

**WORD****DESCRIPTION**

à canaux multiples

With two or more communication bands (receivers).

à la carte

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

abstention

to decline to use ones vote

accès Internet

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

accessible aux handicapés

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

accréditation

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

acheminement interne et stockage des articles à exposer

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

acompte

Money received on account for payment.

activité extérieure

Conference Terminology

activités culturelles

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

activités de loisirs

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

activités récréatives

Activities performed for the enjoyment of others.

activités sportives

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

activités touristiques

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

adresse postale

Address to which correspondence is sent.

## Affichage numérique

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

agence de presse

Agency that collects and distributes information to the news media.

agence de voyages; voyagiste; agent de voyage

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

agréments hôteliers; attentions spéciales de chambre

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

aidant

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).

air conditionné

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

ajournement de séance

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

ajourner

to postpone proceedings

Algorithme

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.

alimentation électrique; raccordement électrique; distribution électrique

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

alliance

joining in pursuit of common interest

allocution

A formal and dignified public discourse.

allocution d'ouverture; discours inaugural; discours de bienvenue

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

ambassade

national representation in another country

Amis

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.

amphithéâtre

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

amplificateur

Device enabling sound to be intensified.

amplification

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

Android market (il s'agit désormais de google play)

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

Androïde

Android is an operating system for mobile devices such as smartphones and tablet computers.

animateur (de discussion)

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

animation (de diapositives)

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

animation; rise en train

Activity to liven up the audience prior to show time.

annales

a narrative of events, year by year

annonce de la conférence

Leaflet or brochure with essentials on forthcoming event.

annonce préliminaire; première annonce

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

Anticonférence

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

conference, such as high fees and sponsored presentations

appareil de projection; projecteur

Optical instrument for projecting an image onto a screen.

appareil de téléécriture; tablette de téléécriture; tableau noir électronique

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.

appel aux candidats

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

appel aux communications; appel aux orateurs

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

Application mobile

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

arrhes

Partial payment to secure product or service

arrivée anticipée

Guests arrival before confirmed reservation date and/or time.

arrivée tardive garantie

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

articles facultatifs; options proposées

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

assemblee générale

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.



assemblée plénière

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

assurance contre l'incendie

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

assurance de transport et d'exposition

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

assurance de voyage

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

attaché de presse

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

attribution des stands; répartition des emplacements

Process of assigning space to exhibiting companies.

attribution prioritaire; allocation prioritaire

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

attrition

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

audioconférence

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.

audiovisuel

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

audiovisuel

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

auteur d'une communication

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

autorisation de paiement

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

autorisation d'engagement

Signed authority to proceed with an item of expenditure.

aval (d'un effet); approbation (d'une action)

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

avant-projet

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

avenant

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

avocat

one who speaks in favour of another

baché auto-portante

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

badge d'accréditation

Identifying tag used for official authorization.

badge d'identification

A name card which identifies you.

bailleur

Person or organization which offers a lease.

bande passante

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

bar payant

Private room bar setup where guests pay for drinks individually.

bar privé à consommation gratuite

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

basse saison

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

basse saison

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

bénéficiaire

a receiver of benefits

billet d'entrée; carte d'entrée

Ticket to be used for admission to an event.

Blackberry

See smartphone

blog vidéo

A video blog is a blog the produces regular video content often around the same theme on a daily or weekly basis. An example of a successful video blog is Wine Library TV.

## Blogs d'évènements / Forums

Blog space setup for a particular event where attendees can leave thoughts and feedback on any aspects of the event through a number of threads

bon à tirer

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

bon de commande de services et d'équipement

Preprinted document on which facilities can be ordered.

bon d'échange; coupon

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

bordereau récapitulatif

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.

boucle; circuit fermé

Closed electric circuit.

brochure de l'exposition

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.

budget

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

budget par phases

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

bulletin

recording of votes

bulletin d'information

Update information sheet, generally used for promotional purposes.

bulletin d'information quotidien

Daily information sheet for participants during event.

bureau

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

bureau d'accueil

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

bureau de poste

Agency handling the transmission of mail.

bureau de presse

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

bureau des congrès DE:

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.

bureau d'information; comptoir d'information

Stand at which an official gives information.

bureau d'inscription

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

cabaret

entertainment provided at which guests are at a table;

cabine de régie son; poste de régie so

Area from which technician operates sound system in a room.

cabine d'interprétation

Soundproof cabin in which the interpreter works.

cafétéria

restaurant at which customers fetch the food and drink

cahier des charges

Complete description of requirements.

campagne publicitaire

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

campagne publicitaire multimédia

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

canal

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

capacité d'accueil

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



capacité portante

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

carrousel

Circular holder used for projecting 35mm slides.

carte de participant

Admission card confirming a booking and registration.

carte de participant

Admission card confirming a booking and registration to a meeting.

carte d'invitation

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

cartes de renseignements

Cards collected from attendees, requesting information about exhibitors.

casque

Headphone with a built-in microphone.

