

WORD**DESCRIPTION**

å återbetalningsvillkor

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

à conto-inbetalning

Money received on account for payment.

à la carte

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

ackreditering

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

ackrediteringsformulär

Document for official authorization.

ackrediteringskommitté

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

ackrediteringskommitté

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

ackrediteringsregler

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

ackrediteringsskylt

Identifying tag used for official authorization.

ad hoc-kommitté;
specialkommitté

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

administration

Organization and management.

administrativ chef;
administrativ direktör

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

adresslista

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

affärscentrum; business centre

Area in hotel or meeting venue offering various office facilities.

affischtavla/reklamtavla

a large outdoor board for advertising

affischutställning

Area with display of posters.

ajournering av mötet

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

aktivt språk

The language being used by the speaker.

Algoritm

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

alliera sig med

joining in pursuit of common interest

allmänna upplysningar

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.

allmänna upplysningar

Information of interest to all participants.

ambassad

national representation in another country

amfiteater

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

anamorfick lins

Lens adapter designed to produce a wide-screen image.

ändringar

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

angränsande rum

Rooms with common walls which do not have connecting doors.

animation

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

anmälan för praktisk presentation

Form requesting authorization to give a demonstration.

anmälan för presentation av ett föredrag

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".

anmälan för visning av film

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

anmälan på plats

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

anmälan för presentation av poster

Form for presentation of a poster for inclusion in a poster session; submitted for

assessment and screening by a selection committee.

anmälningsavgift;
registreringsavgift;
deltagaravgift

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

anmälningsbekräftelse

Official acknowledgement of receipt of registration and fees.

anmälningsformulär;
anmälningsblankett

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.

anskaffning av mede

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

anslagstavla

Board displaying one or more notices or warnings.

anslutande rum

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

antal

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

antal närvarande

Actual number of people attending a function.

antal övernattningar

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

antal simultantolkade språk

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

API

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

APP (applikation)

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

APP store

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

arbetsgrupp

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.

arbetslunch

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

arbetsplan

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.

arbetsprogram

Timetable of meeting content.

arbetssession

Every prearranged session of a meeting.

arbetspråk

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

arrangemang; samkväm

Gatherings for social purposes.

återbetalning

Money repaid.

Återtwittra

A retweet is when someone on Twitter sees your message and decides to re-share it with his/her followers. A retweet button allows them to quickly resend the message with attribution to the original sharer's name.

audiovisuell

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

audio-visuella hjälpmedel; av-
hjälpmedel

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

avbrytande av mötet

Definite break in meeting for a specific and unprogrammed reason.

avreseskatt

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

avslutningsceremoni

Formal closing of a meeting.

avslutningssession;
avslutningsmôte

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

avstå

to decline to use ones vote

avvikelse

Departure of individual passenger from established group itinerary.

axeltolk

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.

avslutningsanförande;
avslutningstal

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

båglampa

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

bakgrundsmusik

Music accompanying the arrival or departure of guests.

bakkant av scen

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

bakomutrymme

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

bakprojektfón

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

bandbredd

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

bandspelare

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

bandspelare

Machine designed only for playback of recorded magnetic tapes.

bandspelare

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

banér

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

bankcheck

Payment format issued by a bank.

bankett; festmiddag

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

bankgaranti

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.

banköverföring

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

banköverföring

Money forwarded by or to a bank.

banktjänster

The carrying out of financial operations.

bärbar PC

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.

barnpassning

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

Bås för tolkar

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

begränsning av talartid

Duration of the time accorded to speakers.

bekräftelse

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.

bekvämligheter

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

belägningsprocent

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

benavstånd; radavstånd

Distance between rows of seats on an aircraft.

benchmark

point of reference demonstrating a particular level

beskyddare

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

besök

Organized outing to a local place of interest.

besökare

Person attending an exhibition to view the exhibits.

beställning på plats

Exhibited goods and/or services ordered on-site.

betal-bar

Private room bar setup where guests pay for drinks individually.

betalningsbemyndigande

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

betalningskort

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

betalningsorder

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

betalningssätt

Method of settling a bill/account.

betjäningsavgift;
serveringsavgift

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

Bevakning av sociala medier

Social media monitoring is a process of monitoring and responding to mentions

related to a business that occur in social media.

bidragspresentatör

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

Bild-i-bild

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

Bildprojektion på t ex en byggnad

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

bildtestrum; AV-rum

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

biluthyrning

Facility to hire a car.

bindning

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

biprodukt

a secondary product derived from a manufacturing process or chemical reactio

biträdande ordförande

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

Blackberry

See smartphone

blädderblock

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

blankett för beställning av utrustning

Preprinted document on which facilities can be ordered.

