

WORD**DESCRIPTION**

3d Bildschirm

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

3d Projektor

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

a la carte

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

abbau

Take-down and removal of exhibits.

abbaufrist

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

abbautermin

Dates) set for dismantling.

abbauzeit

Action required to dismantle a function setup.

abendessen

Evening meal for a group; not usually ceremonial.

abendkleidung

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

abendkleidung; gesellschaftsanzug;
smoking

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

abfallbeseitigung

Removal of rubbish from building or stand areas.

abhangungen

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

ablaufplan

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.

ablaufplan

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.

Abnutzung / Verschleiß

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

abreise

Procedure for guest departure including account settlement.

abreisezeit

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

abschlussbericht; schlussbericht

Final summary of meeting events.

Abstimmung

recording of votes

abweichung

Departure of individual passenger from established group itinerary.

ad-hoc-ausschuss

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

Advokat / Rechtsanwalt

one who speaks in favour of another

ailes-inklusive-reiseangebot

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

akkreditierung

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

akkreditiv

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

aktenmappe

Container for meeting documentation.

aktive sprache

The language being used by the speaker.

allgemeine informationen

Information of interest to all participants.

Allianz	joining in pursuit of common interest
alternative posten	Additional services/tours, etc. which may be booked or not according to preference.
Amphitheater	a circular building with seats rising in tiers around a central open space
änderungen	Changes made by the client after any part of the production process has begun. Usually billed as extra charges.
angebotsunterlagen; leistungsbeschreibung	Written document issued by an organization which contains requirements for their future events.
angliederung	Union of a society, firm, or political party with another, but without loss of identity.
animation	Slide technique which creates an illusion of movement when used in rapid sequence.
ankunft ohne reservierung; last-minute-buchung	Guest requesting accommodation or service without a prior notice.
anmeldebestätigung	Official acknowledgement of receipt of registration and fees.
anmeldeformular	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.
anmeldeformular für standmieter	Form for official request to utilize a particular space.
anmeldefrist	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.
anmeldung	Booking and or payment to attend a meeting. Inclusion as a participant in an event; booking and payment to attend a meeting.
anmeldung; registrierungsstand	Area at a meeting to which delegates and others report for registration on arrival.
anmeldungszeit	Preferred time for guests to arrive at hotel.
anreiztagung	Meeting event as part of a programme which is offered to its participants to reward a previous performance.
anschlagbrett; aushangtafel	Board displaying one or more notices or warnings.
anschlagtafel	Board on which messages are displayed.
anschluss-sitzung	Session added on to the end of the day's programme, usually after dinner, to accommodate extra papers or an extra plenary lecture.
Ansteckmikrofon	A wireless microphone attached to either the tie or jacket
antrag	Formal proposal to be discussed and voted on in a meeting.
antrag auf haltung einer vorführung	Form requesting authorization to give a demonstration.
antrag auf haltung eines referates	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".
antrag auf vorführung eines films	Identification card to enable exhibitors to gain access to an exhibition.
antrag auf vorführung eines posters	Form for presentation of a poster for inclusion in a poster session; submitted for assessment and screening by a selection committee.
anweisungen für redner	Guidelines for those presenting an oral presentation.
anwesende	Actual number of people attending a function.

anzahl simultanübersetzbarer sprachen	Total number of languages into which speeches are being interpreted (including the floor language).
anzahlung	Partial payment to secure product or service
APP	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
arbeitsessen	Light meal for small discussion groups, without a break from working sessions.
arbeitsgruppe	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.
arbeitsgruppen	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.
arbeitsprogramm	Timetable of meeting content.
arbeits-sitzung	Every prearranged session of a meeting.
arbeits-sprache	Language in which the various aspects of a meeting are conducted in practice.
audiovisuell	Using both sight and sound eg combining radio and television techniques.
audio-visuelle hilfsmittel	Audio and visual support for meeting, us. ally taking the form of film, slides, overhead projection, flip charts and blackboards.
aufbau; einrichtung	Process of setting up exhibit booth and materials according to instructions and drawings.
aufbaubeginn (termin)	Date(s) for installation/setting up of event.
aufbaufrist	Period necessary for the preparation of the conference and exhibition venue before the arrival of the delegates and exhibitors.
aufbaumaterial (vor ort)	Unassembled exhibit material requiring on-site assembly.
aufenthaltsraum für gaste	Room or suite of rooms used to entertain guests.
aufgeschlüsselter finanzhaushalt	Document showing estimated dates when items of anticipated income and expenditure fall due and what sums of money will be due on those dates.
auflage	Number of copies printed.
aufnahme- und wiedergabegerät	Machine which can be used both for recording tapes and for playing back prerecorded tapes.
aufruf zur referatanmeldung; call for papers	Document containing detailed instructions for submission of papers for assessment and selection by the committee.
aufschlüsselung der einnahmen und ausgaben	Accurate account of the financial position at any given date showing all credits annnd debits within heads of income and expenditure.
aufsichtspersonal; sicherheitsdienst	Service providing security arrangements, such as checking delegates' credentials, searching hand luggage, protecting equipment and patrolling congress and exhibition areas.
aufteilung der redezeit	Time given to a particular speaker to make his presentation.

auftragsbestätigung	Written authority for a supplier to proceed or for an exhibitor: acceptance of order.
aufwerten	To change to a superior standard.
ausbildertreffen	Meetings comprised of people employed or working within the education industry.
ausflug	Organized outing to a specific place of interest.
ausflüge vor und nach der konferenz	Organized outings taking place before (pre-) or after (post-) the working conference for both accompanying persons and delegates.
ausfuhrlizenz	A government document which permits the "licensee" to engage in the export of designated goods to certain destinations.
ausgaben	Money paid out.
ausgangssprache	Language from which a speech or document is translated.
auslandskongress	Meeting event not taking place in the country of the originating body.
auslandstreffen/landestreffen	Membership or meeting participation available to organizations or individual from one nation, but able to meet in another nation.
ausreisegebühren	Fee collected from traveler by host country at time of departure.
ausschlussklausel für (finanzielle) haftung	Clause in a contract whereby a party explicitly refuses to accept responsibility for something.
ausstanden	Exhibition space located on an outside edge of exhibition area.
ausserordentliche sitzung	Special session for activities, needs, or situations that are different from those normally and originally prepared for.
aussetzung der sitzung; unterbrechung der sitzung	Definite break in meeting for a specific and unprogrammed reason.
aussteller	Company or individual participating in the exhibition with a stand or booth.
ausstellerbestellformular	Form for exhibitor requesting handling of materials.
ausstellerhandbuch	Book of instructions and information for exhibitors regarding the exhibition venue and services offered by the organizing body.
aussteller-kompettangebot	Management providing furniture and/or services to exhibitors for a single fee.
ausstellerliste	List of exhibiting firms, usually with locations.
ausstellung	Event at which products and services are displayed.
ausstellungsbroschüre; prospekt	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.
ausstellungsfläche	Space in which stands are laid out.
ausstellungshalle; ausstellungsraum	individual room within an exhibition venue.
ausstellungskatalog	Complete alphabetical list of exhibitors, their products and, often, their headquarters and sales points; usually incorporates a floor plan and advertising.
ausstellungsmaterial	Material exhibited by the various exhibitors; such material is usually insured or has its value stated in writing for insurance purposes.
ausstellungsorganisator; veranstalter	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.

ausstellungsplan	Plan showing space to be occupied by the exhibition: the areas intended for stands/booths and those for passageways and services.
ausstellungstisch; theke	Wooden or metal board fixed horizontally either on legs or on a wall. Usually with display material and possibility of making purchases.
ausstellungsveranstalter	A supplier of exhibition services or goods (eg stand fitting, electrics, furniture, floor covering, labor, drayage signs, etc.).
ausstellungsveranstalter	Company or individual who plans the logistical arrangements in connection with an exhibition.
auswahl	The act of choosing; the power or opportunity of choosing; alternative.
ausweis; ausstellerausweis	Identification card to enable exhibitors to gain access to an exhibition.
autorisierte unterschrift	Signature of person(s) with authority to sign cheques and contracts on behalf of the organization.
autovermietung	Facility to hire a car.
babysitting; kinderbetreuung	Arrangements for care of children during a short absence of the parents.
Bandbreite	the bit-rate of available or consumed information capacity expressed typically in metric multiples of bits per second.
bandwiedergabegerät; bandabspielgerät	Machine designed only for playback of recorded magnetic tapes.
bankett; festessen	Normally a formally seated dinner in the evening with sometimes speeches given in the presence of or by a VIP (Very Important Person).
bankettverkaufsleiter	Hotel staff person responsible for selling group and local food and beverage functions.
bankgarantie; bankbürgschaft	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.
bankgeschäfte	The carrying out of financial operations.
bankscheck	Payment format issued by a bank.
banküberweisung	Movement of funds between banks or from one bank account to another.
banküberweisung	Money forwarded by or to a bank.
banner	Suspended panel for decor or graphics. May be cloth or rigid material.
Beamer	projector to which a laptop is connected
beauftragter für öffentlichkeitsarbeit	Title given to the person in charge of and co-ordinating the promotional activities of an event.
bedienungszuschlag; service	Inclusive gratuity specified by the restaurant/hotel management and shown in the bill.
begleitmusik	Music accompanying the arrival or departure of guests.
begleitperson	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.