Casque micro

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

Casques et recepteurs d'interprétation

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

cassette

Plastic box containing a video- or sound recording tape.

catalogue de l'exposition

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

centre de communications et de messages

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

centre de congrès; palais des congrès;  
centre de conférences

Premises built specifically for holding meetings and exhibitions.

centre de travail

Area in hotel or meeting venue offering various office facilities.

centre des messagerie

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

Cercles

Circles are clusters of a user's friends on Google+, meaning you can group certain people you choose to connect

with on your Google+ into a certain Circle—such as colleagues, college connections, family, etc. When you want to share content with only these individuals, you include that specific Circle in your post’s sharing options.

cérémonie de clôture

Formal closing of a meeting.

cérémonie d’ouverture; ouverture officielle; cérémonie inaugurale

The formal opening of a meeting.

certificat d’assurance

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

chaise

Armless chair.

chaise-pupitre

Chair with an attached writing surface.

chaises empilables

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

chambre à deux lits

Room containing two single beds.

chambre à deux lits à deux places

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

chambre à un lit; chambre individuelle

Room containing one bed for one person.

chambre avec petit-déjeuner

Accommodation rate inclusive of breakfast in addition to room; referred to as 'B and 8" in the UK, where such arrangement may be offered in a hotel, in a boarding house or even in a semi-private residence.

chambre double

Room containing one bed for two persons.

chambre double pour une personne;  
chambre double à occupation simple

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

chambre royale; lit d'une ou deux  
places à largeur supérieure

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

chambre sans petit-déjeuner

Room rate with no meals included.

chambres communicantes

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

chambres contigües

Rooms with common walls which do not have connecting doors.

chambres gratuites

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

chambres réservées pour un groupe

Number of rooms reserved for one group.

changements; modifications

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

chapître

divisions of a book or a membership association

charge non budgétée

Unbudgeted expense.

chariot élévateur; chariot élévateur à fourche

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

chef d'orchestre

director of an orchestra

chemlin de table

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

chèque (bancaire)

Payment format issued by a bank.

chevalet

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

circuit touristique; visite touristique de la ville

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

classification des hôtels

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

clause d'annulation

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

clause de force majeure

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

clause de non responsabilité

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

clause de non-responsabilité

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

clavier

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

clinique

Workshop-type educational experience where students learn by doing.

cloison

Movable interior wall.

Cloud

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

cocktail de bienvenue

Drink served as an introductory gesture of welcome.

cocktail dînatoire

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

co-exposant

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

collations et consommations;  
rafraîchissements

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

Collecta

Collecta is a real-time search engine that includes results from blogs, microblogs, news feeds, and photo sharing services as they are published.

collecte de fonds

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

colloque

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.

comité

A group of people appointed for a specific purpose.

comité ad hoc

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



comité consultatif

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

comité de contrôle

A committee of inspection, control.

comité de contrôle de l'accréditation

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

comité de coordination

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

comité de direction; comité de gestion

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

comité de lecture

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

comité d'honneur

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

comité directeur

Group which decides on the order of the procedures.

comité d'organisation locale

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

comité d'organisation; comité organisateur

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

comité exécutif

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

comité financier

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

comité local

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

comité organisateur local; comité d'organisation locale

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

comité permanent

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

comité scientifique

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.

commande à distance

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

commande anticipée

and/or services ordered up front.

Commentaires

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.

commerce

Relating to groups whose members work in common fields.

commissaire aux comptes

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

commission de vérification des pouvoirs

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

communication libre

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

communication magistrale

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

communication orale

Contribution made verbally.

communiqué de presse; information à la presse

Prepared statement released to the news media.

compagnie d'aviation nationale

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

comparateur

point of reference demonstrating a particular level

compte

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

compte non acquitté/non réglé

Outstanding invoice not yet paid.

compte rendu; actes

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

comptoir

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

concessionnaire

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

concours

competition

conférence

Discourse given before an audience, especially for educational purposes.

conférence

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.

conférence (réunion) nationale

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

conférence à voies multiples

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.

conférence de presse

Meeting held to communicate information to media representatives.

conférence extraterritoriale

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

conférence gouvernementale

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

conférence magistrale; discours-programme

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

conférence mondiale

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.

conférence multinationale

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

conférence nationale/internationale

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

conférence scientifique

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

conférence techniqu

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

conférences (réunions) internationales

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.

conférences (réunions) nationales

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.

conférences gouvernementales

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

confirmation de commande

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

confirmation d'inscription

Official acknowledgement of receipt of registration and fees.

confirmation; réservation confirmée

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.

conformité

a ruling to which you should abide



congrès

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.

congrès

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.

conseil d'administratio

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

conseil d'administration

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

conseiller

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

consessionnaire; teneur à bail

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

consignation

shipment of goods

Construction de liens

Link building is an aspect of search engine optimization in which website owners develop strategies to generate links to their site from other websites with the hopes of improving their search engine ranking. Blogging has emerged as a popular method of link building.

consultant

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.

consultant

one who provides specialist advice

consultant en gestion de destination

Destination Management Consultant.

Contenu généré par l'utilisateur

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

contingence

planning for an uncertain event

contrat

Legal agreement between two or more parties.

contrat à terme

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

contrat de location

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

contremarche

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

Contribution

A type of social media

contribution; communication

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

contrôle des coats

Process of maintaining levels of expenditure within the budget.

conversation multiple

Telephone conversation involving a number of subscribers simultaneously.

convertibilité

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

coordinateur et responsable de la conférence

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

copie; duplicata

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

coprésident

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

cordons

ribbon or string around the neck holding a badge or identification

core pco

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

coupon; ticket

A negotiable ticket or voucher; a pass or ticket.

coupure de presse

Article cut from a newspaper or magazine.

coursier

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

coursier

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

courtier en douanes

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

couverts

Actual number of meals served at a food function.

crédit

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

critères

a principal or standard by which something is judged

culture

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

Cyber café

An area where computers are stationed to allow delegates to access the internet

date de la réunion

The time of the year when the meeting takes place.

date limite

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

date(s) de démontage de l'exposition

Dates) set for dismantling.

date(s) de montage de l'exposition

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

débat

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

débit

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

décision-cadre

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

décompte définitif; déclaration finale de l'état comptable

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

décorateur de stand d'exposition

Company which fabricates displays.

