

WORD**DESCRIPTION**

a bottiglia

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

a consumazione; a bicchiere

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

a persona

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

abbigliamento informale

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

abito da città

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

accessibile ai portatori di
handicap

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

accesso a internet

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

accompagnamento musicale

Music accompanying the arrival or departure of guests.

accompagnatore

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.

accreditamento

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

addetto alle relazioni
pubbliche

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

addetto stampa

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

addobbo

That which adorns, an ornament.

affiliazione

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

agenzia di stampa

Agency that collects and distributes information to the news media.

agenzia di viaggi

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

aggiornamento della seduta

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

Aggiornare

to postpone proceedings

al pezzo

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

albergo principale

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

Algoritmo

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

alla carta

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

allacciamento telefonico;
collegamento telefonico

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

allaccio d'acqua; fornitura d'acqua; approvvigionamento d'acqua

Temporary supply of water to a stand.

allaccio elettrico; fornitura di corrente elettrica

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

Alleanza

joining in pursuit of common interest

allestimento

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

allestimento a banchi di scuola; allestimento a classe

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

allestimento a classe con tavoli perpendicolari alla presidenza

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

allestimento a tavolo unico

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

allestimento con tavolo quadrato vuoto al centro

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

allestimento della sala;
sistemazione della sala

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

allestimento dello stand

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

allestitore

Company which fabricates displays.

allocuzione

A formal and dignified public discourse.

allocuzione di apertura;
discorso di benvenuto

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

allocuzione; discorso

Usually formal discourse delivered before an audience.

alta stagione

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

altezza del soffitto

Height of the ceiling of the exhibition hall.

alzata

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

Ambasciata

national representation in another country

americana

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

Amici

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.

amministratore
delegato/direttore generale

Principal executive officer of a company.

amministrazione; gestione

Organization and management.

amplificatore

Device enabling sound to be intensified.

amplificazione della voce

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

andarsene senza pagare il
conto dell'albergo

Departing guest who fails to pay for accommodation.

Anfiteatro

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

animazione di diapositive

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

Annali

a narrative of events, year by year

annuncio

Leaflet or brochure with essentials on forthcoming event.

annuncio preliminare; primo annuncio; prima comunicazione

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

APP – Mobile

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

appartamento

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

aria condizionata

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

arrivo anticipato

Guests arrival before confirmed reservation date and/or time.

arrivo notturno garantito

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

arrivo senza prenotazione

Guest requesting accommodation or service without a prior notice.

assegnazione degli stand

Process of assigning space to exhibiting companies.

assegno bancario; assegno circolare

Payment format issued by a bank.

assemblea generale

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.

assemblea plenaria

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

assicurazione antincendio

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

assicurazione infortuni

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

assicurazione per il trasporto e l'esposizione

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

assistenti congressuali

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.

Astenersi

to decline to use ones vote

atrio; foyer; hall

Public area in hotel or hall for assembly or registration.

atti

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

atti preliminari

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

attività di animazione

Activity to liven up the audience prior to show time.

attività post-congressuali

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

attività ricreative

Activities performed for the enjoyment of others.

Audience Response System

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.

audioconferenza; conferenza telefonica

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.

audiovisivo

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

Auricolari per la traduzione

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

auricolari; cuffia

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

autonoleggio

Facility to hire a car.

autore (di una relazione o altro)

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

autorizzazione agli impegni di spesa; autorizzazione d'impegno

Signed authority to proceed with an item of expenditure.

autorizzazione di pagamento

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

avalio; approvazione

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

Avvocato

one who speaks in favour of another

Azienda Autonoma di Soggiorno

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

bacheca; pannello informazioni

Board displaying one or more notices or warnings.

badge d'accreditamento

Identifying tag used for official authorization.

banchetto

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

banco d'accoglienza

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

banco di registrazione

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

banco informazioni

Stand at which an official gives information.

bancone

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

bar a pagamento

Private room bar setup where guests pay for drinks individually.

bassa stagione

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

bassa stagione

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

Beneficiario

a receiver of benefits

biglietto aperto

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

biglietto di ingresso

Ticket to be used for admission to an event.

bilancio di previsione a fasi programmate

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

bilancio finale; bilancio di chiusura

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

bilancio preventivo; bilancio di previsione; budget

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

bollettino d'informazione

Update information sheet, generally used for promotional purposes.

borsa mercato; fiera campionaria

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

bozza di stampa; cianografica

Final copy for approval before printing.

bozzetto

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

Braccio,dente (di una tavola allestita a pettine)

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

brochure dell'esposizione

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.

Building Projection

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

buono

A negotiable ticket or voucher; a pass or ticket.

buono; voucher

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

Cabaret

entertainment provided at which guests are at a table;

Cabina di traduzione

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

cabina interpreti

Soundproof cabin in which the interpreter works.

cabina regia audio

Area from which technician operates sound system in a room.

Caffetteria

restaurant at which customers fetch the food and drink

camera a due letti

Room containing two single beds.

camera a due letti di una piazza e mezzo

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

camera con terrazza sul giardino o sull'acqua

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

camera doppia ad uso singolo; doppia uso singolo

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

camera doppia; camera matrimoniale

Room containing one bed for two persons.

camera matrimoniale; camera con letto queen size

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

camera singola; camera a un letto

Room containing one bed for one person.

camere comunicanti

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

camere contigue

Rooms with common walls which do not have connecting doors.

camere gratuite

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

campagna pubblicitaria

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

campagna pubblicitaria
multimedia

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

canale

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

candidatura

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

canone d'affitto

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

canone d'affitto

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

capacità portante

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

capienza

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

capitolato d'oneri; capitolato

Complete description of requirements.