begrüßungsansprache; eröffnungsrede; eröffnungs-vortrag	Formal speech given at the commencement of a meeting to welcome participants; usually given by an eminent person.
begrüßungscocktail	Drink served as an introductory gesture of welcome.
begrüßungsempfang	Reception/party where welcome drinks are served.
Begünstigter	a receiver of benefits
behindertengerecht	Free of obstacles hindering the movement of disabled persons to all public areas within a building.
Beiprodukt / Nebenprodukt	a secondary product derived from a manufacturing process or chemical reactio
beitrag; vortragstext	Work submitted for inclusion as an oral or poster presentation, often in response to a call for papers; not an invited paper.
belegung	In hotel industry, the percentage of total number of available sleeping rooms actually occupied.
Benchmark / Maßstab	point of reference demonstrating a particular level
beobachter	Delegate to an assembly who observes and reports but does not participate officially in its activities.
beratender ausschuss; beratungsausschuss	Usually an honorary body which does not meet frequently (if at all) and can be called upon for advice as necessary.
berater	Person appointed to give specialist or expert information on a particular event, or generally.
berater	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.
Berater	one who provides specialist advice
bereitstellungsraum	Area adjacent to main event area for set up, dismantling and temporary storage.
Bericht	a narrative of events, year by year
berichterstatter	Person appointed to note and record the proceedings of sessions and to write précis (summaries) of the papers presented, for a final summation session.
beschallungsanlage; lautsprecheranlage	Audio and/or visual system used for the purpose of broadcasting or visualizing speech, music or other sounds or images to a large audience.
Beschilderung	directional tool of indication providing information as to where people should go
beschränkung der redezeit	Duration of the time accorded to speakers.
besichtigung	Organized outing to a local place of interest.
besichtigung zu studienzwecken	Educational visit to a workplace or manufacturing plant of interest to meeting participants.
bestätigung; bestätigte reservierung	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.
bestellformular far technische einrichtungen	Preprinted document on which facilities can be ordered.
besucher	Person attending an exhibition to view the exhibits.
betriebsbesichtigung	Tour to a manufacturing plant of interest to the meeting.

Bild-im bild	A system which allows more than one picture to be shown on the screen at any one time.
bildschirm	Physical computer device usually based on a cathode-ray tube or liquid crystal display on which information is displayed.
bildungsprogramm	The educational aspects of an event.
billigung; unterstützung	To give approval or agreement to a certain subject matter or event.
bindung	Process of fastening pages of books, brochures, magazines, together.
blindband; blindmuster; probeband	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.
bogenlampe	High-intensity light source for large screens or long projection distances.
Bote	someone who runs, often between two points, eg a messenger
Botschaft	national representation in another country
Breakout / Parallelsitzung	splitting of a larger group into a number of smaller ones
Breitbild	Any screen with an aspect ratio greater than 4:3
broschüre	Document describing and promoting the advantages of an item or service.
brutto-ausstellungsfläche	Total amount of space in exhibition hall or meeting room.
bruttogewicht	The full weight of a shipment, including goods and packaging.
buchen; reservieren	To make a reservation.
budget; finanzhaushalt	Estimated total income and expenditure divided into subject categories and arranged by principal heads of income and expenditure.
bühnenhintergrund	Part of the stage farthest from the audience or camera, as opposed to downstage
bühnenmeister	Employee of the venue in charge of stage facilities.
businesscenter	Area in hotel or meeting venue offering various office facilities.
Cafeteria / Kantine	restaurant at which customers fetch the food and drink
cocktailparty; empfang	Stand-up social function with drinks and snacks.
Collective intelligence	Collective intelligence is a shared or group intelligence that emerges from the collaboration and competition of many individuals and appears in consensus decision-making in social networks.
Compliance	a ruling to which you should abide
computerprojektor; multimediaprojektor	A device that projects from portable computer or desktop PC onto a screen.
computerschrift	Lettering generated by a computer.
computerunterstützte übersetzung; halbautomatische übersetzung	Translation technique that uses the computer as a tool for the solution of problems.
core pco	PCO that is contracted to move with the meeting for whom they are engaged
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.

debatte	Presentation given by two or more experts in a certain field who must sustain their points of view.
dekoration	That which adorns, an ornament.
delegation	Representatives of a particular country or organization at a meeting.
delegiertenliste	List of delegates registered to attend an event.
delegierter	Voting representative at a meeting.
denkfabrik	A group of specialists organized by a business enterprise, governmental body, etc. and commissioned to undertake intensive study and research into specified problems.
diapositiv; dia; lichtbild	Photographic transparency on a small plate or film arranged for projection.
diaprojektor	Apparatus used for projecting photographic slides onto a screen.
Digitales leitsystem, digitale beschilderung	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
Digitales rednerpult	Stand used by speakers at a meeting with a digital screen in front which can be used to display branding, speaker information etc
direkte rechnungsstellung	Accounts receivable mailed to individuals or firms with established credit.
Dirigent	director of an orchestra
diskussionsgruppe	Group of participants debating separately within some types of meeting. Similar to a working group but with no expectation of reports or papers.
diskussionsleiter	Person who introduces topic of discussion and controls the discussion in the group.
diskussionsmikrofon	Small microphone, with or without wire, which can be moved easily.
diskussionsteilnehmer	Member of a meeting audience who participates in discussion during a meeting session.
displayhersteller	Company which fabricates displays.
Diversifizierung	alternative direction in business from your core activity
dolmetschen	Oral translation from one language to another.
dolmetscherkabine	Soundproof cabin in which the interpreter works.
Dolmetscherkabine	interpretation booths/cabin for the interpreters for multi-language events
dolmetscherteam	A group of people responsible for interpreting simultaneously, usually utilising equipment.
doppelbett	Bed normally measuring 130 x 32cm (5x 78 inches) for 2 persons. "Standard double bed" is referred to in UK as 4'6" x 6'6"
doppelbuchung	Reserving space for two groups (or persons) for the same dates when only one group (or person) can be accommodated.
doppelzimmer	Room containing one bed for two persons.
doppelzimmer mit einzelbelegung	Twin/double room occupied by one person, paid for at a negotiated rate.
drahtgebundenes dolmetschersystem	System for the transmission of interpreting by cable or wire.

drahtlose infrarot-dolmetscheranlage	Interpreting system operated by radio waves and hence without wire or cable connections to the headsets.
drahtloses mikrofon	Portable microphone operating on its own power source.
drehplattform	Motorized rotating platform.
druckerlaubnis; freigabe	Word/phrase usually printed at back of title page and bearing signature and date on which publication was approved as ready for press.
druckvorlage	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".
DVD spieler	Is an optical disc recorder that uses Optical disc recording technologies to digitally record analog signal or digital signals onto blank writable DVD media.
eckstand	Exhibit space with aisles on two sides.
eE-konferenz/ event	Conference which is held electronically via the internet
e-förmige anordnung	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.
egeburtsort	Denotes place of birth (not necessarily nationality).
ehrenamtlicher sekretär	Voluntary (unpaid) member of the committee responsible for recording decisions and keeping records of discussions.
ehrenkomitee	Committee of individuals eminent in the related field whose names are lent to an event by way of endorsement.
ehrenpräsident	Senior member of the committee of honour.
ehrenpräsident; ehrenvorsitzender	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.
einchecken	Procedure for guest arrival and registration.
eindecken	Placement of food on banquet tables prior to seating of guests.
einführungsvortrag	Fundamental or leading speech made usually at the beginning of a meeting.
eingebaute anlage; ortsfeste anlage	Fixed equipment.
einheitstarif	One rate for each room in a guest room block.
Einholung von Angeboten	the obtaining of quotations and proposals
Einkünfte	income
einladende stelle	Member of committee in charge of convening participants.
einladung	Courteous written request for attendance at a function for which no charge is made.
einladung	The proposal submitted by a destination or a property inviting a group to meet in their venue.
einnahmen	Money received.
einsatzbesprechung	A session at which precise instructions are given and participants informed thoroughly (cf briefing).
eintrittskarte	Ticket to be used for admission to an event.
einweg-ausstellungsgegenstände	Exhibit or display built for one use only.
einzahlung	Money received on account for payment.
einzelberechnung	(Liquor) drink served and charged for by the number of drinks served.

einzelzimmer; einbettzimmer	Room containing one bed for one person.
elektroanschluss	Temporary supply of electricity to a stand to which electrical goods can be connected.
elektronische schreibtafel; bildfernsehreibtafel	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.
elektronische tafel	A system of controlling multimedia presentations by displaying computer generated images onto a white board. The board copies all information written or taped onto it, and saves, publishes or prints out the notes.
elektronische Veröffentlichung / E-Publication	electronic publishing
elektronische zahlungsanweisung (per edv)	Payment by means of electronic funds transfer, e.g. using a credit card at a point-of-sale terminal.
empfang	Stand-up social function with only canapés and beverages.
empfänger	Apparatus that converts electric currents or waves into visible or audible signals.
empfangsschalter; empfang	Area at which delegates, guests or visitors are received on arriving at a venue.
empfehlung	Strongly suggested course of action; sometimes has binding force.
endgültiges programm	Document containing the definitive meeting and social programme, circulated immediately prior to a meeting or distributed at the commencement of an event.
englisches frühstück	Breakfast usually consisting of juice, cereal, eggs, bacon, toasts and preserves, and hot beverages.
enthalten	to decline to use ones vote
entschliessung; resolution	Motion put forward for adoption; once adopted, has binding force.
E-Poster	electronic poster
erfrischungspause	Time between sessions when refreshments are served.
erkennungssymbol; emblem	Symbol identifying an organization or event.
erkundigungsbesuch	Hosted trip to assess facilities, locations or services.
ermächtigung; verpflichtungsermächtigung	Signed authority to proceed with an item of expenditure.
eröffnungsfeier; eröffnungsveranstaltung	The formal opening of a meeting.
eröffnungssitzung	Meeting(s) of a predetermined duration which begin an event and in which the principal items on the agenda are usually introduced.
erste hilfe	Emergency care or treatment given to an ill or injured person before a doctor arrives.
erste hilfe	First aid provision.
erste-hilfe-raum	Place where emergency care is provided.
erweiterte Realität	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
éschalldichte wand	Barrier that prevents sound from carrying to and from adjacent rooms. Usually a permanent wall.