décoration

That which adorns, an ornament.

défilé de mode; présentation de mode

Choreographed display of garments by models.

défilement de texte

Text moving horizontally across the bottom of a video screen.

déjeuner

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

déjeuner d'affaires

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

délaí de démontage

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

délaí de montage

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

délaí d'inscription; date limite d'inscription

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.

délégation

Representatives of a particular country or organization at a meeting.

délégué

Voting representative at a meeting.

demande de démonstration

Form requesting authorization to give a demonstration.

demi-pension

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



démonstration pratique

Special sitting for the demonstration of particular practical methods.

démontage

Take-down and removal of exhibits.

dépenses; frais

Money paid out.

destination

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

dette

money or goods owing

devant de scène

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

déviation

Departure of individual passenger from established group itinerary.

devis

Preliminary calculation of the cost of work to be undertaken.

diapositive; dia

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

diner de gala

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

diner de rencontre

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

diner officiel

Evening meal forming part of the official programme.

dîner(F); souper(B)

Evening meal for a group; not usually ceremonial.

directeur de ventes

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

directeur financier

Executive responsible for financial affairs of an organization.

directeur général

Principal executive officer of a company.

directeur responsable de la gestion

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

directeur technique

Person who calls cues from the control room.

directives de présentation des affiches

Guidelines for those presenting a poster.

discours de clôture; allocution de clôture

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

discussion en forum; débat

A discussion within a forum (cf forum).

disposition autour d'une table

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

disposition des places; plan de table

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.

disposition en carré

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

disposition en E

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

disposition en fer à cheval

Horse-shoe shaped table.

disposition en hémicycle

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

disposition en peigne

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

disposition en salle de classe

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

disposition en T

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

disposition en U

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

disposition en V; disposition en arête de poisson/en chevron

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

distribution de documents

Handing out or mailing of documents.

diversification

alternative direction in business from your core activity

don

Sum of money or items of value received as gifts.

dossier de presse

62press release; press communiqué

double projection

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

double réservation

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

droit de bouchon

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

droits d'inscription; frais d'inscription

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

durabilité

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

durée de la réunion

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

durée du séjour

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

éclairage ambiant; lumière ambiante

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”.

éclairage de la salle

Lighting of room separate from stage lighting.

éclairage fluorescent

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

éclairage par spots

Adjustable lamps with direct or high intensity light.

E-conférence

Conference which is held electronically via the internet

écouteurs

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

écran

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

Ecran 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.

Ecran de conférence

A screen placed on the lectern or top table at a meeting which displays the presentation as it appears on the screen allowing the speaker to face the audience without turning around to see their slides

écran de visualisation

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

écran fractionné; split screen

Horizontally or vertically separated video pictures shown simultaneously.

Ecran HD

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

Ecran large

Any screen with an aspect ratio greater than 4:3

Ecran LCD

Is a type of flat panel display

écran parabolique

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

écran perlé

Type of screen surface used for front projection.

Ecran Plasma

Type of display screen

Ecran tactile

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

émetteur en circuit fermé à fins d'audiophonie

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

empiètement

Use of floor space outside exclusive booth area.



emplacements permanents  
d'exposition

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

en coulisses

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

en liste d'attente

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

enregistrement

Procedure for guest arrival and registration.

Enregistreur DVD

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

enseigne

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

ensemble de diapositives

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

entrepreneur responsable de  
l'exposition

A supplier of exhibition services or goods (eg stand fitting, electrics,

furniture, floor covering, labor, drayage signs, etc.).

entreprise générale; entrepreneur général

Company which provides services to exhibition management and exhibitors.

envoi personnalisé

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.

épreuve

Final copy for approval before printing.

épreuve prête à la reproduction

Materials ready for photographic reproduction.

équipe

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

equipe d'interprètes

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

équipement des salles; aménagement des salles

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

équipement du stand

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

espace de remise

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

espace de travail; salles de réunion

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

espace requis

Amount of stand/booth space required by individual exhibitors.

espace réservé aux jambes

Distance between rows of seats on an aircraft.

estrade; podium

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

établissement des coûts

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

étagères; rayonnage

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

état des recettes et dépenses

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

ethnique

belonging to a different race from your own

événement

That which happens, an occurrence.

Évènement hybride

An event with both live and virtual attendees

événements

All non-intellectual oriented meetings.

excursion de groupe comprise

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

excursion; tour

Organized outing to a specific place of interest.

excursions pré- et post-conférence

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

exposant

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

exposé magistral

Top level presentation.

exposé; allocution; discours

Usually formal discourse delivered before an audience.

exposition

Event at which products and services are displayed.

exposition

Large trade exhibition

exposition d'affiches

Area with display of posters.

exposition extérieure/en plein air

Space/stands located outdoors.

exposition interprofessionnelle; salon professionnel

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

exposition sur table

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

externalisation ouverte

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.

facturation directe

Accounts receivable mailed to individuals or firms with established credit.

facture

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

fléchage

All informational and directional signs required for an event.

flèche lumineuse; laser pointeur

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

Flux de nouvelles

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).

Flux RSS

RSS (Really Simple Syndication) is a family of web feed formats used to

publish frequently updated content such as blogs and videos in a standardized format. Content publishers can syndicate a feed, which allows users to subscribe to the content and read it when they please, and from a location other than the website (such as reader services like Google Reader).