Capitoli

divisions of a book or a membership association

carica permanente

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

caricatore circolare

Circular holder used for projecting 35mm slides.

carrello a forca per sollevamento carichi; elevatore a forca

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

cartella contenente documentazione

Generally a comprehensive collection of meeting documentation within its container.

cartella stampa

62press release; press communiqué

cartella; cartellina;
portadocumenti

Container for meeting documentation.

Cartellone pubblicitario

a large outdoor board for advertising

cartellone riepilogativo;
tabellone dell'ordine del
giorno

Board or video screen listing the days events.

cassetta

Plastic box containing a video- or sound
recording tape.

catalogo dell'esposizione

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

cavalierino nominativo;
segnaposto

A name card which identifies you.

cavalierino; segnaposto

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

cavalletto; supporto

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

cena

Evening meal for a group; not usually ceremonial.

cena di gala; pranzo di gala

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

cena sociale

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

cena ufficiale

Evening meal forming part of the official programme.

centro congressi; palazzo dei congressi

Premises built specifically for holding meetings and exhibitions.

centro di pronto soccorso

Place where emergency care is provided.

centro messaggi

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

centro servizi

Area in hotel or meeting venue offering various office facilities.

centro telecomunicazioni

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

cerimonia di apertura;
cerimonia inaugurale

The formal opening of a meeting.

cerimonia di chiusura

Formal closing of a meeting.

cineproiettore

Equipment for projecting cine film.

circuito chiuso

Closed electric circuit.

classifiche alberghiere

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

clausola addizionale

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

clausola di annullamento

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

clausola di esonero

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

clausola di forza maggiore

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

clausola di garanzia di
eventuali responsabilità

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

coadiutore

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).

cocktail di benvenuto

Drink served as an introductory gesture of
welcome.

cocktail rinforzato

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

Codice QR

A QR code (abbreviated from Quick Response
code) is a type of matrix barcode (or two-
dimensional code) The system has fast
readability and large storage capacity. The code
consists of black modules arranged in a square
pattern on a white background.

coespositore

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

cognome

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

colazione di lavoro

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

colazione; pranzo

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

collegamento

A close collaboration for smooth coordination.

colloquio

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.

comitato

A group of people appointed for a specific purpose.

comitato (organizzatore)
locale

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

comitato consultivo

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

comitato di controllo
dell'accreditamento

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

comitato di coordinamento

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

comitato di gestione

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

comitato direttivo

Group which decides on the order of the procedures.

comitato d'onore

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

comitato esecutivo

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

comitato locale

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

comitato organizzatore

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

comitato organizzatore
locale

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

comitato per la selezione
delle relazioni

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

comitato scientifico

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.

comitato supervisore;
comitato di controllo

A committee of inspection, control.

Commento

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.

commissione ad hoc

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

commissione finanziaria;
commissione delle finanze

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

commissione per la verifica
dei poteri

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

commissione permanente

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

compagnia di bandiera

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

Competizione, gara

competition

computer portatile

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.

comunicato stampa;
informazione alla stampa

Prepared statement released to the news media.

con il patrocinio di; sotto il
patrocinio di

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

conferenza

Discourse given before an audience, especially for educational purposes.

conferenza governativa

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

conferenza stampa

Meeting held to communicate information to media representatives.

conferma della prenotazione

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.

conferma di iscrizione

Official acknowledgement of receipt of registration and fees.

conferma d'ordine

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

congressi internazionali

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.

congressi multinazionali

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

congressi nazionali/tenuti all'estero

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

congressi nazionali; riunioni (congressi) locali

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.

congressi organizzati dal governo

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

congresso

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.

congresso

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.

congresso 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.

congresso nazionale

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

congresso organizzato all'estero; congresso offshore

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

consiglio d'amministrazione

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

Consiglio di Amministratori
Fiduciari

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

consiglio direttivo

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

consulente

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.

Consulente

one who provides specialist advice

consulente; consigliere

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

Contatti

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

contingente

Number of rooms reserved for one group.

conto non saldato

Outstanding invoice not yet paid.

contratto

Legal agreement between two or more parties.

contratto d'affitto

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

controllo dei costi

Process of maintaining levels of expenditure within the budget.

convegno/conferenza a sessioni parallele

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.

convegno; conferenza

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.

conversazione multipla

Telephone conversation involving a number of subscribers simultaneously.

convertibilità

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

coordinatore del dibattito

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

coperti

Actual number of meals served at a food function.

copia; duplicato

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

copresidente

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

Core PCO, organizzatore
permanente (fisso)

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

corso d'aggiornamento per
laureati

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.

costo al metro quadro

Basic charge for a square metre of exhibition space.

costo imprevisto

Unbudgeted expense.

costo spazio espositivo

Cost per square metre/foot for exhibition space.

crawl; testo scorrente

Text moving horizontally across the bottom of a video screen.

credito

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

Criteria

a principal or standard by which something is judged

Crowdsourcing

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

cucitura

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

cuffia-microfono

Headphone with a built-in microphone.

Cultura

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

data della riunione

The time of the year when the meeting takes place.

data di scadenza perle iscrizioni

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.

data scadenza smontaggio

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

debito

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

Debito

money or goods owing

decisione-quadro

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

declassare

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

delegato

Voting representative at a meeting.

delegazione

Representatives of a particular country or organization at a meeting.

deposito

Partial payment to secure product or service

destinazione

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

determinazione dei costi;
valutazione dei costi

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

deviazione

Departure of individual passenger from established group itinerary.