etechnische konferenz	Groups whose members and suppliers work in scientific, research or applied sciences. USA/Canada: Non-medical meetings of professional organizations.
ethnisch	belonging to a different race from your own
eventberater; dmc	Destination Management Consultant.
Eventualität / Notfallplan	planning for an uncertain event
exekutivausschuss; vollzugsausschuss	Group of people who carry out the strategies and policies to be implemented
exekutivsekretär	Person appointed to handle organizational functions and who is given certain administrative authority and responsibilities.
exklusiv-veranstalter	Contractor appointed by show or building management as the sole agent to provide services.
expertengruppe	A group of expert advisors assembled especially to answer questions of immediate or current interest.
expertengruppe; sachverständigen-gruppe	Group of specialists in a particular field.
extraausgaben; nebenspesen	Expenses other than room and tax, billed to a guest's account.
fachbesucher	Visitor to an exhibition representing a specific trade or profession.
fachbesucher-tag	Day of an exhibition restricted to attendance by professional or trade visitors.
fachmesse; fachaustellung	Exhibition of products and services that is not open to the general public.
fachmesseveranstalter; fachaustellungsveranstalter	The individual who plans a trade show, reserves the space, markets to exhibitors and promotes attendance by buyers.
fachtechnische besichtigung	Tour to a workplace of interest to meeting participants.
fahnenabzug; korrekturabzug	Final copy for approval before printing.
Fakultät	Group of those qualified to teach
familienname	Name by which all immediate family members are known. Women usually (but not always) adopt their husband's family name upon marriage.
familientarif	A discount price offered by hotels and resorts to second and successive members of families who travel together.
feierliche ansprache	A formal and dignified public discourse.
fernbedienung	Control of apparatus, such as audio visual equipment, from a distance.
ferndolmetschen	Simultaneous interpreting using telecommunications facilities, e.g. via satellite.
fernkopierer; fax; fernkopiergerät	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.
fernsprechanschluss	Socket into which a telephone can be plugged for external communication.
fernsprechkonferenz	Telephone conversation involving a number of subscribers simultaneously.
fertigstand	Booth constructed with plywood or similar material (as opposed to booth formed by drapery only).

festbankett	Outstanding social event of the conference, usually in the evening with entertainment or speeches during or after a formal meal. Usually formal dress requested.
feste reihenbestuhlung	Permanent, non movable seats in a meeting room or amphitheatre.
festes menü; menü	Full-course meal menu at a fixed price.
festplatten-stand; hartplatten-stand	Stand constructed with plywood or similar material as opposed to one formed by drapery only.
Festzelt	large temporary structure, eg tent, usually whose walls are not solid but canvas
feuerfest	Material that is flame resistant.
feuerversicherung	This insurance usually covers loss or damage attributable to fire, smoke, explosion, or forces of nature. It can also cover water damage.
filmvorführapparat; filmprojektor	Equipment for projecting cine film.
finanzausschuss	Group of people who meet with responsibility for budgeting, cashflow, accounting and controlling finance and whose chairman is generally the treasurer of the event.
finanzbericht	Document incorporating the statement of income and expenditure and the budget at a given date.
finanzielle trügerschaft; finanzierung	Donated financial or material support.
finanzverfahren	Outline of accounting and banking systems.
firmentagung	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.
flip chart; flip-over-chart; schreibblocktafel	Large pad of paper placed on an easel and used by a speaker for illustrative purposes.
flüchtiger schuldner	Departing guest who fails to pay for accommodation.
flüsterdolmetschen	The process of interpreting on a simultaneous basis in a low voice to the participants, usually seated next to the interpreter.
Foliensatz	set of imagery et in a power point presentation, formerly a collection of slides
formlose sitzung; formlose zusammenkunft	Informal session with no specific agenda.
formular	Printed or typed document with blank spaces for insertion of specific required or requested information.
formular für hotelreservierung	Booking form for reservation in a hotel for use by participants.
formular für wortmeldungen	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.
fortbildungskurse für hochschulabsolventen	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.
fortbildungsnachweise	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.

forum; forumgespräch	Meeting or part of a meeting set aside for an open discussion by recognized participants on subjects of mutual interest.
forumsdiskussion	A discussion within a forum (cf forum).
foyer; halle (hotel)	Public area in hotel or hall for assembly or registration.
frachttransport (-zustellung)	Transfer of exhibits from point of arrival to exhibit site. May also include storage.
Frage- und antwort 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.
fragebogen	Cards collected from attendees, requesting information about exhibitors.
fragestunde; fragerunde	Question and answer period.
frei verwaltete foren	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.
freie bestellung	self-supporting and independent exhibit material.
freigelandstand	Space/stands located outdoors.
freistehender stand; blockstand; inselstand	One of a group of four or more exhibit spaces with aisles on all four sides.
freizeitkleidung	Sport shirt (possibly with jacket) for men; resort wear for women.
freizeitservice	A service concerned with the organization of free or unoccupied time.
freizimmer (ohne berechnung)	Complimentary rooms which a facility provides without charge based on the number of rooms picked up and occupied by a group.
fremdenverkehrsamt	Organization which exists to promote a town or country to groups or individuals as a tourist destination.
fremdenverkehrservice	A service concerned with the organization of excursions which are purely pleasure (cf sightseeing tour).
frontprojektion; normalprojektion	Projection of an image onto the front surface of a light-reflecting screen from a projector placed within or behind the audience.
fundbüro	Stand where lost items may be recovered.
funkmikrofon	Microphone used for transmitting radio waves.
funkübertragung; drahtlose Übertragung	System for message transmission by radio.
gabelstapler	Vehicle with a power-operated pronged platform for lifting and carrying loads.
galgen; kran; giraffe	Adjustable support for positioning microphones or lighting fixtures.
gang	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.
gangbeschilderung	Signs, usually suspended, indicating aisle numbers or letters.
ganzer text	The complete version of a text
garantie; sicherheit	The number of servicings to be paid for, whether or not they are actually consumed; usually required 48 hours prior to the event.

garantierte reservierung	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.
garantierte spätankunft	Guest room that is guaranteed by credit card or advance payment if arrival is later than a specified time, usually 6.00 p.m.
garderobe	Room in which outer garments may be left temporarily.
garderobenpersonal	A person who is employed to take care of people's coats, hats or luggage in the cloakroom (cf cloakroom).
gastgeber	Association, corporate body, town or other party that invites an event to take place within or under its jurisdiction.
gastkarte; einladungskarte; ehrenkarte	Invitation to potential guests, visitors, participants to attend an event.
gastland; gastgebendes land	Country that invites an event to take place within or under its jurisdiction.
gastreferent	Speaker, specifically requested to speak to the audience on a given topic.
gastronomieversorgung	The provision of food and beverages.
gastvortrag	Speech submitted on a specific topic at the request of a committee.
Gebäude projektion	A production method that projects an image directly onto a building and can give the illusion of bringing the building to life
gedankenaustausch	Group session in which all participants contribute creative ideas which are not initially judged for merit.
gedecke	Actual number of meals served at a food function.
gefördert von; gesponsert von	Supported by... (either financially or otherwise).
gegensprechanlage; interphonanlage; wechelsprechanlage	Audio system permitting two-way communication.
generalsekretär	Permanent head of the general organization.
generalunternehmer	Company which provides services to exhibition management and exhibitors.
generalversammlung; hauptversammlung	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.
geschäftsaufkommen	Referring to the number of groups and attendees meeting in a city during a specific time frame.
geschäftsführender ausschuss; verwaltungsausschuss	Committee to carry out policy and strategy for the organization of an event.
geschäftsführender direktor	The principal officer responsible for overall administration of an organization.
geschäftsführer	Executive responsible for day-to-day operations of an organization.
geschäftsreise; dienstreise	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.
gesellschaftliche treffen	Gatherings for social purposes.

gesellschaftliche veranstaltungen	Programme of organized events, not directly related to the subject of the meeting.
gesellschaftliches abendessen	Non-working evening function at which a meal is served.
geteiltes bild	Horizontally or vertically separated video pictures shown simultaneously.
Gipfeltreffen	top of, or an international meeting of senior representatives, normally associated at governmental level
Gleichrangige	those persons of the same status as yourself
gleichzeitige sitzungen	Sessions scheduled at the same time.
GPS / navigationssystem	Global Positioning System – allows the user to navigate to a certain destination
grossbuchstabe	Type larger than that used in body of page.
grosses bett	Large bed usually measuring 22x 33cm (60 x 68 inches).
gruppe	A number of persons associated in some joint action; a definite number of persons working together.
gruppen-inklusive reise	Travel programme with special fare and specific requirements such as a minimum number of persons traveling as a group throughout the tour.
gruppenmoderator	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).
gruppenreservierung; gruppenbuchung	Block reservation of rooms specifically for a group.
gutschein	A negotiable ticket or voucher; a pass or ticket.
gutschein; reisebüro gutschein; vouchere	Ticket which travellers exchange for prepaid services such as accommodation, meals and tours.
haben	An item entered on creditor side of an account (oppos. of "debit"). To add one sum to another.
hacken	by way of breaking into someone else's computer programme
halbinselförmiger stand	One of two or more exhibit spaces back to back with an aisle on three sides.
halbkreisförmige stuhlanordnung	Same as auditorium or theatre style except chairs are in a semicircle.
halbmondförmige tischanordnung	Two quarter-round tables joined to make a half circle. Seating locations for honoured guests and/or meeting presenters.
halbpension; hp	Rate inclusive of breakfast and any other meal, usually dinner, in addition to room.
hallenmeister	Individual representing show management responsible for managing the exhibition area on-site (enforcing rules, responding to requests, etc.).
handel	Relating to groups whose members work in common fields.
Handmikrofon	A microphone that is held by the individual – can be wireless or wired
happenings	All non-intellectual oriented meetings.
hauptquartierhotel	Where several hotels are used for one event, the hotel where the main administrative and hospitality functions are located.
hauptrede; hauptpräsentation	Top level presentation.