Flux Twitter

A screen with live tweets grouped around a hash tag or twitter account to capture and show live social media activity

foire accessible au public

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

folio

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

fonction

Function or job description within an organization.

fond de scène

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

fond musical; musique de fond

Music accompanying the arrival or departure of guests.

fondu enchaîné

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

forfait voyage

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

formulaire

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

formulaire d'accréditation

Document for official authorization.

formulaire de location de stand

Form for official request to utilize a particular space.

formulaire de réservation de chambre d'hôtel

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

formulaire de soumission de la présentation dun exposé

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".

formulaire de soumission de présentation d'un film

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



formulaire de soumission de  
présentation d'une affiche

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

formulaire de transport

Form for exhibitor requesting handling of materials.

formulaire d'inscription; bulletin  
d'inscription

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.

formulaire d'intervention

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.

Forum

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

forum; tribune

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

FR: atelier

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

frais supplémentaires; dépenses supplémentaires

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

fréquence de réunion

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

garantie

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

garantie bancaire

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.

garde chargé de la sécurité; vigile

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

garderie d'enfants

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

gardien de parc de stationnement

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

gestion

Organization and management.

gratuit

Offered at no cost.

grivèlerie

Departing guest who fails to pay for accommodation.

groupe de discussion

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

groupe de réflexion

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

groupe de travail

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.

groupe d'étude

Meeting of experts with the purpose of being analysis alone.

groupe d'experts

Group of specialists in a particular field.

groupe d'experts

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

hall; foyer

Public area in hotel or hall for assembly or registration.

haute saison

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

hauteur de plafond

Height of the ceiling of the exhibition hall.

heure d'arrivée

Preferred time for guests to arrive at hotel.

heure de sortie

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

heure des questions; discussion libre;  
période de questions-réponses

Question and answer period.

heures d'ouverture

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

heures supplémentaire

Work performed on overtime.

honoraires

Payment made in token of personal involvement in an event.

hôte

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

hôtel principal

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

hôtesse

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

langue passive

Language into which interpretation is provided.

ilôt

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

Image dans l'image

A system which allows more than one picture to be shown on the screen at any one time.

indicateur lumineux; lampe flèche

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

indicateurs signalétiques d'allée

Signs, usually suspended, indicating aisle numbers or letters.

informations aux participants

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.

informations générales

Information of interest to all participants.

inscription

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

inscription anticipée

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

inscription provisoire

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

inscription sur place

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

inscription tardive

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

installation de sonorisation;  
installation de diffusion sonore;  
système de sonorisation; sono

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

installation mobile d'interprétation  
simultanée

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

institut

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

instructions aux auteurs

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

instructions aux orateurs

Guidelines for those presenting an oral presentation.

Intelligence collective

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.

Intercom

A device commonly used for closed communication

Interface d'applications

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

intermédiaire

someone acting between parties



interphone

Audio system permitting two-way communication.

interphone; haut-parleur pour conversation bilatérale; installation d'intercommunication

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

interprétation

Oral translation from one language to another.

interprétation (en) consécutive; consécutive

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.

interprétation avec relais

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.

interprétation chuchotée; interprétation par chuchotage; chuchotage

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

interprétation de retour

Interpreting both ways: from and into the foreign language.

interprétation par satellite;  
téléinterprétation

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

interprétation simultanée

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

interprète de conférence

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

interprète de liaison

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

interprète en consécutive

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.

interprète-pivot; pivot

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.

interruption de séance

Temporary break in meeting for a specific and unprogrammed reason.

intervenant

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

inventaire

Total amount of furniture and equipment available for show.

invitation

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

itinéraire

Detailed programme of a visit or tour.

iTunes

See media player

journée d'étude

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

journée réservée aux professionnels

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

Klout

Social media analytics to measure a user's influence across their social network

laissez-passer

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

lampe à arc

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

lampe témoin

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

langue active

The language being used by the speaker.

langue de départ; langue-source;  
langue d'origine

Language from which a speech or document is translated.

langue de travail

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

langue officielle

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

langue originale

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

langue-cible; langue d'arrivée

Language into which a speech or document is translated.

Lecteur de codes barres

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

Lecteur de flux RSS

An RSS reader allows users to aggregate articles from multiple websites into one place using RSS feeds. The purpose of these aggregators is to allow for a faster and more efficient consumption of information. An example of an RSS Reader is Google Reader.

lecteur enregistreur

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

Lecteur Flash / carte mémoire/ clé  
USB

Portable storage device, that can hold information for use in electronic equipment

lettrage informatisé

Lettering generated by a computer.

lettre de crédit

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

lettre majuscule

Type larger than that used in body of page.

lettre minuscule

Small letter, as distinguished from a capital letter.

liaison

A close collaboration for smooth coordination.

licence d'exportation

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

lieu

The destination where the meeting takes place.

lieu

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

lieu (de réunion)

Meeting site. Premises where the meeting will be held.

lieu de la conférence (réunion)

The building and environment area where the meeting takes place.

lieu de naissanc

Denotes place of birth (not necessarily nationality).

limitation du temps de parole

Duration of the time accorded to speakers.