Di (in) tutta la città

throughout the city

di settore

Relating to groups whose members work in common fields.

diapositiva

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

Diario di Bordo

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

exactly what point in time something a story occurred.

dibattito

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

dibattito fra esperti

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

dimostrazione pratica

Special sitting for the demonstration of particular practical methods.

Direttore (d'orchestra)

director of an orchestra

direttore finanziario

Executive responsible for financial affairs of an organization.

direttore generale

The principal officer responsible for overall administration of an organization.

direttore responsabile della gestione

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

direttore tecnico

Person who calls cues from the control room.

direttore vendite

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

diritto di tappo; 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.

discorso di chiusura

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

discorso su argomenti specifici; relazione invitata

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

disposizione dei posti a sedere a forma di V;
disposizione dei posti a sedere a spina di pesce

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

dissolvenza incrociata

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

dissolvenza per oscuramento; oscuramento graduale

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

distanza fra le poltrone

Distance between rows of seats on an aircraft.

distintivo portanome; badge

Identifying card worn by attendees to a meeting.

distribuzione dei posti a sedere

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.

distribuzione di documentazione; diffusione di documenti

Handing out or mailing of documents.

Diversificazione

alternative direction in business from your core activity

divisorio; pannello divisorio; tramezzo

Movable interior wall.

donazione; dono

Sum of money or items of value received as gifts.

doppia prenotazione

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

durata della riunione

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

durata dell'allestimento

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

elenco espositori; lista espositori

List of exhibiting firms, usually with locations.

Entrare illegalmente in un computer, violare

by way of breaking into someone else's computer programme

entrate

Money received.

Entrate

income

EP – solo pernottamento

Room rate with no meals included.

E-poster, poster elettronico

electronic poster

E-publication, pubblicazione elettronica

electronic publishing

equipe di interpreti

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

escursione; gita

Organized outing to a specific place of interest.

esecutivo

Materials ready for photographic reproduction.

espositore

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

esposizione di poster

Area with display of posters.

esposizione su tavoli

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

esposizione; mostra

Event at which products and services are displayed.

Essere autonomo

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

estratto; ristampa a parte

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

Etnico

belonging to a different race from your own

eventi; happenings

All non-intellectual oriented meetings.

Evento Ibrido

An event with both live and virtual attendees

evento organizzato con la
tecnica dello Spazio Aperto

A meeting organized through Open Space
Technology.

evento; manifestazione

That which happens, an occurrence.

Eventualità

planning for an uncertain event

Expo

Large trade exhibition

extra

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

Faculty, corpo docente

Group of those qualified to teach

familiarization trip; tour
informativo

Hosted trip to assess facilities, locations or
services.

faretto; proiettori orientabili

Adjustable lamps with direct or high intensity
light.

fascicolo di convocazione

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

fattura

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

fatturazione diretta

Accounts receivable mailed to individuals or firms with established credit.

fatturazione Tempo e Materiali

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

festa a tema

A special reception or banquet designed around a central motif.

fiera; mostra; salone

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

firma autorizzata

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

fogli di richiesta informazioni

Cards collected from attendees, requesting information about exhibitors.

foglio contabile

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

Fondale

background staging

forma di pagamento

Method of settling a bill/account.

formazione (corso di ...)

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

formulario; scheda

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

fornitore esclusivo

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

fornitore ufficiale;
appaltatore ufficiale

Company which provides services to exhibition management and exhibitors.

foro

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

foro di discussione

A discussion within a forum (cf forum).

fotocopiatrice

Machine for photocopying documents.

freccia luminosa

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

frequenza della riunione

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

garanzia

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

garanzia bancaria

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

giornata di studio

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

giornata per i professionisti

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

giro turistico; visita della città

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

gite prima e dopo il congresso

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

gobbo-auto cue

A speaker's prompt

gratuito

Offered at no cost.

gruppo

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

gruppo d'esperti

Group of specialists in a particular field.

gruppo d'esperti

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

gruppo di discussione

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

gruppo di lavoro

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.

gruppo di riflessione

A group of specialists organized by a business enterprise, governmental body, etc. and

commissioned to undertake intensive study and research into specified problems.

gruppo di studio

Meeting of experts with the purpose of being analysis alone.

guardaroba

Room in which outer garments may be left temporarily.

guardarobiere

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

guardia; vigilante

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

guida

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

guida

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

guida del congresso

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.

guida per gli espositori

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

impianto d'interpretazione
via filo

System for the transmission of interpreting by cable or wire.

impianto fisso

Fixed equipment.

impianto mobile di
interpretazione simultanea

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

impianto via radio; sistema
radio

System for message transmission by radio.

imposta sul valore aggiunto;
IVA

Government tax levied on goods and services.

incontri sociali

Gatherings for social purposes.

indirizzo

Address to which correspondence is sent.

industria dei congressi

–

informazioni generali

Information of interest to all participants.

insegna

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

Interfaccia di Programmazione di un'Applicazione

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

interfono

Speaker system that connects the control room with the studio.

interfono

Audio system permitting two-way communication.

interfono; citofono; telefono interno

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

Intermediario

someone acting between parties

interpretazione

Oral translation from one language to another.

interpretazione attiva

Interpreting both ways: from and into the foreign language.

interpretazione consecutiva

Oral translation of a speaker's words into another language, either in full or in summary and conducted when the speaker has finished

what he was going to say or pauses for interpreting.

interpretazione in 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.

interpretazione simultanea

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

interpretazione simultanea
via satellite

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

interpretazione sussurrata;
chuchotage

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

interprete di conferenza

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

interprete di consecutiva;
consecutivista

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.

interprete dí trattativa;
interprete di liaison;
interprete aziendale

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

interprete 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.