hauptredner	Speaker who sets forth the theme of the meeting.
hauptveranstaltung	A meeting open to all those in attendance at a convention.
HD Bildschirm	Is a type of flat panel display with a high definition picture
HD projektor	Is a type of video projector for displaying video, images or computer data on a screen or other flat surface with High definition picture
Headset mikrofon	Wireless microphone, to allow the speaker free movement around the stage during his/her presentation
heimatland; herkunftsland	Denotes country of parental nationality.
herabstufung	To move to a lesser accommodation or class of service – to change to an inferior standard.
herkunft der teilnehmer	The residence of the participant (town, region, country). If residence and nationality do not coincide, they may be registered separately.
hilfsdienste	The services which accompany a meeting (stewards, technicians, interpreters, etc).
hinter der bühne	Area at sides or rear of stage not seen by the audience.
hinweise für die verfasser	Instructions regarding the required format to be used for the version of the paper to be published.
hinweise für posteraussteller	Guidelines for those presenting a poster.
hochempfindliches mikrophon	Microphone designed for use at a substantial distance from the mouth of the person speaking.
hochsaison	Busy times of year during which hotels normally charge higher rates.
höhere-gewalt-klausel	Contract clause which limits liability should a performance be prevented due to disruptive circumstances beyond control. Usually inclement weather does not apply.
honorar	Payment made in token of personal involvement in an event.
hotelklassifikation	The classification of a hotel in terms of its amenities, facilities, level of service and cost. Qualifications and terms may vary by country.
hotelunterkunft	Bedroom(s) at a hotel and rooming arrangements; usually specifying the hotel classification in terms of its amenities, facilities, level of service and cost.
hufeisenförmige anordnung	Horse-shoe shaped table.
Hybridveranstaltung	An event with both live and virtual attendees
imbiss; erfrischungen	Food or beverages, whether or not for sale, for informal consumption.
info-brett; monitor für tagesablauf	Board or video screen listing the days events.
informationsblatt; mitteilungsblatt	Update information sheet, generally used for promotional purposes.
informationssitzung; vorbesprechung; einführungsveranstaltung; 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.
informationsstand	Stand at which an official gives information.
informationstafel; blende; standblende	Board giving exhibitor's name in an exhibition or indicating the purposes of service desks in a conference reception area.
informelles treffen	Informal gathering, not necessarily social.

institut	A professional organization/establishment formed to promote education, literature, art, or the like.
integrierte sitzung	A meeting which forms part of a larger event (cf meeting).
integriertes seminar	A seminar which forms part of a larger event (cf seminar).
integriertes symposium	A symposium which forms part of a larger event (cf symposium).
interaktive tagung; wahl-sitzung	Session where participants take an active part in the work.
interaktives system	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.
Interessengruppe	those persons or organisations who have an interest in a given project or investment
internationale treffen; kontinentale treffen; regionale treffen auf einem kontinent	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.
internet-anschluss	A connection to Internet through a local access provider. It can be an analogue, a digital or an Ethernet network access.
inventar	Total amount of furniture and equipment available for show.
IT – informationstechnologie	Information Technology is the area of managing technology and encompasses wide variety of areas that include computer software, information systems, computer hardware and programming languages
Kabarett Bestuhlung	seated at round tables, either fully occupied; or half occupied facing stage/screen
kaffeepause	Short interval between sessions during the morning or afternoon at which coffee is served.
kamerafertige kopie	Materials ready for photographic reproduction.
kanal	A special line reserved to a specific usage (language, speech on walkie talkies, etc).
kapazität; fassungsvermögen	Maximum number of people allowed in any given area, or maximum number of people that a setup can accommodate in a function room.
Kapitel / Abteilung	divisions of a book or a membership association
kassette	Plastic box containing a video- or sound recording tape.
kehlkopfmikrofon; umhängemikrofon; lavaliermikrofon	Portable microphone that hooks around the neck.
klappstand	Three or four-legged stand with a rack used to hold a blackboard, corkboard, magnetic board, sign, chart, etc.
klebebindung	Binding process by which pages are glued together.
kleinbuchstabe	Small letter, as distinguished from a capital letter.
kleingruppenarbeit	Small group sessions within a meeting organized to discuss specific subjects.
kleinstmikrofon; zwergmikrofon	Small microphone.
klimaanlage	System that controls the temperature and humidity of the air in a room.

knopflochmikrofon	Microphone designed for positioning on the clothing of the user.
kolloquium	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.
komitee; ausschuss	A group of people appointed for a specific purpose.
kommunikationszentrale	Area in meeting venue for telephone, fax, telex or teleconferencing facilities.
komplettstand; eingerichteter stand	Stand equipped with all services and facilities such as electrics, fascia, carpet, lighting, etc.
konferenz	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.
konferenz mit parallelveranstaltungen	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.
konferenzbericht	Official summary of meeting events.
konferenzdolmetscher	Person who interprets into another language oral presentation(s) made during a meeting.
konferenzgebäude; tagungsstätte	Area, property or specific facility to be used for meeting.
konferenzhandbuch	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.
konferenzleiter; konferenzkoordinator	Title generally conferred upon the chief administrator of the entire event.
konferenzmappe; mappe mit konferenzunterlagen	Generally a comprehensive collection of meeting documentation within its container.
konferenzprogramm	Printed timetable of events at a meeting, including working sessions with locations and the names of speakers, and social events.
konferenzsekretariat	The office responsible for the administrative, clerical and secretarial affairs surrounding planning, and management of a conference (cf conference).
konferenzterminologe	Person who conducts terminology work specifically in the context of meeting organization.
konferenztisch mit rundumbestuhlung	Table set up in rectangle or oval shape with chairs on both sides and at both ends.
konferenzübersetzer	Person who translates meeting documents into other languages.
kongress	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. 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.
kongressaushilfsdienst	
kongressbüro	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.
kongressdauer	The number of days from the opening session to the closing session. Additional days for optional excursions are not included.
kongressfachmann	Company or individual professionally engaged in organizing meetings.
kongressgebäude	The building and environment area where the meeting takes place.
kongressgeschäft	—
kongressgeschäft-terminologie; tagungs- und messewesen- terminologie	—
kongresshausausstattung	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.
kongressort	The destination where the meeting takes place.
kongressort; tagungsort	Meeting site. Premises where the meeting will be held.
kongressreise	A travel which involves all participants come to a multilateral gathering organized around a previously established advertised theme.
kongresstermin	The time of the year when the meeting takes place.
kongressthema	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.
kongresszentrum; tagungszentrum	Premises built specifically for holding meetings and exhibitions.
konsektivdolmetschen	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.
konsektivdolmetscher	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.
kontinental-frühstück	Light breakfast usually consisting of juice, roll or pastry and a hot beverage.
kontingent	Number of rooms reserved for one group.
kontrollausschuss; aufsichtsgremium	A committee of inspection, control.
kontrollempfänger; monitor	Television set with direct audio and video input used for checking on the operation of a transmitter.
Kontrollmonitor	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
konvertibilität	A currency is usually described as convertible if the holder can exchange it freely for another currency.
koordinierungsausschuss	Committee in charge of co-ordinating the organization of the event.
kopf; schwenk- und neigekopf	Pan-tilt device on which a camera is mounted.
kopfhörer mit mikro	Headphone with a built-in microphone.
Kopfhörer/ empfänger	A device that allows the audience to listen to the speaker in simultaneous interpreted languages
kopfstand	Stand at the head of a row.
kopie	Film or tape which has been printed from the original copy.
korkengeld	The charge placed on wine, beer and liquor brought into a facility but purchased elsewhere. The charge sometimes includes glassware, ice and mixers.
kosten pro quadratmeter	Basic charge for a square metre of exhibition space.
kostenberechnung	Process of obtaining the true price of an item of expenditure.
kostenkontrolle	Process of maintaining levels of expenditure within the budget.
kostenlos; gratis; gebührenfrei	Offered at no cost.
kostenvoranschlag	Preliminary calculation of the cost of work to be undertaken.
kristall-leinwand; perlwand; kristall-perlwand	Type of screen surface used for front projection.
Kriterien	a principal or standard by which something is judged
Kulisse	background staging
Kultur	the development of individual national heritage eg music, science, art etc
kultureller service	A service concerned with organizing activities which are mainly related to the artistic and intellectual side of civilization.
kundenschreiben; mailing	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.
kündigungsklausel	Provision in a contract stating the terms on which the contract may be cancelled.
kurzbericht	Short account of a speech, debate or discussion.
kurzfassung	Written summary of a speech or paper, generally between 33and 500 words, often submitted in advance in support of an application to present an oral or poster contribution.
Kutsche / Wagen	means of transport
lageplan	Scale plan of the floor area of an exhibition.
lager-/abstellbereich	Equipment storage area at show site, usually draped off area in exhibition hall/unsold space.
laserzeiger	A compact instrument consisting of a visible light laser, used for pointing out features on a projected visual display.
lastenheft; leistungsverzeichnis	Complete description of requirements.
laufschrift	Screen intended to provide information and to notify participants who are called away for urgent reasons during the session, without disturbing the meeting.
laufschrift	Text moving horizontally across the bottom of a video screen.