LinkedIn Aujourd'hui

LinkedIn Today is LinkedIn's own version of a social news service. Every industry on LinkedIn (marketing, journalism, technology, etc.) has its own LinkedIn Today. Stories are selected based off which ones are posted and shared the most by users of LinkedIn.

liste

list of people, registrations, or items

liste d'adresses; liste d'envoi

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

liste de réservation de chambres

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

liste des délégués

List of delegates registered to attend an event.

liste des exposants

List of exhibiting firms, usually with locations.

liste des participants

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

liste des participants préinscrits

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

lit à deux places

Bed normally measuring 130 x 32cm (5x 78 inches) for 2 persons. "Standard double bed" is referred to in UK as 4'6" x 6'8"

lit de deux places à largeur supérieure (150 cm)

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

location de stand équipé

Complete booth package offered to exhibitors on a rental basis.

location de voiture

Facility to hire a car.

location d'emplacement à court terme

Short-term rental space.



logement; hébergement

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

logistique

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

logo; sigle; symbole social

Symbol identifying an organization or event.

loyer; tarif de location; prix de location

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

lutrin; pupitre d'orateur

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

machine de traitement de texte;  
système de traitement de texte

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

magnétophone de lecture; lecteur de cassettes

Machine designed only for playback of recorded magnetic tapes.

magnétophone; enregistreur

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

magnétoscope

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

Maitre de cérémonie Virtuel

The interface to the virtual audience during a Live Streamed event

maître d'hôtel

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

majorité

the greater number of

mandat permanent

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

manifestation locale; événement local

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

manifestation/activité après conférence

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

manuel d'appel doff res! specifications  
requisites

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

manuel de la conférence

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.

manuel des exposants

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

maquette

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

maquette-papier

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.

marché des congrès; industrie des  
congrès

–

marketing viral

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

marquage de sol; balisage

Method of marking booth/stand space.

matériel d'exposition

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

matériel d'exposition autonome

self-supporting and independent exhibit material.

Médias Sociaux

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

Médias sociaux

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

médiation

a form of reconciliation between disagreeing parties

menu

Full-course meal menu at a fixed price.

messagerie instantanée

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.

mètres carrés nets utilisables

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

micro fusil

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

micro girafe

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

micro sautoir; micro cravate

Portable microphone that hooks around the neck.

microphone à forte sensibilité

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

microphone baladeur

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

microphone de bouche; microphone de proximité; microphone à faible sensibilité; microphone à main

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

microphone de boutonnière; micro boutonnière

Microphone designed for positioning on the clothing of the user.

Microphone de cravate

A wireless microphone attached to either the tie or jacket

microphone de lutrin

Microphone attached to a lectern.

microphone de table

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

microphone labial

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

microphone miniature

Small microphone.

microphone omnidirectionnel;  
microphone non-directionnel

Microphone that picks up sound from all directions.

Microphone portatif

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

microphone radio; microphone de radiodiffusion

Microphone used for transmitting radio waves.

microphone sans fil

Portable microphone operating on its own power source.

microphone sur pied

Microphone fixed on a support-stand.

microphone unidirectionnel

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

microphone; micro

Instrument which converts sound into electrical signals.

ministre

the body of ministers of a government

mise au point

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

mode de paiement

Method of settling a bill/account.

modem; MOdulateur-DEModulateur

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

modérateur

Person who presides over panel discussions and forums.

montage; installation

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

montage; mise en page

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

montant forfaitaire; forfait unitaire

One rate for each room in a guest room block.

monteur; régleur

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

motion

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

motivation des participants

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

moyens de communication; moyens de transport

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



multimédia

Use of two or more audiovisual media in one presentation.

multiplex; multicanaux

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

multivision

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

nationalité

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

navette; service de navette

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

négatif

Reversed form of original art or type.

net

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

nettoyage des stands; service d'entretien/de nettoyage

Cleaning services to individual stand areas.

nocturne

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

nom; nom de famille

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

nombre de canaux d'interprétation  
simultanée

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

nombre de participants

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

nombre de personnes présentes;  
nombre de participants

Actual number of people attending a function.

no-show; réservation non suivie de  
présentation

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

nouvelle inscription

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

nuits supplémentaires

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

objectif anamorphoseur

Lens adapter designed to produce a wide-screen image.

objets trouvés

Stand where lost items may be recovered.

obligatoire

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

obligatoire

compulsory

observateur

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

occultation; fondu noir

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

offre globale aux exposants

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

operations bancaires

The carrying out of financial operations.

option(s)

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.

orateur invité

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

orateur principal

Speaker who sets forth the theme of the meeting.

orateur; conférencier

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

ordinateur portatif

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.

ordre de paiement

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

ordre de paiement

Money forwarded by or to a bank.

ordre du jour

Subjects to be discussed at a meeting.

ordre protocolaire; ordre de préséance

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

organes de parrainage

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

organisateur de l'exposition

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.

organisateur de l'exposición

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

organisateur de réunions

Professional Conference Organizer

organisateur d'événements  
commerciaux

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

organisateur professionnel de congrès;  
OPC

Company or individual professionally engaged in organizing meetings.

original; épreuve

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".

origine du participant

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

outils d'analyse web

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

paiement électronique

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

paiement insuffisant

Insufficient payment/funds received for items ordered.

pairs

those persons of the same status as yourself

palais

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

palette; plateau de chargement

Wooden platform used to carry goods.

panneau d'affichage

a large outdoor board for advertising

panneau insonoris

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

panneaux modulaires; parois de séparation

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

parc des expositions; palais des expositions

Venue at which exhibitions are held.

paroi amovible; cloison démontable

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

parrainage

Donated financial or material support.

participant; congressiste

Person taking part in the activities of a meeting.

participation antérieure aux congrès

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

parties prenantes

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

partout en ville

throughout the city

passage en catégorie inférieure

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

passage en catégorie supérieure

To change to a superior standard.

passage en catégorie supérieure sans supplément

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

passage; allée

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.

patronage; parrainage

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

patronné par; parrainé par

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

pause rafraîchissements

Time between sessions when refreshments are served.

pause-café

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

pause-thé

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

pays d'origine

Denotes country of parental nationality.

pays hôte; pays d'accueil

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

pédagogique; d'enseignement

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

pension complète

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

période de démontage

Action required to dismantle a function setup.

période de réaménagement des salles

Action required to break down and reset a room.

personne accompagnante;  
accompagnateur

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.

personnel au sol

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

personnel auxiliaire du congrès

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.

petit-déjeuner anglais

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

petit-déjeuner continental

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

petites sessions

splitting of a larger group into a number of smaller ones

petits groupes de travail

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

photocopieuse

Machine for photocopying documents.

pirater

by way of breaking into someone else's computer programme

plan

Scale plan of the floor area of an exhibition.

plan de disposition des lieux

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

plan de l'exposition

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

plan de table; disposition des convives

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

plateau tournant

Motorized rotating platform.

