδριακός χώρος; χώρος του
συνεδρίου

Meeting site. Premises where the meeting will be held.

συνεδρίαση

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.

συνεδρίαση "ανοιχτού χώρου"

A meeting organized through Open Space Technology.

συνεδρίαση αναζήτησης ιδεών

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

συνεδρίαση διοικητικού
συμβουλίου

A meeting of the governing body of an organization.

συνεδρίαση ελεύθερων
ανακοινώσεων

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.

συνεδρίαση εργασίας; σύνοδος
εργασίας

Every prearranged session of a meeting.

συνεδρίαση κινήτρων

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

συνεδρίαση παρουσίασης
poster/αναρτημένης
ανακοίνωσης

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

συνέδριο

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.

συνέδριο

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.

συνεκθέτης

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

συνέντευξη τύπου

Meeting held to communicate information to media representatives.

συνήγορος

one who speaks in favour of another

συνοδευτική μουσική/ μουσική υπόκρουση

Music accompanying the arrival or departure of guests.

συνοδός

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.

σύνοδος ομάδων εργασίας

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.

συνολικά τετραγωνικά μέτρα;
συνολικό εμβαδόν

Total amount of space in exhibition hall or meeting room.

συνολική τιμή; τιμή κατ'
αποκοπή

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

συνολικός αριθμός συνέδρων

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

σύνολο παρευρισκομένων

Actual number of people attending a function.

σύνολο παρευρισκόμενων,
σύνολο εκθετών

1. Total number of attendees for a given period
2. Total number of exhibitors for a given period.

Συνομιλία

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.

Συνομιλία twitter

A Twitter Chat is a chat or discussion that is held on Twitter and is open to all users. Questions are prompted from the user hosting the chat, while anyone else can respond using a particular hashtag. The hashtag is the marker for someone participating in the chat. HubSpot has its own chats hosted every other Tuesday via the hashtag #inboundchat.

συνοπτική έκθεση

Short account of a speech, debate or discussion.

συνοπτικό πρόγραμμα

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

σύνταξη κειμένου μέσω υπολογιστή

Lettering generated by a computer.

συντονιστής

Person who presides over panel discussions and forums.

συντονιστής συζήτησης

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

συντονιστική επιτροπή

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

συσκευή αναπαραγωγής βίντεο

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

συσκευή εγγραφής βίντεο

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

σύσταση

Strongly suggested course of action; sometimes has binding force.

Σύστημα ανταπόκρισης του κοινού

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.

Σύστημα αντίστροφης μέτρησης Συνεδρίας

A technology to control the duration of a presentation

σύστημα ενδοεπικοινωνίας

Audio system permitting two-way communication.

σύστημα ενδοσυνεννόησης

Speaker system that connects the control room with the studio.

σύστημα ενδοσυνεννόησης

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

σύστημα επικοινωνίας με
σήματα

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

σύστημα κατανομής περιπτέρων
κατά προτεραιότητα

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

Σύστημα ψηφοφορίας

A term encompassing several different types of voting, embracing both electronic means of casting a vote and electronic means of counting votes

συστοιχία φωτών

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

συχνότητα συνεδριάσεων

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

σχέδιο χρόνου

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

σχολή – προσκεκλημένοι
ομιλητές

Group of those qualified to teach

Σχολιάζω / Σχόλιο

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.

σχολική διάταξη σε σχήμα V

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

σχολική διάταξη; Διάταξη
αίθουσας διαδασκαλίας

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

σωματειακή συνεδρίαση;
εταιρική συνεδρίαση

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.

τακτοποίηση λογαριασμού και
αναχώρηση από το ξενοδοχείο

Procedure for guest departure including account settlement.

ταμίας

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

ταμπελάκι; σήμα; ονομαστικό
σήμα

Identifying card worn by attendees to a meeting.

ταξίδι γνωριμίας; Επίσκεψη
γνωριμίας

Hosted trip to assess facilities, locations or services.

ταξιδιωτική ασφάλιση

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

ταξιδιωτικό γραφείο;
ταξιδιωτικό πρακτορείο;
ταξιδιωτικός πράκτορας

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

Τάση

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.

ταυτόχρονες συνεδριάσεις

Sessions scheduled at the same time.

ταυτόχρονη διερμηνεία

Process of translating one language into another while the speaker is speaking,

generally using some form of voice transmission installation.

ταυτόχρονη προβολή σε μια οθόνη

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

ταχυδρομείο

Agency handling the transmission of mail.

ταχυδρομική επιστολή

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

ταχυμεταφορά, ταχυμεταφορέας

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

τελετή έναρξης; επίσημη έναρξη;
εναρκτήρια τελετή;

The formal opening of a meeting.