layout	Artist's or designer's indication of how a printed piece should look.
LCD bildschirm	Is a type of flat panel display
LCD projektor	Is a type of video projector for displaying video, images or computer data on a screen or other flat surface.
leasing-geber	Person or organization which offers a lease.
leasing-nehmer	One to whom a lease is granted; holder of a lease.
leinwand; projektionwand	Surface onto which images are projected by a film or slide projector.
leistungsvolumen; möglichkeiten (leistungsumfang)	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.
leiter der finanzabteilung	Executive responsible for financial affairs of an organization.
leitsystem	All informational and directional signs required for an event.
lesegerät	Electronic device which displays script to the speaker, usually on a screen not visible to the audience.
leuchtenreihe	Lights attached along a track mounted on a ceiling or wall permitting flexible spotlighting and other effects.
lichtzeiger	Electric rod which casts an illuminated spot on the wall, blackboard, screen, etc. to draw attention to a particular feature.
Lieferung / Warensendung	shipment of goods
lippenmikrofon	Microphone designed for use in contact with the lips of the speaker.
Logistik	the art of moving people and/or resources from one place to another
lokale veranstaltung	An event, such as a graduation ceremony, local festival, etc., that draws its audience primarily from local market.
lokaler reisedienst	Company that provides transportation in a locale, i.e. motorcoaches, rental cars, railroads, etc.
luftung	Process of supplying or removing air by natural or mechanical means to or from any space.
mandatsprüfungsausschuss; vollmachten-prüfungsausschuss	Committee formed to verify that individuals have the necessary qualifications to attend a meeting or become a member of an association.
manuskript	Prepared version of a speech.
marktsegmente	Categorization of organization or businesses by professional discipline or primary areas of interest for the purposes of sales analysis or assignment.
mehrbettzimmer	Room with two double-size beds suitable for two or four persons.
mehrfach (kanal) technik	With two or more communication bands (receivers).
Mehrheit	the greater number of
mehrkanal; multiplex	With two or more communication bands (e.g. receiver).
mehrwertsteuer; mwst	Government tax levied on goods and services.
messe	Exhibition of products or services in a specific area of activity held with the objective of promoting business.
Messe	Large trade exhibition
messegelände; ausstellungszentrum	Venue at which exhibitions are held.

mietgebühr	The price paid by the organizer to the owner of the meeting facilities.
mietkosten; mietpreis	Total cost of hiring an exhibition space, whether or not it includes ancillary services (security, connection to water, electricity supply, etc.).
mietstand	Complete booth package offered to exhibitors on a rental basis.
mietvertrag	Contract stating terms and conditions for rental of exhibition venue or for individual stand/booth within a venue.
mikrofon mit stativ; galgenmikrofon	Microphone mounted on an extension. Often used in Q&A sessions.
mikrofon; mikrofon; mikro	Instrument which converts sound into electrical signals.
mindestübergangszeit	Prescribed minimum time to leave one flight and board another. Set by airlines to allow time to transfer baggage.
Ministerium	the body of ministers of a government
mitaussteller	Distributor or agent of main exhibitor sharing the same stand or booth.
mittagessen	Midday meal; sometimes with speeches or presentations during meetings of professional associations.
mittelbeschaffung	Process of obtaining money and funds from additional sources other than registration fees.
mitvorsitzender; kopräsident; stellvertretender vorsitzender	One of two or more persons appointed as chairman/president on an equal footing.
mobile dolmetscheranlage	System which can be transported and set up in any venue without the need for built-in booths or electric circuits.
modem; modulator/demodulator	Electronic device that modulates and demodulates signals transmitted over data communications facilities. Most commonly seen as an interface between computers and telephone networks.
modenschau	Choreographed display of garments by models.
moderator	Person who presides over panel discussions and forums.
montage; umbruch	Definitive placement of text and illustrations on the page in accordance with the predetermined layout.
monteur; techniker	Skilled person used in handling assembly of heavy materials always working at union wages.
multimedía	Use of two or more audiovisual media in one presentation.
multinationale veranstaltung	International meeting with a minimum of 100 participants from at least four countries.
multivision; mehrfachprojektion	Projection of different images on different screens at the same time.
mündlicher vortrag	Contribution made verbally.
nach flaschen	(Liquor) drink served and charged for by the full bottle. Organizer owns any bottle on which the seal has been broken.
nach- oder vorsaison	Time of year at which hotel occupancy is lowest and bargain rates are usually offered.
Nachhaltigkeit	the ability to keep going continuously or to leave a lasting legacy that will continue
nachkonferenzgeschehen	Any event which is arranged for the period immediately following the conference proper.

nachsichtwechsel	A draft which matures either a certain number of days after acceptance or a certain number of days after the date of draft.
nachrichtenzentrale – post und nachrichten	A place where mail and messages are received, kept or transmitted.
nahbesprechungsmikrofon; handmikrofon	Microphone designed particularly for use close to the mouth of the speaker.
namensschild	Identifying card worn by attendees to a meeting.
namensschild	A name card which identifies you.
nationale fluggesellschaft, die internationale routen fliegt	Airline designated by a country to serve international routes (Convention Liaison Council).
nationaler kongress	Meeting participation available to organizations or individuals from one nation, meeting in that nation. 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.
nationales treffen; regionales treffen; lokales treffen	
natto-ausstellungsfläche	Actual amount of salable space available for or used by exhibit booths/stands.
nebeneinanderliegende zimmer	Rooms with common walls which do not have connecting doors.
nebensaison	That time of year when travel and hotel rates are at their lowest.
nebenveranstaltung	Conference Terminology
negativ	Reversed form of original art or type.
neonbeleuchtung	Neon lamps, with diffused light tubes as opposed to incandescent lights.
nettopreis	Actual cost of a travel programme excluding mark-ups or commissions.
Netzwerk	Splitting a computer network into subnetworks ie: Organisers, Speakers, Delegates, etc either to boost performance or to improve security.
neuanmeldung	Registration received at the meeting and generally incurring payment of a penalty fee.
nicht eingerichteter stand	Stand with no services or facilities, meaning that these all have to be hired at an additional cost.
nichterscheinen eines gastes	Person who has booked a room or a place at a meeting but does not arrive to take up the room or place.
nicht-themengebundene vorträge	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.
nicht-themengebundener vortrag	Written transcript given as a result of acceptance of the submitted abstract on a subject chosen by the author.
nominierung der kandidaten	Submission of a name (person, organization or company), for election or appointment to a specific role or function.
normaler zimmerpreis	Facility's standard, pre-established guest room rates.

notausgang	Door, clear of obstructions, designed for egress in the event of fire or panic.
öffentlichkeitsarbeit	Presentation of an event via the media or other outlets, emphasizing its benefits and desirability.
offizielle empfangsbestätigung	Official acknowledgement of money received.
offizielle luftfahrtgesellschaft	Officially designated airline that handles meeting transportation at preferential prices.
offizielle sprache	Language officially to be used for a meeting, e.g. for the publication of proceedings.
offizieller empfang	Reception for conference participants hosted by local or governmental authorities or other officials.
offizielles abendessen	Evening meal forming part of the official programme.
öffnung spätabends	Evening on which the exhibition will remain open later than usual.
öffnungszeiten	Hours during which an exhibition is open to the public or trade visitors.
offset; offsetverfahren	Printing process.
ohrhörer; kopfhörer	Device that converts electrical energy into sound waves and is worn over or inserted into the ear.
open-space-veranstaltung	A meeting organized through Open Space Technology.
option(en); anbot mit vorbehalt	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.
originalsprache	Initial language in which a document is drafted or a speech delivered.
örtliches komitee	Board for a geographical area of a society or federation, often synonymous for host committee.
örtliches organisationskomitee; örtlicher organisationsausschuss	Group of people from the host country, city or region of an event.
örtliches organizationskomitee	A group of people, geographically local to the venue, who carry out the strategies and policies established for the organization of an event.
ortsbesichtigung	Inspection to assess facilities or location.
overhead-projektor; schreibprojektor	Equipment which projects an image onto a screen by passing light through a transparency.
Palast	building in which royalty, or people of great importance, live; or historic building open to the public
palette	Wooden platform used to carry goods.
parabol-leinwand	Type of front projection screen surface which is rigid and allows only narrow-angle viewing.
parallelsitzung	Session which has some correspondence, similarity, or analogy of subject and aim and is simultaneous with another session.
parallelsitzung; parallelveranstaltung	A session which is similar to another session involving the exchange of information (cf parallel session).
parkplatzeinweiser	A person who is employed to assist people in parking their motor vehicle in a designated area.
passive sprache	Language into which interpretation is provided.
pauschalkosten; pauschalpreis	Fixed payment with no extra costs to be added.

pauschalpreis; inklusivpreis	Rate covering all elements in the cost of a room, including gratuities and taxes.
pauschalreise	Tour sold at a price covering all costs (transport, accommodation and related services) for the full duration of the trip.
Personalwesen	personnel
photokopiergerät	Machine for photocopying documents.
Ping technologie	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
pivot-dolmetscher	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.
plakat; 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.
Plasmabildschirm	Type of display screen
plattenservice; französischer service	Each food item is served by waiter from platter to individual.
platzbedarf	Amount of stand/booth space required by individual exhibitors.
platzmiete	Cost per square metre/foot for exhibition space.
podium; podium	A permanent or portable raised platform used for seats of honor or speakers lecterns.
podiumsdiskussion; podiumsgespräch	Discussion with a moderator and two or more participants on a certain subject.
portables mikrorechner	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.
positiv	Exact image of copy as distinguished from reverse image or negative.
postamt; poststelle	Agency handling the transmission of mail.
posterausstellung	Area with display of posters.
poster-session; posterbesprechung	Display of material, usually scientific, accompanied by authors or researchers.
posterwand	Display area provided, particularly at scientific meetings, for presentation of work to participants.
praktische hinweise	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.
praktische kurse	Workshop-type educational experience where students learn by doing.
praktische vorführung	Special sitting for the demonstration of particular practical methods.
präsentator	Person explaining a given topic in an informational session either verbally or in visual form (e.g. poster).
präsident; vorsitzende(r)	Person who presides over an organization or meeting. Chairman can also be used to describe the person presiding over a committee or meeting session.