Plateforme

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

poids brut

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

point de rencontre

Meeting place in venue for individual appointments of delegates.

politique de remboursement

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

porte-documents

Container for meeting documentation.

porte-nom; badge

Identifying card worn by attendees to a meeting.

porte-nom; carte de table

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

porte-parole

Person who speaks on behalf of a group.

positif

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

poste de secours

Place where emergency care is provided.

poster électronique

electronic poster

poster; affiche

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.

pourboire

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”.

pré-inscription; inscription anticipée

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

premiers soins

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

prénom

Name given to identify individual family members.

préposé au vestiaire

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

présentateur

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

présentation de produits

Display of products.

présentoir de table

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

président d'honneur

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.

président d'honneur

Senior member of the committee of honour.

président du comité de parrainage

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

président(e)

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

président(e) de séance

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

président-directeur général (PDG)

The principal officer responsible for overall administration of an organization.

prêt exempt d'intérêts

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

prise de courant; borne électrique

Mechanical electrical connector.

prix au mètre carré

Basic charge for a square metre of exhibition space.

prix au mètre carré

Cost per square metre/foot for exhibition space.

prix de la chambre

Amount charged for the occupancy of a room.

prix de location

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

prix forfaitaire

Fixed payment with no extra costs to be added.

prix global; forfait; tarification  
forfaitaire

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

prix officiel

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

procédures financières

Outline of accounting and banking systems.



procès-verbal

Formal written record of a meeting.

professeur

Group of those qualified to teach

programme culturel et visites;  
programme social; programme des  
festivités

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

programme de la conférence

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

programme définitif

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

programme d'enseignement

The educational aspects of an event.

programme des travaux; calendrier  
des travaux

Timetable of meeting content.

programme pour les  
accompagnateurs/accompagnatrices

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

programme provisoire; programme préliminaire

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.

programme récréatif

Programme of events organized for the entertainment of participants.

programme scientifique

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

programme succinct; programme synoptique

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

Projecteur 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

projecteur à carrousel

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

projecteur de cinéma

Equipment for projecting cine film.

projecteur diapos

Apparatus used for projecting photographic slides onto a screen.

Projecteur 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

projecteur informatique; projecteur multimédia

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

Projecteur LCD

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

projection frontale

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

Projection murale

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

projection vidéo

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

prolongation du séjour

Guest who stays at facility beyond stated departure date.

promoteur

Person

prompteur

A speaker's prompt

prompteur; téléprompteur;  
télésouffleur

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

proposition

Plan put forward for consideration or acceptance.

prospectus; dépliant

Single-sheet printed announcement or advertisement.

protocole

Customs and procedures dealing with formalities, precedence and etiquette.

Protocole de transfert de fichier

File transfer protocol – a Web based application for sharing large file downloads

publication assistée par ordinateur;  
PAO

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.

publication électronique

electronic publishing

pupitre central

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

Pupitre numérique

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

quai de chargement

Area on premises where goods are received.

raccordement d'eau; distribution d'eau

Temporary supply of water to a stand.

raccordement téléphonique

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

ramassage des ordures

Removal of rubbish from building or stand areas.

rampe de spots; rampe d'éclairage

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

rangée

level of seating, eg in a cinema or theatre

rap session; séance improvisée

Informal session with no specific agenda.

rapport de la conférence

Official summary of meeting events.

rapport final; rapport définitif

Final summary of meeting events.

rapport financier

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

rapport sommaire; compte rendu  
sommaire

Short account of a speech, debate or discussion.

rapporteur

Person appointed to note and record the proceedings of sessions and to write précis (summaries) of the papers

presented, for a final summation session.

réalité augmentée

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

récépissé

Official acknowledgement of money received.

récepteur

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

récepteur de contrôle; écran témoin

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

réception

Stand-up social function with only canapés and beverages.

réception de bienvenue

Reception/party where welcome drinks are served.

reception officielle

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

réception officielle; cocktail; réception avec buffet

Stand-up social function with drinks and snacks.

réception/banquet thématique

A special reception or banquet designed around a central motif.

receptioniste

a front of house welcoming representative

recettes

Money received.

Recherche Real Time

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

Recherche Twitter

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

recommandation

Strongly suggested course of action; sometimes has binding force.



recueil des résumés

Printed volume containing summaries of accepted papers.

recyclage pour universitaires

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.

régisseur

Employee of the venue in charge of stage facilities.

règlement d'accréditation

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

Relai Audio

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

Relai Vidéo

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

relations publiques

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

reliure

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

reliure collée

Binding process by which pages are glued together.

reliure cousue à longs points

Binding process using wire staples.

reliure cousue à points de côté

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

remboursement

Money repaid.

rencontres à fins sociales

Gatherings for social purposes.

rendez-vous

meeting point

répartition du temps de parole

Time given to a particular speaker to make his presentation.

répétition

Practice run held in advance of an event.

répétition des aspects techniques d'un spectacle

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

réponse interactive

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.

représentants officiels

Appointed personnel with specific tasks.

reproduction de documents

Reproduction of documents.