interruzione della riunione

Temporary break in meeting for a specific and unprogrammed reason.

inventario

Total amount of furniture and equipment available for show.

invito

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

invito a presentare relazioni;
call for papers

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

invito; biglietto di invito

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

locazione di stand

Complete booth package offered to exhibitors on a rental basis.

iscrizione

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

iscrizione anticipata

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

iscrizione anticipata; pre-iscrizione

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

iscrizione in sede congressuale

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

iscrizione provvisoria

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

iscrizione tardiva

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

isola

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

istituto

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

istruzioni ai partecipanti;
istruzioni di partecipazione

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.

istruzioni per gli autori

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

istruzioni per i presentatori
di poster

Guidelines for those presenting a poster.

istruzioni per i relatori

Guidelines for those presenting an oral presentation.

itinerario

Detailed programme of a visit or tour.

laboratorio

Workshop-type educational experience where students learn by doing.

Laccio porta-badge

ribbon or string around the neck holding a badge or identification

lampada ad arco

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

lampade fluorescenti

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

Larghezza di banda

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

lasciapassare

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

lavagna

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

lavagna a fogli mobili;
lavagna portablocco

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

lavagna a superficie
plastificata

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

lavagna elettronica

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.

lavagna luminosa a
scorrimento di lettere

Screen intended to provide information and to notify participants who are called away for

urgent reasons during the session, without disturbing the meeting.

lavagna luminosa;
retroproiettore

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

lavoro straordinario

Work performed on overtime.

LED – Diodo ad emissione
luminosa

Light Emitting Diode – Flat panel display which uses LED as a video display

legatura all'americana

Binding process by which pages are glued together.

legatura con punto metallico

Binding process using wire staples.

leggíó

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

Leggio/podio digitale

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

lente anamorfica; obiettivo
anamorfico

Lens adapter designed to produce a wide-screen image.

lettera di credito

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

lettera maiuscola

Type larger than that used in body of page.

lettera minuscola

Small letter, as distinguished from a capital letter.

letto a una piazza e mezzo

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

letto matrimoniale; letto queen size

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

Lettore Barcode

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

lettore registratore

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

lettura magistrale; relazione di scenario

Top level presentation.

licenza di esportazione

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

limitazione dei tempi di parola

Duration of the time accorded to speakers.

linea aerea ufficiale

Officially designated airline that handles meeting transportation at preferential prices.

lingua attiva

The language being used by the speaker.

lingua d'arrivo

Language into which a speech or document is translated.

lingua di lavoro

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

lingua di partenza; lingua dell'originale

Language from which a speech or document is translated.

lingua originale

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

lingua passiva

Language into which interpretation is provided.

lingua ufficiale

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

Lista

list of people, registrations, or items

lista assegnazioni; lista nominativa; rooming list

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

lista degli iscritti in anticipo

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

lista dei delegati

List of delegates registered to attend an event.

lista dei partecipanti

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

lista di spedizione; elenco di indirizzi

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

Livello

level of seating, eg in a cinema or theatre

locatario (di leasing)

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

locatore (di leasing)

Person or organization which offers a lease.

Logistica

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

Logoramento

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

logotipo; marchio; logo

Symbol identifying an organization or event.

luce ambiente

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".

luci di sala

Lighting of room separate from stage lighting.

lucido

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

luogo

The destination where the meeting takes place.

luogo di nascita

Denotes place of birth (not necessarily nationality).

magazzino

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

Maggioranza

the greater number of

mâitre; capocameriere;
direttore di sala

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

mancia

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".

manifestazione esterna

Conference Terminology

manifestazione/evento
locale

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

manifesto; cartellone; poster

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.

manuale per la
presentazione di
candidature

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

Marketing Virale

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.

marsina

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

materiale da montare

Unassembled exhibit material requiring on-site assembly.

materiale esposto

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

materiale pubblicitario

Brochures or other items needed for promotional purposes.

Mediazione

a form of reconciliation between disagreeing parties

menabò; modello

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.

menu fisso

Full-course meal menu at a fixed price.

messa a fuoco

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

Messaggistica Istantanea

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.

Messenger, fattorino,
commesso

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

metri (piedi) quadri netti

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

mezza pensione

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

mezzi audiovisivi

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

Mi piace

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

microfono

Instrument which converts sound into electrical signals.

microfono a cannone

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

microfono a collare;
microfono a cravatta

Portable microphone that hooks around the neck.

microfono a stelo; microfono
a colonna

Microphone fixed on a support-stand.

microfono ad alta sensibilità

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

Microfono Auricolare

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

microfono da leggío

Microphone attached to a lectern.

microfono da risvolto

Microphone designed for positioning on the clothing of the user.

microfono da tavolo

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

microfono di bocca;
microfono a breve distanza

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

microfono labiale; microfono
a bassa sensibilità

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

microfono miniatura

Small microphone.

microfono mobile

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

microfono omnidirezionale;
microfono panoramico

Microphone that picks up sound from all directions.