präsidiumsmitglieder	Appointed personnel with specific tasks.
preprint; vorabdruck	Printed volume of meeting papers available prior to or at an event.
presseagentur	Agency that collects and distributes information to the news media.
pressebüro	Department within an organization responsible for distributing information on the organization's activities to the press.
pressecommuniqué; pressemitteilung	Prepared statement released to the news media.
pressekonferenz	Meeting held to communicate information to media representatives.
pressemappe; presse-dossier	press release; press communiqué
pressereferent; presseattaché	Title given to the person handling all press and media-related activities excluding advertising.
pressezentrum	Space reserved for media representatives.
prioritäten-system; rang-system	System used to determine priorities in the assignment of booth space.
pro person	A fixed price covering all consumption within a given time frame; sometimes includes snacks or hors d'oeuvres.
pro stück	Food purchased by the piece, usually for a reception. Prices may be quoted individually, by the dozen, or for 50 or 100 pieces.
probelauf; probe	Practice run held in advance of an event.
proberaum für audio- und videovorführungen	Room where speakers can check their slides, overhead sheets and video tapes.
produktenschau	Display of products.
professioneller konferenzveranstalter	Professional Conference Organizer
programm	Schedule of events, giving details of times and places.
programm für begleitpersonen; damenprogramm	Educational and/or social events planned for spouses and guests of meeting participants.
programmentwurf; vorläufiges programm	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.
programmübersicht	Shortened version of the meeting programme giving basic information in a way which is easy to refer to and convenient to carry.
projektionsgerät; projektor	Optical instrument for projecting an image onto a screen.
projektor mit rundmagazin	Slide projector fed from a circular drum and consequently not requiring constant manual replacement of slides. Often remote-controlled.
promotion; förderun	Publicizing and supporting an event.
promotor	Person
prospekt; flugblatt	Single-sheet printed announcement or advertisement.
protokoll	Customs and procedures dealing with formalities, precedence and etiquette.
protokoll; sitzungsbericht; sitzungsprotokoll	Formal written record of a meeting.
publikationen; veröffentlichungen	Printed items, such as books, magazines, newspapers and meeting documentation.

publikumsmesse; verbraucher ausstellung	Exhibition open to the public, usually subject to payment of an entrance fee.
querheftung	Binding process by which folded sections of book or magazine are laced on top of one another and stitched together from top to bottom.
rahmenbeschluss	Preliminary decision setting out a framework within which detailed provisions may be established by means of later individual decisions.
Rang / Reihe	level of seating, eg in a cinema or theatre
rangordnung	A system which ranks dignitaries according to international protocol for purposes of seating, honours or ceremonies.
raumausstattung	Layout of tables, chairs, other furniture, and equipment for functions.
raumausstattungsplan	Floor plan with specific requirements (dais, tables, chairs, etc.) drawn to scale.
raumbeleuchtung	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".
raumbeleuchtung	Lighting of room separate from stage lighting.
raumhöhe	Height of the ceiling of the exhibition hall.
rechnergesteuerte diskussionsanlage	Sound balance control assisted by computer.
rechnerunterstützte publikationserstellung	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.
rechnung	A demand for money detailing goods, with prices, sold or consigned to a purchaser.
rechnungsrevisor; rechnungsprüfer	Person or auditing body authorized to examine statements of account for accuracy.
rede; ansprache	Usually formal discourse delivered before an audience.
redner; vortragender	Someone who delivers a speech or talks at a meeting. The term "lecturer" is restricted to academic contexts.
rednerpult	Reading stand with slanted top. Can be a tabletop lectern or one which stands on the floor.
rednerpultmikrofon	Microphone attached to a lectern.
rednerraum	Lounge for speakers to relax and to prepare their presentations.
rednertribüne	Raised platform on which a speaker stands or sits.
referent	One who presents a paper, either verbally or in a visual form (e.g. poster).
regale; gestelle	Thin wooden, or metal, boards fixed horizontally on a wall for displaying objects and sales materials.
regierungskonferenz	Technical or political meetings between governments with the aim of discussing national or international topics.
regierungstreffen	Groups whose constituencies are made up of civil servants, elected officials and service providers to Government entities.
Registrierungsliste	list of people, registrations, or items
regler; dimmer	Control that adjusts variations in the light level in a room.

reihenstand	Stand within a row of similar stands, i. e. with only the front opening onto an aisle and with other stands on either side.
reihenstand	Exhibition space with booths at back on each side.
reisebegleiter; reiseleiter; fremdenführer	Person accompanying a tour and giving detailed knowledge of places of interest.
reisebüro	Person or firm qualified to arrange for hotel rooms, transportation, cruises, tours, and other travel elements.
reiseleiter	European term for a travel professional who supervises arrival details and escorts tours.
reiseplan	Detailed programme of a visit or tour.
reise-unfall-versicherung	Insurance against accidents that occur in the course of travel to or from a meeting.
relais-dolmetschen	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.
restaurant-chef; oberkellner	Floor manager or head waiter at a restaurant or catered function.
revision; buchprüfung	An examination, by qualified persons, of accounts of a business.
Rezeptionist / Portier	a front of house welcoming representative
richtmikrofon	Microphone which picks up sound primarily from the direction in which it is pointed.
richtpunktmikrofon	Unidirectional type of microphone that accepts only narrow-angle sound.
Risiko	hazard or exposure to potential danger
road show	theatrical performance, or small exhibition, or promotional activity on tour
Roll-up	turn over and over on itself into a cylindrical shape, eg banner
rúckerstattungsbedingungen	Policies which determine allowable reasons and time lines under which fee for a meeting or show will be refunded in whole or in part.
rúckkoppelung	Regeneration of sound from audio speakers back through a microphone causing a dissonant sound.
rúcknahmetermin	Designated day when the facility will release a block of rooms to the general public.
rúckprojektion; hinterleinwand- projektion; durchprojektion	Image projected on the back surface of a screen placed between the viewer and the projector.
rúcksprechanlage; gegensprechanlage	Speaker system that connects the control room with the studio.
rúckstichheftung; sattelheftung	Binding process using wire staples.
rúckzahlung	Money repaid.
rundfahrt; stadtrundfahrt	Outing to landmarks. Note that a "city tour" will necessarily be confined to a given city, whereas a "sightseeing tour" may range more widely.
rundmagazin	Circular holder used for projecting 35mm slides.
rundtischgespräch; gespräch am runden tisch	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.
sammelband der kurzfassungen	Printed volume containing summaries of accepted papers.

satellitenseminar	A small or secondary meeting of specialists who have a specific common interest (cf seminar.)
satellitensymposium	A small or secondary meeting of a number of experts in a particular field (see "symposium").
satellitentagung	Meeting on a similar or related subject taking place either concurrently or, shortly before or after main event.
Scanner	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
schadloshaltungsklausel	Clause in contract ensuring that a group or company will not be responsible in the event of a claim.
scharfeinstellung; fokussierung	Process of adjusting a camera, telescope or the like so as to ensure that the image it provides is sharp.
schatzmeister	Person appointed to control the finances of an event or organization; normally chairman of a finance committee or its equivalent.
schauvitrine; schaukasten	Glass-enclosed case for articles on display.
schenkung	Sum of money or items of value received as gifts.
schirmherr	Eminent person who, for endorsement purposes, heads an event, an organization or a list of supporters.
schirmherrschaft	In the context of meetings and the like, 'patronage" primarily means endorsement by eminent individuals (e.g. Royalty or ambassadors) or bodies.
schlagzeile	A phrase at the top of the newspaper, magazine article, indicating the subject of the article.
schleife; geschlossener stromkreis	Closed electric circuit.
Schlichtung	a form of reconciliation between disagreeing parties
schlussabrechnung	Statement of income and expenditure following the end of an event.
Schlüsselbänder / Lanyards	ribbon or string around the neck holding a badge or identification
schlussfeier	Formal closing of a meeting.
schlussrede	Speech given to close a meeting. This may often include the result(s) of the meeting (recommendations).
schluss Sitzung	Last session of a meeting in which the subjects which have been discussed are summarized and conclusions may be announced.
Schulden	money or goods owing
schulklassenanordnung	Tables lined up in a row, one behind the other on each side of centre aisle with chairs facing head table.
schulklassenanordnung (tische in längsrichtung)	Variant of schoolroom setup in which tables are perpendicular to the head table, and chairs are placed on both sides of the tables.
schwerhörigenschleife	Closed electric circuit within a building or auditorium which relays sound to a hearing aid.
sekretariat	Staff providing secretarial services in connection with the organization of a meeting or the like.
selbstbedienung	Waiter offers food platter to guests who help themselves.
seminar	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.
sendeeinheit	Apparatus for transmitting radio waves through space.
separatdruck; sonderdruck; off-print	Separately issued reprint of a part of a publication or document.
setzstufen	Platform dimensions of width, length and height vary by facility used to create a stage.
shuttle; pendelverkehr	Conveyance which travels back and forth over a particular route, especially a short route or one connecting two other transport systems.
sicherheitsdienst	A member of the security service who is employed to protect building, people, etc.
signalsystem	A system for communications between the speaker and the projectionist or between the chairman and the speaker.
simultandolmetschen	Process of translating one language into another while the speaker is speaking, generally using some form of voice transmission installation.
sitzordnung; bestuhlungsplan	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.
sitzreihenabstand	Distance between rows of seats on an aircraft.
sitzreihenanzordnung	Conference seating where chairs are arranged in rows facing head table, stage or speaker.
sitzung; zusammenkunft; besprechung	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.
SMS frage- und antwort system	A system setup for attendees to send texts to an advertised number and the texts can be live displayed on the projection screen as live feedback to the proceedings or voting etc
sockel; steckdose	Mechanical electrical connector.
soll	An item entered on debtor side of an account (oppos. of "credit"). To take one sum away from another.
sonderpreis; sondertarif	Amount charged for the occupancy of a room, usually at a reduced rate and negotiated as a group rate by the meeting organizers.
spätanmeldung	Booking received after the stated deadline, usually incurring payment of a penalty fee.
spedition	Transfer of exhibits from point of arrival to exhibit site. May also include storage.
spedition; spediteur	A business which handles export shipments.
sponsoren	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.
sportservice	A service concerned with arranging sports activities or activities involving physical exertion and skill.
spots; spot-beleuchtung	Adjustable lamps with direct or high intensity light.
sprecher(in); wortführer(in)	Person who speaks on behalf of a group.