τελετή λήξης

Formal closing of a meeting.

τελευταία προθεσμία υποβολής
αιτήσεων συμμετοχής; τελευταία
προθεσμία εγγραφής

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.

τελεφαξ; Φαξ

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.

τέλη εξόδου; τέλη αεροδρομίου

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

τελική έκθεση (συνεδρίου)

Final summary of meeting events.

τελική κατάσταση λογαριασμών

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

τελική συνεδρίαση; κλείσιμο
συνεδρίου

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

τελικό πρόγραμμα

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

τεύχος περιλήψεων

Printed volume containing summaries of accepted papers.

τεύχος πρόσκλησης/ διακήρυξης

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

τεχνική επίσκεψη (σχετική με τους συμμετέχοντες)

Tour to a workplace of interest to meeting participants.

τεχνική πρόβα

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

τεχνικό συνέδριο

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

τεχνικός

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

τεχνικός διευθυντής

Person who calls cues from the control room.

τεχνίτης εξαρτισμού

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

Τεχνολογία 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

τεχνολογία ανοιχτού χώρου

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.

τηλεδιερμηνεία (π.χ. μέσω δορυφόρου)

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

τηλεπαρουσία

technology which allows a person to feel as if they were present, to give the appearance of being present, or to have an effect, via telerobotics, at a place other than their true location

τηλεπικοινωνιακό κέντρο

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

τηλεσύσκεψη; τηλεσυνεδρίαση;
τηλεδιάσκεψη

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.

τηλεφωνική σύνδεση

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

τηλεχειριστήριο

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

τιμή ανά μπουκάλι

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

τιμή ανά ποτό

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

τιμή ανά τεμάχιο

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

τιμή δωματίου

Amount charged for the occupancy of a room.

τιμή δωματίου χωρίς γεύματα

Room rate with no meals included.

τιμή ενοικίασης

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

τιμή ημέρας

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

τιμή κατ' αποκοπή

One rate for each room in a guest room block.

τιμή κατ' άτομο

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

τιμή κατ' αποκοπή

Fixed payment with no extra costs to be added.

τιμή πακέτο

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

τιμή πακέτου εμπορευμάτων ή υπηρεσιών

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

τιμή τετραγωνικού

Cost per square metre/foot for exhibition space.

τιμολόγιο

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

τιράζ; αριθμός αντιτύπων

Number of copies printed.

τίτλος

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

τίτλος, ιδιότητα, βαθμός

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

τμήμα προμηθειών

the obtaining of quotations and proposals

τμήματα αγοράς

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

Τμηματοποίηση δικτύου

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

τοπική εκδήλωση

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

τοπική επιτροπή

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

τοπική μεταφορά προς τον χώρο
της έκθεσης

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

τοπική οργανωτική επιτροπή

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

τοπική οργανωτική επιτροπή

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

τόπος

The destination where the meeting takes
place.

τόπος γεννήσεως

Denotes place of birth (not necessarily
nationality).

τόπος διεξαγωγής της
συνεδρίασης

The building and environment area where
the meeting takes place.

τουαλέτες; W.C.

Samtory convenience.

τουρισμός

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

τουριστική υπηρεσία

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

τραπεζική

The carrying out of financial operations.

τραπεζική εγγύηση

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.

τραπεζική επιταγή

Payment format issued by a bank.

τραπεζική μεταφορά

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

τραπεζικό έμβασμα

Money forwarded by or to a bank.

τριβή

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

τροποποιήσεις, αλλαγές

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

τρόπος πληρωμής

Method of settling a bill/account.

τροφοδοσία

The provision of food and beverages.

Υβριδική εκδήλωση

An event with both live and virtual attendees

υλικό δημοσιότητας;
διαφημιστικό υλικό

Brochures or other items needed for promotional purposes.

υπαίθρια έκθεση

Space/stands located outdoors.

υπεράκριο συνέδριο

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

υπεράριθμη κράτηση;
overbooking

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

υπεραστική μεταφορά

The means of travelling between two cities.

υπεργολαβία

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

υπεργολάβος

Company retained by general contractor to provide services.

υπεύθυνος βεστιαρίου

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

υπεύθυνος για τη σύγκληση των
συνέδρων

Member of committee in charge of convening participants.

υπεύθυνος δημοσίων σχέσεων

Title given to the person in charge of and coordinating the promotional activities of an event.