Microfono portatile

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

microfono senza filo

Portable microphone operating on its own power source.

microfono su pertica;
microfono a giraffa

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

microfono unidirezionale;
microfono a cardioide;
microfono unidirettivo

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

Ministero

the body of ministers of a government

modalità d'accreditamento

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

moderatore

Person who presides over panel discussions and forums.

modifiche

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

modulo di prenotazione
stand; scheda di
prenotazione stand

Form for official request to utilize a particular space.

modulo d'ordinazione servizi

Preprinted document on which facilities can be ordered.

montaggio; Impaginazione

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

mostra a elementi modulari

Exhibit constructed with interchangeable components.

mostra di prodotti

Display of products.

motivazione del partecipante

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

mozione

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

multicanale; multiplex

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

multimediale

Use of two or more audiovisual media in one presentation.

multivisione

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

navetta

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

nazionalità

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

negativo

Reversed form of original art or type.

netto

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

newsletter; bollettino
giornaliero; giornale del
congresso

Daily information sheet for participants during
event.

nome

Name given to identify individual family
members.

non infiammabile

Material that is flame resistant.

no-show; mancata
presentazione

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

notturno

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

numero di lingue in
interpretazione simultanea

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

numero totale dei presenti

Actual number of people attending a function.

numero totale di iscritti (o
espositori) per un
determinato periodo

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

nuova iscrizione

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

Obbligatorio

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

Obbligatorio

compulsory

offerta a pacchetto

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

oggetti smarriti

Stand where lost items may be recovered.

onorario; compenso

Payment made in token of personal involvement in an event.

operaio allestitore

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

operazioni bancarie

The carrying out of financial operations.

opuscolo

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

opuscolo; pieghevole

Single-sheet printed announcement or advertisement.

ora delle interrogazioni;
spazio riservato alle
domande

Question and answer period.

orario d'apertura

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

orario di registrazione

Preferred time for guests to arrive at hotel.

orario di uscita dall'albergo;
orario di check-out

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

oratore esterno

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

oratore; conferenziere

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

ordinativo in loco

Exhibited goods and/or services ordered on-site.

ordine anticipato

and/or services ordered up front.

ordine del giorno

Subjects to be discussed at a meeting.

ordine di pagamento

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

ordine di pagamento/bonifico bancario

Money forwarded by or to a bank.

ordine di precedenza

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

organismo ospitante

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

organizzatore dell'esposizione

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.

organizzatore dell'esposizione/mostra

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

organizzatore di congressi (professionista)

Professional Conference Organizer

organizzatore di mostre-mercato

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

organizzatore locale di
eventi; consulente locale per
la gestione di eventi

Destination Management Consultant.

organizzatore professionale
di congressi

Company or individual professionally engaged in
organizing meetings.

ospite che prolunga il suo
soggiorno

Guest who stays at facility beyond stated
departure date.

ospite sistemato in altro
albergo a causa di
overbooking

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

osservatore

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

pacchetto

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

paese d'origine

Denotes country of parental nationality.

paese ospitante

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

pagamento del conto ; check-out

Procedure for guest departure including account settlement.

pagamento in acconto;
pagamento in conto

Money received on account for payment.

pagamento insufficiente

Insufficient payment/funds received for items ordered.

Palazzo

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

paletta; pallet

Wooden platform used to carry goods.

pannelli modulari

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

pannello insonorizzato

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

pannello per messaggi

Board on which messages are displayed.

pannello per poster

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

pannello segnaletico

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

parceggiatore

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

Pari

those persons of the same status as yourself

partecipante alla
discussione

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

partecipante; congressista

Person taking part in the activities of a meeting.

partecipazione totale agli
eventi

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

passaggio; corridoio

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.

passare al livello superiore
senza supplemento

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

patrocinato
da/sponsorizzato da (se con
supporto economico)

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

patrocinatore (non in uso)

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

patrocinio

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

pausa caffè; intervallo caffè

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

pausa rinfreschi

Time between sessions when refreshments are served.

pausa tè; intervallo tè

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

pedana; palco

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

penisola

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

pensione completa

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

periodo di montaggio

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

periodo di smontaggio

Dates) set for dismantling.

pernottamenti

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

pernottamenti extra

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

pernottamento e prima colazione; camera e prima colazione

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

persona in lista d'attesa

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

peso lordo

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

pianta dell'esposizione

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

pianta in scala

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

piattaforma girevole

Motorized rotating platform.

Piattaforma strutturata di Networking

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

planimetria; planta

Scale plan of the floor area of an exhibition.

platea

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

platea di poltrone fisse

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

platea semicircolare

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

polizza assicurativa

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

portavoce

Person who speaks on behalf of a group.

positivo

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

precedenti partecipazioni a congressi

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

prenotare

To make a reservation.

prenotazione con garanzia

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.

prenotazione definitiva

Reservations confirmed in writing.

prenotazione delle camere

Booking of a particular type of room for specific dates.

prenotazione di gruppo

Block reservation of rooms specifically for a group.

prenotazione eccedente;
overbooking

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

prenotazione posti teatro

Reservation of seats at a theatre.

prenotazioni per eventi futuri

Booking for events taking place at a future time.

presa elettrica; presa di corrente

Mechanical electrical connector.

presentatore

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

Presentazione in power point

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

presentazione orale

Contribution made verbally.

presentazione su tavolo

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

presidente

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

presidente (di seduta/sessione)

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

presidente onorario

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

presidente onorario

Senior member of the committee of honour.

prestito senza interessi

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

preventivo

Preliminary calculation of the cost of work to be undertaken.

prezzo della camera

Amount charged for the occupancy of a room.

prezzo omnicomprensivo;
prezzo globale

Fixed payment with no extra costs to be added.

prima colazione all'inglese

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

prima colazione continentale

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

procedure finanziarie

Outline of accounting and banking systems.

produttore

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

programma

Schedule of events, giving details of times and places.

programma definitivo

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

programma del congresso

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

programma di formazione

The educational aspects of an event.

programma di lavoro

Timetable of meeting content.

programma provvisorio

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.

programma ricreativo;
programma delle iniziative
ricreative

Programme of events organized for the entertainment of participants.

programma scientifico

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

programma sinottico

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

programma sociale;
manifestazioni sociali

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

programma speciale per gli
ospiti

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

proiettore

Optical instrument for projecting an image onto a screen.