staatsangehörigkeit	Identifies the country where the person has full rights by birth or naturalization.
stadtverkehr	The means of travelling within a city.
stadtweit	throughout the city
stand alone	a function or activity that is not supported by any other function or activity
stand; ausstellungsstand	Usually a temporary construction with a small internal space where products are shown; specially built, assembled and equipped for shows, exhibitions and fairs.
standausrüstung; standeinrichtung	Items which can be supplied on hire to stands, e.g. lighting, shelves, carpet, etc.
standdekoration	Decorating with drapes – Hollow metal pipes are used for support; booth drape is usually 8 feet high.
ständermikrophon; standmikrophon	Microphone fixed on a support-stand.
standfläche	Dimensions of assigned space.
ständige ausstellungsfläche	Show rooms, (marts – US), and similar space for product displays leased on a long-term basis.
ständiger ausschuss	Committee of a permanent nature, defined by organizational by-laws, which meets for a specific purpose.
ständiges mandat	Appointment on a permanent basis within a group, organization or body.
standmarkierung	Method of marking booth/stand space.
Standplatz / Ausstellungsbereich	a specified area in which an individual company can exhibit
standreinigung; reinigungsservice	Cleaning services to individual stand areas.
standvermieter	Contractor or agent responsible for providing an exhibition shell scheme.
standzuteilung	Process of assigning space to exhibiting companies.
stapelbare stühle	Chairs that nest on top of each other when in storage.
stehempfang	Stand-up social function with beverage and sufficient food to replace a main meal.
stellung; funktion; posten	Function or job description within an organization.
stellvertretender vorsitzender	Person selected to deputize for, or assist, the chairman in controlling and managing either a committee or a meeting session.
stellwand; verstellbare wand	Movable barriers that partition large areas into smaller areas. May be sound-resistant, but not necessarily soundproof.
stichwortgeber	A speaker's prompt
strassenanzug	Business or lounge suits and short day dresses; can include informal forms of national dress.
studiengruppe	Meeting of experts with the purpose of being analysis alone.
studenttag	Day devoted to the study of a particular subject or subjects.
stuhl (ohne armlehne)	Armless chair.
stuhl mit schreibklappe	Chair with an attached writing surface.
Sub-Unternehmen / Zulieferung	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
subunternehmer	Company retained by general contractor to provide services.

superponierung; überlagerung	Technique of superimposing two images on a screen at the same time.
szenario	Outline of an event or a speech highlighting relevant items, sometimes showing different types of outcome.
tafel; schwarzes brett	Hard smooth dark surface used for drawing or writing in chalk.
tagesordnung	Subjects to be discussed at a meeting.
tagespreis	Reduced rate (often 1/2 of the regular rate) for a room used part of the day, including the period after check-out time.
tageszeitung	Daily information sheet for participants during event.
tagung; kongress	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.
tagungsakte; tagungsbericht	Published volume containing papers presented at a meeting. May or may not include details of discussion.
tagungsraum ; konferenzraum	Meeting room set up with a permanent conference table and suitable seating.
tagungsräume; gesellschaftsräume; ausstellungsräume	Spaces or areas where meetings, banquets, exhibitions or other group events are held.
tastatur	The set or row of keys in a keyed machine/instrument.
taste	Button on a computer keyboard.
teach-in	An intensive session specially instituted for the application of such modifications and additions as are necessary to keep a particular subject up-to-date.
Teambildung	activity to bring people together to work as a team
techniker	Expert in particular craft or technique, usually in relation to audiovisual, mechanical or electrical equipment or appliances.
technikprobe	Run-through of technical aspects of a show such a lighting, sound, special effects. Sometimes called "tech-check".
technischer direktor	Person who calls cues from the control room.
teepause	Short interval between sessions during the morning or afternoon at which tea is served.
teilnahme an früheren kongressen	The attendance of a participant to previous meetings undertaken by the same organization and by other organizations.
teilnahmegebühr; anmeldegebühr	Amount payable for attendance at a meeting; may vary according to level of participation, type of membership, or date registration is submitted.
teilnahmegrund	The ultimate reason impelling a person to turn up for the meeting called together by the organizer.
teilnehmer	Person taking part in the activities of a meeting.
teilnehmerkarte	Admission card confirming a booking and registration.
teilnehmerkarte; teilnehmergebiet	Admission card confirming a booking and registration to a meeting.
teilnehmerliste	List of delegates and accompanying persons registered to attend an event.
telekonferenz	Generic term for all types of meetings which bring together three or more people in two or more locations through

telekonferenz	telecommunications. Sometimes specifically means a meeting using voice-only telecommunications as opposed to a videoconference. 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.
Telepräsenz	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
termingeschäft	A financial instrument guaranteeing a specific rate of exchange in a foreign currency for a future transaction.
terrasse; balkon (am zimmer)	Room with a patio or balcony overlooking a garden or water.
textcomputer; wortprozessor	Computer-based system for writing, editing and formatting letters, reports and books.
t-förmige anordnung	Series of tables set up in the shape of a T with chairs set all around except at head table.
themenparty	A special reception or banquet designed around a central motif.
tischanordnung im karree	Tables set up in a square (or rectangle) with chairs placed around perimeter. Centre inside tables is hollow.
tischdisplay	Portable display that can be set up on top of a table.
tischkarte	Card, placed on the table, inscribed with the name of the person designated to sit at that place.
tischmikrofon	Microphone on a short stand placed on a table for seated speakers.
tischplan	Plan showing location of tables at a banquet or dinner. Usually accompanied by an alphabetical listing showing at which tables individuals should be seated.
tischpräsentation	Small exhibit on tables; often used in combination with posters.
titel	Denotes person's rank, office, sex or, in women, matrimonial status.
toiletten; w.c.	Samtary convenience.
ton	Audible effects.
tonbandgerät; magnetbandgerät	Magnetic recording/reproduction apparatus in which the recording medium takes the form of a magnetic tape.
tonregiekabine	Area from which technician operates sound system in a room.
Tonübertragung	Used to overflow from one session hall to another hall with audio only
tonverstärkung	Technique whereby, with the help of a microphone and an amplifier, the volume of the human voice is amplified.
tote zone	Area where sound is muffled or absent.
Tourismus	functionality whereby visitors (tourists) are attracted to places (destinations) of historical, cultural or national interest
tragfähigkeit	Maximum amount of weight per unit of area which a floor can support.
transfer	Process of moving people or equipment from one point to another.
transkript	Written copy of spoken material.
transparent; leuchtbild	A print or inscription on a special transparent sheet of paper made visible by means of a overhead or slide projector.

transport- und ausstellungsversicherung	This insurance usually covers loss or damage caused deliberately or accidentally by third parties during loading, unloading, transshipment, transport and exhibition.
transportkoordinator	Person in charge of planning and managing transportation arrangements for participants.
transportmittel	Means of transport, i.e. buses, coaches, cars, etc.
treffpunkt	Meeting place in venue for individual appointments of delegates.
Treffpunkt	meeting point
trennwände	Partition units (walls, doorframes, etc.) in standard sizes, used for building stands in the sizes desired in a given context.
treuhandgremium	An official body (cf board) which manages the affairs and administers the funds of an institution or organization.
trinkgeld; bedienungsgeld	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".
Überblendung	Gradual changing of one picture or sound or colour to another.
Überbuchung	In the context of air transport, hotels, restaurants, tours: situation where number of confirmed reservations exceeds number of seats, rooms, places available.
übernachtungen	The nights spent by the participant: – during the meeting ;
übersetzungsdienst	In the sense of a service provided, as distinct from an administrative unit, the translation of written material from one language to another.
überstunden	Work performed on overtime.
übertretung	Use of floor space outside exclusive booth area.
überwachungsausschuss	Committee who supervises all the matters relevant to the official authorization to cover an event.
u-förmige anordnung	Series of tables set up in the shape of a U with chairs set all around.
umbauzeit	Action required to break down and reset a room.
umplazierung in ein anderes hotel	Guest holding confirmed sleeping room reservation sent to another facility because of overbooking.
unbefristetes ticket	Ticket valid for transportation, indicating no minuted or specific travel details.
unbezahlte rechnung; unerledigte rechnung	Outstanding invoice not yet paid.
ungerichtetes mikrofon; kugelmikrofon; allrichtungsmikrofon	Microphone that picks up sound from all directions.
unter der schirmherrschaft von	Phrase used to indicate endorsement of an event by an eminent individual or body.
unter der schirmherrschaft von	Phrase used to indicate not only endorsement but normally also a measure of responsibility for, or guidance in, the organization of an event.
unterausschuss	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.
unterbezahlung	Insufficient payment/funds received for items ordered.