Réseaux Sociaux

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

réservation de chambre

Booking of a particular type of room for specific dates.

réservation de dernière minute

Guest requesting accommodation or service without a prior notice.

réservation de groupe

Block reservation of rooms specifically for a group.

réservation de places de théâtre

Reservation of seats at a theatre.

réservation définitive/confirmée

Reservations confirmed in writing.

réservation garantie par versement d'arrhes

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.

réservation sur place

Exhibited goods and/or services ordered on-site.

réservations pour un prochain événement

Booking for events taking place at a future time.

réserve; remise

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

réserver

To make a reservation.

résistant au feu; ignifuge

Material that is flame resistant.

résolution

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

responsable de la location de stands

Contractor or agent responsible for providing an exhibition shell scheme.

responsable de l'exposition

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

responsable des convocations

Member of committee in charge of convening participants.

responsable des relations publiques

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

responsable des transports;  
coordinateur des transports

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

restauration; service traiteur

The provision of food and beverages.

résumé

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.

résumé

Written short version of speech or paper.

résumé des discussions; rapport de synthèse

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

retour de son

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

retour; interphone; intercom

Speaker system that connects the control room with the studio.

Retours sur investissement (ROI)

Return on Investment Methodology used for measuring the effectiveness of meetings and events. A planning and evaluation tool.

Retransmission en direct

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

rétroprojecteur

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

rétroprojection; projection par transparence

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

réunion

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.

réunion de stimulation

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

réunion d'entreprise; réunion axée sur l'entreprise

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.

réunion d'information

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

réunion du conseil d'administration

A meeting of the governing body of an organization.

réunion en approche libre/ouverte

A meeting organized through Open Space Technology.

réunion informelle

Informal gathering, not necessarily social.

réunion informelle; réception de contact

An informal social gathering.

réunion intégrée

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

réunion préparatoire de la conférence

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

réunion satellite

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

réunion/séance d'information

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.

réunion-débat

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



revenus

income

RH (ressources humaines)

personnel

rideaux – passepoilé et drapé

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

risque

hazard or exposure to potential danger

road show

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

salle de commission

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

salle de presse

Space reserved for media representatives.

salle de réunion

Room where an assembly meets.

salle de réunion des orateurs

Lounge for speakers to relax and to prepare their presentations.

salle d'essai; salle de prévisualisation

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

salle d'exposition

individual room within an exhibition venue.

salon

Room or suite of rooms used to entertain guests.

salon; foire

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

scénario

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

séance avec affiches; séance par affichage

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

séance complémentaire

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

séance de clôture

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

séance de communications libres

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

séance de mise à jour

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

séance de remue-méninges;  
conférence d'idées; conférence-choc;  
"brainstorming"

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

séance de travail

Every prearranged session of a meeting.

séance d'ouverture

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

séance en sous-groupes de discussion

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.

séance extraordinaire

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

séance parallèle

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

séance plénière; session plénière

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.

séance préparatoire

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

séances simultanées

Sessions scheduled at the same time.

secrétaire de direction

Person appointed to handle organizational functions and who is

given certain administrative authority and responsibilities.

secrétaire général

Permanent head of the general organization.

secrétaire honoraire

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

secrétariat de la conférence

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

secrétariat organisateur

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

secrétariat scientifique

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

segment de marché

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

Segmentation par réseaux

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

sélection; choix

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

séminaire

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.

séminaire intégré

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

séminaire satellite

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

service

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

service à table

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

service achat

the obtaining of quotations and proposals

service buffet

Waiter offers food platter to guests who help themselves.

service de nettoyage d'entre-sessions

Ä^S^#fi( L )

service de réservation hôtelière

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

service de sécurité

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

service de traduction

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

service médical

First aid provision.

services auxiliaires

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

services et équipement

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.

services proposés sur place;  
installations existantes

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.

session générale

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

session interactive; séance délibérative

Session where participants take an active part in the work.

session parallèle croisée

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

sièges fixes

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



signalisation

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

signature autorisée

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

sommet

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

son

Audible effects.

sortie

Procedure for guest departure including account settlement.

sortie de secours; issue de secours

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

sous le patronage de

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

sous les auspices de; sous l'égide de

Phrase used to indicate not only endorsement but normally also a measure of responsibility for, or

guidance in, the organization of an event.

sous-comité

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.

sous-contractant

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

sous-produit

a secondary product derived from a manufacturing process or chemical reactio

sous-traitant

Company retained by general contractor to provide services.

spectacle

Organized performance for entertainment, usually in the evening.

stand

a specified area in which an individual company can exhibit

stand (d'exposition)

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

stand à usage unique

Exhibit or display built for one use only.

stand alone

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

stand d'angle

Exhibit space with aisles on two sides.

stand de tête

Stand at the head of a row.

stand d'exposition à cloisons rigides

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

stand en alignement

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

stand en dur

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

stand en kit

Unassembled exhibit material requiring on-site assembly.

stand équipé

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

stand intérieur

Exhibition space with booths at back on each side.

stand modulable

Exhibit constructed with interchangeable components.

stand non équipé; stand nu

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

stand péninsule

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

stand périphérique

Exhibition space located on an outside edge of exhibition area.

Stands/cabines d'interprétation

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

style cabaret

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

style théâtre

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

subventions; subsides

Money obtained from bodies or authorities to underwrite expenditure.

suite

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

sujet de la réunion

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.

superficie d'exposition

Space in which stands are laid out.

superficie du stand

Dimensions of assigned space.

support

Adjustable support for positioning microphones or lighting fixtures.

supports publicitaires

Brochures or other items needed for promotional purposes.

surface brute

Total amount of space in exhibition hall or meeting room.

surréservation

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

Surveillance des médias sociaux

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

suspension de séance; interruption de séance

Definite break in meeting for a specific and unprogrammed reason.

suspensions

Attachment of devices to the framework of an exhibition hall.

symposium

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

symposium intégré

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

symposium satellite

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

Syndicat d’Initiative; Office du  
Tourisme

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

Système de commentaires interactifs  
en direct

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

système de communication par  
signaux; signalisation

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

Système de compte à rebours

A technology to control the duration of a presentation

système de prise de parole assisté par ordinateur; système de conférence stéréophonique assisté par ordinateur

Sound balance control assisted by computer.