Proiettore 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

proiettore a caricatore
circolare

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

proiettore di diapositive

Apparatus used for projecting photographic slides onto a screen.

Proiettore in Alta
Definizione

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

Proiettore LCD (Display a
cristalli liquidi)

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

proiettore multimediale

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

proiezione frontale

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

proiezione video;
videoproiezione

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

promotore

Person

promotori; enti patrocinatori

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.

promozione

Publicizing and supporting an event.

pronto soccorso

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

proposta

Plan put forward for consideration or acceptance.

protocollo; cerimoniale

Customs and procedures dealing with formalities, precedence and etiquette.

prova tecnica

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

prova; ripetizione

Practice run held in advance of an event.

provenienza del
partecipante

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

pubblicazione assistita dal
computer; pubblicazione
informatizzata;
pubblicazione
computerizzata

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.

pubblicazioni

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

pulizia stand; servizio pulizia

Cleaning services to individual stand areas.

pulizie

Ä^S^#fi(L)

puntatore laser

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

Punto di accoglienza,
meeting point

meeting point

punto di incontro

Meeting place in venue for individual appointments of delegates.

punto scarico merci

Area on premises where goods are received.

qualifica

Function or job description within an organization.

quinte; retropalco

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

quota di iscrizione

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

raccolta dei riassunti

Printed volume containing summaries of accepted papers.

raccolta di fondi

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

raccomandazione

Strongly suggested course of action; sometimes has binding force.

radiomicrofono

Microphone used for transmitting radio waves.

Radiomicrofono

A wireless microphone attached to either the tie or jacket

rapporto finanziario;
relazione finanziaria

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

rappresentanti ufficiali

Appointed personnel with specific tasks.

Realtà aumentata

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

reazione acustica

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

Receptionist

a front of house welcoming representative

regia

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

Registratore 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.

registratore; magnetofono

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

registrazione

Procedure for guest arrival and registration.

Regolamento, compliance
(pharma)

a ruling to which you should abide

regole per il rimborso

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

relatore

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

relatore di base

Speaker who sets forth the theme of the meeting.

relazione di base;
allocuzione programmatica

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

relazione finale

Final summary of meeting events.

relazione libera

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

relazione sul congresso

Official summary of meeting events.

relazione; intervento

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

relazioni pubbliche

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

reostato; oscuratore
graduale

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

repertorio dell'evento

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.

resoconto integrale;
resoconto testuale

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

resoconto sommario;
rapporto sommario

Short account of a speech, debate or discussion.

Responsabile acquisti

the obtaining of quotations and proposals

responsabile dei trasporti;
coordinatore dei trasporti

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

responsabile delle
convocazioni

Member of committee in charge of convening participants.

responsabile
dell'esposizione

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

responsabile di scena

Employee of the venue in charge of stage facilities.

responsabile noleggio stand;
responsabile affitto stand

Contractor or agent responsible for providing an exhibition shell scheme.

responsabile vendite
ristorazione

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

retroproiezione; proiezione
per lucidi

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

revisione dei conti

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

revisore dei conti

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

riassunto

Written short version of speech or paper.

riassunto delle discussioni

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

riassunto; compendio

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.

ricevimento

Stand-up social function with only canapés and beverages.

ricevimento di benvenuto

Reception/party where welcome drinks are served.

ricevimento informale

An informal social gathering.

ricevimento ufficiale

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

ricevimento; cocktail

Stand-up social function with drinks and snacks.

ricevitore

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

ricevitori multicanali

With two or more communication bands (receivers).

ricevuta fiscale

Official acknowledgement of money received.

richiesta di presentazione di un filmato

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

richiesta di presentazione di un poster; richiesta di presentazione di un affisso

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

richiesta di presentazione di una relazione

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".

richiesta di trasporto materiali

Form for exhibitor requesting handling of materials.

richiesta di una dimostrazione pratica

Form requesting authorization to give a demonstration.

richiesta d'intervento

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.

richieste di spazio

Amount of stand/booth space required by individual exhibitors.

rilegatura; legatura

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

rimborso

Money repaid.

ripartizione dei tavoli

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

ripartizione dei tempi di parola

Time given to a particular speaker to make his presentation.

Ripartizione di reti

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

ripiani; scaffali; scaffalatura

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

ripostiglio; magazzino

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

riproduttore audio; lettore di cassette

Machine designed only for playback of recorded magnetic tapes.

riproduzione di documenti

Reproduction of documents.

Rischio

hazard or exposure to potential danger

risoluzione

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

Risorse Umane

personnel

risposta interattiva

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.

ristorazione

The provision of food and beverages.

ritaglio di giornale

Article cut from a newspaper or magazine.

riunione

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.

riunione aziendale

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.

riunione d'aggiornamento

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

riunione del consiglio

A meeting of the governing body of an organization.

riunione di "brainstorming"

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

riunione di incentivazione

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

riunione d'informazione;
riunione informativa;
briefing

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.

riunione informale

Informal gathering, not necessarily social.

riunione informativa

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

riunione integrata

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

riunione preparatorio del
congresso

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

riunione satellite

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

riunione scientifica

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

riunione tecnica

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

road show

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

Roll-up

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

sala d'esposizione; sala mostra

individual room within an exhibition venue.

sala di riunione

Room where an assembly meets.

sala diapositive (e audiovisivi)

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

sala relatori

Lounge for speakers to relax and to prepare their presentations.

sala riunioni

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

sala stampa

Space reserved for media representatives.

sale

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

salone; fiera

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

satire di livello; up-grade

To change to a superior standard.

scenario; profilo

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

scheda di accreditamento

Document for official authorization.

scheda di iscrizione; modulo di iscrizione

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.

scheda di prenotazione
alberghiera

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

scheda riepilogativa

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.

schermo

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

schermo

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

Schermo 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.