υπεύθυνος μεταφορών;
συντονιστής μεταφορών

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

υπεύθυνος προβολής;
υποστηρικτής

Person

υπεύθυνος συνεδρίου

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

υπεύθυνος τύπου; εκπρόσωπος
τύπου

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

υπηρεσία αθλητικών
δραστηριοτήτων

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

υπηρεσία ασφαλείας

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

υπηρεσία επαναλαμβανόμενης μεταφοράς με λεωφορείο

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

υπηρεσίες δραστηριοτήτων ελεύθερου χρόνου

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

υπηρεσίες και εγκαταστάσεις

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.

υπό την αιγίδα

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

υποβιβάζω

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

υποβολέας

A speaker's prompt

υποεπιτροπή

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.

Υπολογιστής Tablet

See tablet

υποομάδες εργασίας; μικρές ομάδες εργασίας

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

υπο-προϊόν

a secondary product derived from a manufacturing process or chemical reactio

υποστήριξη

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

υπουργείο

the body of ministers of a government

υποχρεωτικό

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

υποχρεωτικό

compulsory

υποψηφιότητα

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

υψηλή περίοδος

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

ύψος οροφής

Height of the ceiling of the exhibition hall.

φάκελος δημοσιογράφων

62press release; press communiqué

φάκελος συνεδρίου;
πληροφοριακό υλικό; υλικό
συνεδρίου; συνεδριακό υλικό

Generally a comprehensive collection of meeting documentation within its container.

φιλοδώρημα

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".

Φίλοι

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.

φορητό μικρόφωνο

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

φορητό σύστημα διερμηνείας

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

φορητό χώρισμα, διαχωριστικό

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

φορητός υπολογιστής

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.

φόρμα διαπίστευσης

Document for official authorization.

φόρμα εγγραφής

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.

φόρμα κράτησης ξενοδοχείου

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

φόρμα συμμετοχής σε συζήτηση

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.

φόρμα τοπικής μεταφοράς προς
τον χώρο της έκθεσης

Form for exhibitor requesting handling of
materials.

φόρμα; έντυπη φόρμα

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

φόρος προστιθέμενης αξίας ΦΠΑ

Government tax levied on goods and
services.

φόρουμ

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

Φόρουμ

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.

φουαγιέ; λόμπυ

Public area in hotel or hall for assembly or
registration.

φρουρός, φύλακας

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

φύλακας πάρκιν

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

φυλλάδιο; μπροσούρα

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

φωτεινός δείκτης

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

φωτεινός πίνακας/
μετακινούμενος πίνακας

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

φωτισμός δωματίου; φωτισμός
χώρου

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".

φωτισμός λαμπτήρων
φθορισμού

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

φωτισμός της αίθουσας

Lighting of room separate from stage lighting.

φωτοτυπικό μηχάνημα

Machine for photocopying documents.

χαμηλή περίοδος

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

χαμηλή σεζόν

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

χαρτοφύλακας

Container for meeting documentation.

χειλόφωνο; μικρόφωνο επαφής

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

χορηγία

Donated financial or material support.

χορηγίες; επιδοτήσεις

Money obtained from bodies or authorities to underwrite expenditure.

χορηγοί

Bodies contributing product or financial support to an event in return for promotion 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.

χρέος

money or goods owing

χρέωση

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

χρέωση σέρβις; επιβάρυνση
σέρβις

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

χρονικά, διαδοχικά

a narrative of events, year by year

Χρονολόγιο

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.

χρόνος & υλικά

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

χρόνος αναδιάταξης χώρου

Action required to break down and reset a room.

χρόνος εγκατάστασης

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

χρόνος ερωτήσεων

Question and answer period.

χώρα προέλευσης συμμετέχοντα

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

χώρα προέλευσης; χώρα καταγωγής

Denotes country of parental nationality.

χωρητικότητα

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

χωρίς φραγμούς; προσβάσιμο σε άτομα με ειδικές ανάγκες

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

χώρισμα; διαχωριστικό

Movable interior wall.

χώρος

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

χώρος αποθήκευσης

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

χώρος εκτός περιπτέρου προς χρήση

Use of floor space outside exclusive booth area.

χώρος μεταξύ καθισμάτων

Distance between rows of seats on an aircraft.

χώρος περιπτέρου

Space in which stands are laid out.

Ψηφιακή σήμανση

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

Ψηφιακό αναλόγιο

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

ψήφισμα

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

ψηφοφορία

recording of votes

ψυχαγωγικές δραστηριότητες

Activities performed for the enjoyment of others.

ψυχαγωγικό πρόγραμμα

Programme of events organized for the entertainment of participants.

ώρα αναχώρησης

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

ώρα άφιξης

Preferred time for guests to arrive at hotel.

ώρες λειτουργίας

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