unterbrechung der sitzung	Temporary break in meeting for a specific and unprogrammed reason.
unterhaltung	Activities performed for the enjoyment of others.
unterhaltungsprogramm	Programme of events organized for the entertainment of participants.
unvorhergesehene ausgaben	Unbudgeted expense.
Variete / Kabarett	entertainment provided at which guests are at a table;
veranstaltung; abendveranstaltung	Organized performance for entertainment, usually in the evening.
veranstaltung; ereignis	That which happens, an occurrence.
veranstaltungsausschuss; organisationskomitee	Group of people who decide or carry out the strategies and policies established for the organization of an event
veranstaltungsbekanntgabe (- information)	Leaflet or brochure with essentials on forthcoming event.
Veranstaltungsblogs/ foren	Blog space setup for a particular event where attendees can leave thoughts and feedback on any aspects of the event through a number of threads
veranstaltungsfrequenz	The periodicity with which the same kind of meeting takes place.
verbindlich / verpflichtend	obligatory or requirement to abide by the rules of the association/meeting
verbindliche reservierung	Reservations confirmed in writing.
verbindung; zusammenarbeit	A close collaboration for smooth coordination.
verdunkelung; abblendung; ausblendung	Situation where room lights are turned off or video screen becomes black.
verfrühte ankunft	Guests arrival before confirmed reservation date and/or time.
verhandlungsdolmetscher	Person interpreting a conversation between two or more persons from one or more foreign languages into his mother tongue and vice-versa.
verkaufsleiter	Individual at a meeting facility responsible for overall direction of sales staff.
verladerampe	Area on premises where goods are received.
verlängerter aufenthalt	Guest who stays at facility beyond stated departure date.
Vermittler	someone acting between parties
verpflichtend	compulsory
versammlungsraum; sitzungsraum	Room where an assembly meets.
verschieben	to postpone proceedings
versicherungszertifikat	Serve as evidence of the financial capability of an indemnitor (supplier) who has executed an agreement in favour of an organization.
verstärker	Device enabling sound to be intensified.
versuch, ohne vorbuchung zu fliegen	Person attempting to travel on a flight without a confirmed reservation.
vertagung der sitzung	Suspension of the meeting either indefinitely or until a later date.
verteilerliste; adressenliste	Contains the names and addresses of the persons to whom publicity material or other information is to be sent.
verteilung von dokumenten	Handing out or mailing of documents.
vertrag	Legal agreement between two or more parties.
vervielfältigung von dokumenten	Reproduction of documents.

verwaltung	Organization and management.
verwaltungsrat; aufsichtsrat	Group of members responsible for establishing and enforcing the rules and regulations of a society or association.
verzerrungslinse; zerrlinse; anamorphot	Lens adapter designed to produce a wide-screen image.
v-förmige stuhlanordnung	Rows of chairs separated by a centre aisle slanted in a V shape facing head table or speaker.
videoband	Magnetic tape used in video equipment.
video-diskette; videoplatte; bildplatte	Recorded disc containing images and sound.
videogerät (wiedergabe); bandwiedergabegerät; videobandspieler	Equipment for playing back video and audio signals on magnetic tape.
videogrossbildprojektor	Equipment used to project a video image on a large screen.
videokonferenz	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.
videorecorder	Equipment for the recording of images and sound on a magnetic tape in the form of a video.
videovorführung	Projection of video productions whether by monitors or on large screen.
vollversammlung; plenarsitzung; plenum	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.
voltpension; vp	Rate inclusive of breakfast, lunch and dinner, in addition to room.
vor ort-anmeldung	Process of signing up for an event on the day of, or at the site of, the event.
vorankündigung; erstankündigung	Initial notification of the event, generally outlining the basic framework of a meeting; a widely circulated document, sometimes called a flyer.
voranmeldeliste	(Computer-generated) list of names pre-registered with a group.
voranmeldung	Submitting an application/booking and/or payment to attend a meeting made prior to the opening day.
voranmeldung	Registration received before a pre-defined date, usually offering a lower fee.
vorausbestellung	and/or services ordered up front.
vorbereitende sitzung	Meeting of a restricted group before the official assembly in order to finalize preparations.
vorbestellung von theaterkarten	Reservation of seats at a theatre.
vorbuchungen	Booking for events taking place at a future time.
vorbühne	Area of a stage closest to the audience, as opposed to upstage.
vorentwurf; erster entwurf	First version of a paper or document which is subject to further amendment.
vorkongresstreffen	Meeting of event organizers and hotel personnel prior to arrival of guests, at which time details of the programme are reviewed.
vorläufige anmeldung; provisorische anmeldung	Incomplete registration where the fees or full payment have not been received.
vorname	Name given to identify individual family members.

vor-ort-bestellung	Exhibited goods and/or services ordered on-site.
vorprogramm	Activity to liven up the audience prior to show time.
vorschlag	Plan put forward for consideration or acceptance.
vorsitzende(r)	Person selected to preside over a session or lead a committee.
vorsitzender des vorstandsgremiums	Principal executive officer of a company.
vorstand	Body appointed by the Governing Board or General Assembly to manage the affairs of a society, association, etc., on a day-to-day basis.
vorstand; lenkungsausschuss	Group which decides on the order of the procedures.
vorstandssitzung	A meeting of the governing body of an organization.
vorstandstisch	Seating location for honoured guests and/or meeting presenters.
vortrag; vorlesung	Discourse given before an audience, especially for educational purposes.
vortrags-auswahlkomitee	Committee which assesses submitted papers to decide which are suitable for presentation and allocates them to appropriate sessions.
vorversammlung	Assembly composed of all the members; fully constituted; fully attended.
wahlfreier ausflug; fakultativer ausflug	Tour which can be purchased by individuals at an additional cost.
warnlampe; studiosignallampe	Small red light on the camera indicating when the camera is on.
wasseranschluss; wasserversorgung	Temporary supply of water to a stand.
wechsellautsprecher; wechselsprechanlage; wechselsprechtelephon; rücksprechanlage; gegensprechanlage	Intercommunication system using headphones and microphones for communication between adjoining or nearby studios or offices.
weisse tafel	Hard smooth white surface used for drawing or writing in water-soluble felt pen.
weltkongress	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.
werbemittel	Brochures or other items needed for promotional purposes.
Werbetafel / Anschlagbrett	a large outdoor board for advertising
werbung	Media campaign, normally consisting of a series of publicity and advertising activities, aimed at ensuring optimal attendance by focussing attention on an event.
werbung in den medien	Advertising to the public in journals, newspapers or magazines or on radio, television or film.
Wettbewerb	competition
wissenschaftliche konferenz	Groups whose members are involved in research or applied sciences and suppliers to those groups.
wissenschaftlicher ausschuss	Group of people meeting specifically to discuss, supervise and coordinate the scientific content of the programme, and who, where appropriate, would select papers from submitted abstracts.
wissenschaftliches programm	The content of the meeting described in chronological order and generally including the full list of speakers and the titles of their papers.
wissenschaftliches sekretariat	Administrative staff appointed to process all aspects of the scientific programme of a meeting.

W-Lan	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.
wörtliche niederschrift; ausführlicher sitzungsbericht	Full and exact transcript in writing of all speeches, debates and discussions.
zahlungsauftrag	Written authorization for payment to be made from a bank account.
zahlungsermächtigung	Signed authority to proceed with the payment of an invoice or refund.
zahlungsmodalität	Method of settling a bill/account.
zeit- und materialaufwand	Method of charging for services on a cost-plus basis.
zeitungsausschnitt	Article cut from a newspaper or magazine.
zeitweilige mietfläche	Short-term rental space.
zentralpult	The desk from which the technicians operate microphones and audio visual equipment.
zielort	A city, area or country which can be marketed to groups or individuals as a place to visit or hold a meeting.
zielsprache	Language into which a speech or document is translated.
zimmer mit frühstück	Accommodation rate inclusive of breakfast in addition to room; referred to as 'B and 8" in the UK, where such arrangement may be offered in a hotel, in a boarding house or even in a semi-private residence.
zimmer mit grossem bett	Room with one queen-size bed suitable for one or two person(s).
zimmer mit verbindungstür	Two or more rooms with private connecting doors permitting access between them.
zimmer ohne frühstück	Room rate with no meals included.
zimmerbestellung; zimmerreservierung	Booking of a particular type of room for specific dates.
zimmerliste	Roster of individuals requiring guest room accommodations including type of accommodation and arrival and departure dates.
zimmerpreis	Amount charged for the occupancy of a room.
zimmerreservierungszentrale	Division of a convention bureau responsible for assisting organizers handling hotel reservations for meeting attendees.
zinsloses darlehen; unverzinsliches darlehen	Money received by way of a loan to be refunded in due course and not subject to any interest charges.
zollmakler	Person or company which provides customs clearing services to shippers of goods to and from another country.
zulassungsbadge	Identifying tag used for official authorization.
zulassungsformular	Document for official authorization.
zulassungsregeln	Established principle or mode of action to be followed in order to obtain the accreditation.
zusammenfassung (kurzfassung)	Written short version of speech or paper.
zusammenfassung der diskussionen	Short report of discussions that have taken place in the meeting hall.
zusammenfügbare ausstellungsteile	Exhibit constructed with interchangeable components.

zusatzklausel	An additional clause in a contract stipulating special requirements, coverage or conditions.
zusatzleistungen	Complimentary items in sleeping rooms such as special toiletries, morning newspaper, flowers, fruit, sweets or small gifts provided for guests.
zusätzliche übernachtungen	All extra nights spent by the participant other than overnight meeting stays.
zuwendungen; subventionen	Money obtained from bodies or authorities to underwrite expenditure.
zwanglose zusammenkunft	An informal social gathering.
zwangsweise höhere einstufig	Airlines moves passenger into higher priced seating at no extra charge.
zweibettzimmer	Room containing two single beds.
zwischenreinigung	Ä^S^#fi(L)
zwischenstädtischer verkehr	The means of travelling between two cities.
zwischenwand	Movable interior wall.