Schermo ad Alta Definizione

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

Schermo al plasma

Type of display screen

schermo di controllo;
monitor

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

Schermo di supporto

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

Schermo LCD

Is a type of flat panel display

schermo parabolico

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

schermo perlato

Type of screen surface used for front projection.

schermo ripartito

Horizontally or vertically separated video pictures shown simultaneously.

Schermo Touch

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

schermo; parete mobile;
divisorio mobile

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

sconfinamento dell'area
dello stand

Use of floor space outside exclusive booth area.

sconto famiglia

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

scritta elaborata al
calcolatore

Lettering generated by a computer.

Scrutinio

recording of votes

sdoganatore

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

sede

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

sede del congresso

Meeting site. Premises where the meeting will be held.

sede della riunione

The building and environment area where the meeting takes place.

sedia

Armless chair.

sedie impilabili

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

sedile con tavolinetto
ribaltabile

Chair with an attached writing surface.

segmenti di mercato

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

Segnaletica

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

Segnaletica digitale

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

segnaletica indicante i
corridoi

Signs, usually suspended, indicating aisle numbers or letters.

segnaletica; pannelli
segnaletici

All informational and directional signs required for an event.

segretario esecutivo

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

segretario generale

Permanent head of the general organization.

segretario onorario

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

segreteria del convegno

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

segreteria organizzativa

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

segreteria scientifica

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

selezione; scelta

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

seminario

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

seminario integrato

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

seminario satellite

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

servito

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

servizi accessori

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

servizi ausiliari

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

servizi cultural'

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

servizi e forniture

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.

servizi per il tempo libero

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

servizio

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

servizio ai tavoli; servizio alla francese

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

servizio attività sportive

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

servizio baby-sitter

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

servizio di sicurezza

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

servizio di traduzione

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

servizio medico; pronto soccorso

First aid provision.

servizio turistico

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

sessione a gruppi di lavoro

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.

sessione di apertura

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

sessione di chiusura

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

sessione di comunicazioni libere; sessione libera

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.

sessione di lavoro

Every prearranged session of a meeting.

sessione di poster; sessione con materiale di affissione

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

sessione informale

Informal session with no specific agenda.

sessione interattiva

Session where participants take an active part in the work.

sessione parallela

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

sessione parallela incrociata

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

sessione plenaria

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

sessione plenaria; seduta plenaria

Session in which all the members of the meeting participate or have the right and, sometimes, the duty to participate, with no other sessions taking place at the same time.

sessione preparatoria

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

sessione straordinaria

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

sessione supplementare

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

sessioni contemporanee

Sessions scheduled at the same time.

sfilata di moda

Choreographed display of garments by models.

sgombero dei rifiuti

Removal of rubbish from building or stand areas.

simposio

Meeting of a number of experts in a particular field at which papers are presented by specialists on particular subjects and discussed with a view to making

simposio integrato

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

simposio satellite

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

sistema di assegnazione
prioritaria degli stand

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

sistema di diffusione sonora

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

sistema di interpretazione a
infrarossi

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

sistema di regolazione del suono controllato da microprocessore

Sound balance control assisted by computer.

sistema di segnalazione

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

Sistema di voto

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

sistema elettronico di pagamento

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

sistema per il trattamento automatico dei testi; elaboratore (per il trattamento di) testi

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

sistemazione alberghiera; alloggio

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

Sistemazione con tavoli a cabaret

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

situazione finanziaria; stato delle entrate e delle uscite

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

smoking; abito da sera

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

smontaggio

Take-down and removal of exhibits.

società di trasporti

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

sopralluogo; giro d'ispezione

Inspection to assess facilities or location.

sospensione della sessione; interruzione della seduta

Definite break in meeting for a specific and unprogrammed reason.

sospensioni

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

Sostenibilità

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

sotto l'egida di; sotto gli auspici di

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

sottocomitato;
sottocommissione

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.

sottogruppi di lavoro

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

Sottoprodotto

a secondary product derived from a manufacturing process or chemical reactio

sovrimpresione

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

sovvenzioni; sussidi

Money obtained from bodies or authorities to underwrite expenditure.

spazio dello stand;
dimensione dello stand

Dimensions of assigned space.

spazio espositivo
permanente

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

Spazio espositivo, stand

a specified area in which an individual company can exhibit

spazio espositivo; area
espositiva

Space in which stands are laid out.

spazio in affitto di breve
durata

Short-term rental space.

spazio in opzione/attività
facoltativa

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.

spedizione

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.

Spedizione

shipment of goods

spedizioniere

A business which handles export shipments.

spettacolo

Organized performance for entertainment, usually in the evening.

spia luminosa

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

sponsorizzazione

Donated financial or material support.

spuntini offerti dai camerieri

Waiter offers food platter to guests who help themselves.

spuntino; piccolo rinfresco;
rinfreschi

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

Stakeholders, attori

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

stand (di mostra)

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

stand a parete o perimetrale

Exhibition space located on an outside edge of exhibition area.

stand a pareti rigide

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

stand a pareti rigide

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

stand a perdere

Exhibit or display built for one use only.

stand ad angolo

Exhibit space with aisles on two sides.

stand allestito; stand attrezzato

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

stand all'interno di una fila

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 aperto su un solo fronte

Exhibition space with booths at back on each side.

stand di testa

Stand at the head of a row.

stand esterno

Space/stands located outdoors.

stand non allestito

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

Streaming dal vivo

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

struttura espositiva autoportante

self-supporting and independent exhibit material.

strutture congressuali

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.

subappaltatore

Company retained by general contractor to provide services.