Système de vote

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

système d'interprétation par câble

System for the transmission of interpreting by cable or wire.

système d'interprétation sans câble

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

système fixe

Fixed equipment.

Système Interactif de réponse

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.

système radio; transmission radio

System for message transmission by radio.



table de banquet préservie

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

table d'honneur; table du président

Seating location for honoured guests and/or meeting presenters.

table en demi-cercle

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

table ronde

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.

tableau (blanc) électronique

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.

tableau à feuilles mobiles; tableau chevalet

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

tableau d'affichage; panneau  
d'affichage; tableau d'information

Board displaying one or more notices  
or warnings.

tableau de messages

Board on which messages are  
displayed.

tableau de signalisation; enseigne;  
bandeau

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

tableau d'informations du jour

Board or video screen listing the days  
events.

tableau lumineux; journal lumineux

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

tableau métallique; tableau blanc

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

tableau noir

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

tableau réservé à l'affichage

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

Tablette numérique

See tablet

Tablette numérique

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

Talkie Walkie/ radio

Is a hand-held, portable, two-way radio transceiver.

tarif familial

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

tarif journalier

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

tarif spécial; tarif réduit; tarif de groupe

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

tarification à la bouteille

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

tarification au verre

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

tarification par personne

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

tarification unitaire/à la pièce

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

taux d'occupation

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

taxe sur la valeur ajoutée; TVA

Government tax levied on goods and services.

taxes de sortie; taxes d'aéroport

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

technicien

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

technologie d'approche libre/ouvert

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.

Technologie 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

téléconférence; télé réunion

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.

télécopieur; télécopieur

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.

## Téléphonie par internet

Voice over Internet Protocol – Is a Web based application that allows users to make free voice and video calls over the internet

## téléprésence

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

## téléprojecteur

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

## temps & matériel

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

## temps prévu pour effectuer les correspondances

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

## tente

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

## tenue de soirée

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

tenue de soirée; smoking

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

tenue de ville

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

tenue informelle

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

terminologie du marché des congrès;  
terminologie de l'industrie des congrès

–

terminologie de conférence

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

tête de caméra

Pan-tilt device on which a camera is mounted.

texte intégral

The complete version of a text

texte; script

Prepared version of a speech.

ticket de transport sans limite

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

tirage

Number of copies printed.

tirage préliminaire; pré-tirage;  
préprint

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

tiré à part

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

titre

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

titre; rubrique; manchette

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

toile de fond

background staging

toilettes

Sanitary convenience.

topographie détaillée de l'événement;  
inventaire de l'événement

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.

touche

Button on a computer keyboard.



tourisme

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

traducteur de conférence

Person who translates meeting documents into other languages.

traduction assistée par ordinateur;  
TAO

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

traite à échéance

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

transcription

Written copy of spoken material.

transfert

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

transfert des réservations à un autre hôtel

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

transparent

A print or inscription on a special transparent sheet of paper made

visible by means of a overhead or slide projector.

transport et entreposage de cargaisons

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

transport interurbain

The means of travelling between two cities.

transport urbain

The means of travelling within a city.

transporteur de fret

A business which handles export shipments.

transporteur officiel

Officially designated airline that handles meeting transportation at preferential prices.

travail en équipe

activity to bring people together to work as a team

trésorier

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

tribune

Raised platform on which a speaker stands or sits.

trousse de documents; valisette

Generally a comprehensive collection of meeting documentation within its container.

Tweets

A post on Twitter of no more than 140 characters

Twitter

A social media forum where people can join and "tweet" in no more than 140 characters what they are doing

unité de transmission

Apparatus for transmitting radio waves through space.

unités/crédits certifiant une formation continue

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.

variateur d'éclairage

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

véranda

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

verbatim; compte rendu in extenso

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

vérification des comptes; audit

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

vestiair

Room in which outer garments may be left temporarily.

vice-président de séance

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

vidéo lecteur; magnéscope de lecture; lecteur vidéo

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

vidéocassette; bande vidéo

Magnetic tape used in video equipment.

vidéodisque

Recorded disc containing images and sound.

vidéo-projecteur

projector to which a laptop is connected

virement bancaire

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

visioconférence; vidéoconférence

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.

visite

Organized outing to a local place of interest.

visite de familiarisation

Hosted trip to assess facilities, locations or services.

visite des lieux

Inspection to assess facilities or location.

visite didactique

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

visite d'usine

Tour to a manufacturing plant of interest to the meeting.

visite facultative

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

visite technique

Tour to a workplace of interest to meeting participants.

visiteur

Person attending an exhibition to view the exhibits.

visiteur professionnel; professionnel

Visitor to an exhibition representing a specific trade or profession.

vitrine; présentoir

Glass-enclosed case for articles on display.

voitures

means of transport

voyage à forfait; voyage tout compris

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

voyage d'affaires

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

voyage d'entreprise

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.

Webinaire

Web-based Seminar, a presentation, lecture, workshop that is transmitted over the Web and is more likely to be interactive (audience participation)

Webinaire

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

wifi

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

Wiki

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

zone morte

Area where sound is muffled or absent.