Subappaltatore

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

Suddivisione per gruppi,
breakout

splitting of a larger group into a number of smaller ones

suite da ricevimento
dell'albergo

Room or suite of rooms used to entertain guests.

suono

Audible effects.

superficie lorda

Total amount of space in exhibition hall or meeting room.

supervisore del convegno

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

supporto portamicrofono;
giraffa

Adjustable support for positioning microphones or lighting fixtures.

tariffa giorno

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

tariffa speciale; tariffa
ridotta; tariffa per gruppi

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

tariffa tutto compreso; tariffa
forfettaria

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

tariffa ufficiale

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

tariffa unica

One rate for each room in a guest room block.

tasse di uscita; tasse
aeroportuali

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

tasso di occupazione

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

tastiera

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

tasto

Button on a computer keyboard.

tavola rotonda

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.

tavolo a mezza luna

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

tavolo della presidenza

Seating location for honoured guests and/or meeting presenters.

tavolo disposto a 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.

tavolo disposto a ferro di cavallo

Horse-shoe shaped table.

tavolo disposto a T

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

tavolo disposto a U

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

Teambuilding, attività di gruppo

activity to bring people together to work as a team

Tecnica dello Spazio Aperto;
Open Space Technology

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.

tecnico

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

Tecnologia 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

telecomando/controllo a distanza

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

teleconferenza

Generic term for all types of meetings which bring together three or more people in two or more locations through telecommunications. Sometimes specifically means a meeting using voice-only telecommunications as opposed to a videoconference.

telefax; fax

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

Telepresenza

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

telesuggeritore; scritte
luminose scorrevoli

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

tema della riunione

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.

tempo di attesa per il
transito

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

tempo di smantellamento;
tempo di smontaggio

Action required to dismantle a function setup.

tempo di smontaggio e di
riallestimento

Action required to break down and reset a room.

tendaggio – tubi e tendaggi

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

Tensostruttura

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

termine di opzione; scadenza
di opzione

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

terminologia congressuale

–

terminologo di conferenza

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

tesoriere

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

tessera del congressista

Admission card confirming a booking and registration.

tessera del congressista

Admission card confirming a booking and registration to a meeting.

testa di cavalletto per
telecamera

Pan-tilt device on which a camera is mounted.

testo

Prepared version of a speech.

testo integrale

The complete version of a text

testo originale

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".

tiratura

Number of copies printed.

titolo

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

titolo

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

toilettes; W.C.

Sanitary convenience.

tracciare sul pavimento il
perimetro degli stand

Method of marking booth/stand space.

traduttore di conferenza

Person who translates meeting documents into other languages.

traduzione semiautomatica;
traduzione assistita da
calcolatore

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

transazione a termine

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

trascrizione

Written copy of spoken material.

trasferimento

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

trasferimento bancario

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

trasmettitore induttivo per
protesi acustiche

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

trasmettitore; unità
trasmittente

Apparatus for transmitting radio waves through space.

trasporti

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

trasporto e immagazzinaggio

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

trasporto interurbano;
trasporto intercity

The means of travelling between two cities.

trasporto materiali (ed
eventuale immagazzinaggio)

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

trasporto urbano

The means of travelling within a city.

tratta a tempo

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

tribuna degli oratori; podio degli oratori

Raised platform on which a speaker stands or sits.

Turismo

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

Ufficio congressi

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.

ufficio postale; posta

Agency handling the transmission of mail.

ufficio prenotazioni alberghiere

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

ufficio stampa

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

unità/crediti di
certificazione della
formazione continua

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

uscita di sicurezza

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

uscite; spese

Money paid out.

Valore di riferimento,
benchmark

point of reference demonstrating a particular level

ventilazione

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

verbale

Formal written record of a meeting.

versione preliminare; bozza
preliminare; prima bozza

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

Vertice

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

vetrina

Glass-enclosed case for articles on display.

Vetture, mezzi di trasporto

means of transport

viaggi aziendali

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.

viaggio di gruppo tutto
incluso

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

viaggio organizzato in
occasione di un congresso

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

viaggio tutto compreso;
inclusive tour

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

vice presidente (di
seduta/sessione)

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

videocassetta

Magnetic tape used in video equipment.

videoconferenza

It allows two or more groups of participants, situated in different locations, to converse while

seeing each other and showing, if needed, images, graphics and documents.

videodisco

Recorded disc containing images and sound.

videolettore; video-
riproduttore

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

videoproiettore

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

Videoproiettore

projector to which a laptop is connected

videoregistratore

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

Virtual MC (Master of
Ceremonies)

The interface to the virtual audience during a Live Streamed event

visita

Organized outing to a local place of interest.

visita a stabilimenti

Tour to a manufacturing plant of interest to the meeting.

visita facoltativa

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

visita informativa; visita a scopo istruttivo; visita didattica

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

visita tecnica; visita a carattere tecnico

Tour to a workplace of interest to meeting participants.

visitatore

Person attending an exhibition to view the exhibits.

visitatore addetto ai lavori

Visitor to an exhibition representing a specific trade or profession.

visto si stampi; imprimatur

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

voci facoltative

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

WiFi

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

workshop

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

zona del palcoscenico più
lontana dalla platea; upstage

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

zona del palcoscenico vicina
alla platea; downstage

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

zona espositiva; zona
fieristica; centro espositivo

Venue at which exhibitions are held.

zona morta

Area where sound is muffled or absent.