Blåtand

wireless technology for exchanging data over short distances using fixed or mobile devices

block; allotment

Number of rooms reserved for one group.

Bloggare

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

Bloggradio

Blog Talk Radio is a free web application that allows users to host live online radio shows.

Blue-Ray

Is an optical disc storage medium designed to supersede the DVD format

Bokmärkning

Bookmarking online follows the same idea of placing a bookmark in a physical publication–

you're simply marking something you found important, enjoyed, or where you left off to continue reading later. The only difference online is that it's happening through websites using one of the various bookmarking services available, such as Delicious.

bordmikrofon

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

bordsplacering; platsanvisning

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.

bordsplan

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

bordsställ

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

borttagning av skräp

Removal of rubbish from building or stand areas.

Boxboll

Punchbowl.com is a social site that facilitates party planning and provides members with ideas, invitations, favors, gift registries, photo/video sharing, and more.

brainstorming

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

brandförsäkring

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

broschyr

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

bruttovikt

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

bruttoyta

Total amount of space in exhibition hall or meeting room.

budget

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

byffé

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

Bygga länkar

Link building is an aspect of search engine optimization in which website owners develop strategies to generate links to their

site from other websites with the hopes of improving their search engine ranking. Blogging has emerged as a popular method of link building.

byta till högre klass

To change to a superior standard.

byta till lägre klass

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

cabaret

entertainment provided at which guests are at a table;

cafeteria

restaurant at which customers fetch the food and drink

Chat

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

chefstekniker

Person who calls cues from the control room.

cocktail part

Stand-up social function with drinks and snacks.

compliance/efterlevnad

a ruling to which you should abide

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.

dag för fackfolk; branschdag

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

dagens meny

Full-course meal menu at a fixed price.

dagligt nyhetsbrev

Daily information sheet for participants during event.

dagordning

Subjects to be discussed at a meeting.

dagspris

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

dataprojektor;
multimedieprojektor

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

datastödd översättning

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

datastyrt
stereokonferenssystem

Sound balance control assisted by computer.

datautskrift

Lettering generated by a computer.

debatt

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

debet

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

definitiv bokning; definitiv
reservation

Reservations confirmed in writing.

dekorationer; utsmyckning

That which adorns, an ornament.

delegat

Voting representative at a meeting.

delegation

Representatives of a particular country or organization at a meeting.

delgrupp

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.

delmöte

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

delseminarium

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

delsymposium

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

deltagande vid tidigare möte(n)

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

deltagarbevis

Admission card confirming a booking and registration to a meeting.

deltagare

Person taking part in the activities of a meeting.

deltagarens hemort

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

deltagarkort

Admission card confirming a booking and registration.

deltagarlista

List of delegates registered to attend an event.

deltagarlista

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

deltagarutrustning;
konferensmapp

Generally a comprehensive collection of meeting documentation within its container.

department/ministerium

the body of ministers of a government

deposition

Partial payment to secure product or service

destination

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

diabild; diapositiv

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

diaprojektor

Apparatus used for projecting photographic slides onto a screen.

Digital talarstol

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

Digital skyltning

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

dimmer

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

direkt fakturering

Accounts receivable mailed to individuals or firms with established credit.

dirigent

director of an orchestra

disk

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

diskussionsdeltagare; debattör

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

diskussionsformulär

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.

diskussionsgrupp

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

diskussionsledare

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

diversifiering

alternative direction in business from your core activity

död zon

Area where sound is muffled or absent.

dold kostnad

Unbudgeted expense.

donation; gåva; bidrag

Sum of money or items of value received as gifts.

dricks

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".

dubbelbokning

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

dubbelprojektion

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

dubbelrum

Room containing one bed for two persons.

dubbelrum for en person

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

dubbelsäng

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"

duplikat

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

dvärgmikrofon

Small microphone.

DVD-spelare

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

E-bok

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

efternamn

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

efterutbildningskurs

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.

E-konferens/event

Conference which is held electronically via the internet

ekonomichef; ekonomidirektör

Executive responsible for financial affairs of an organization.

ekonomirapport

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

ekonomirutiner

Outline of accounting and banking systems.

ekonomisk redovisning

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

elektronisk betalning

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

elektronisk grafisk framställning; DTP

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.

elektronisk poster

electronic poster

elektronisk skrivtavla

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.

elektronisk tavla

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.

elektronisk utgåva

electronic publishing

eluttag

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

engångsmonter

Exhibit or display built for one use only.

engelsk frukost

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

enhetspris

One rate for each room in a guest room block.

enkelrum

Room containing one bed for one person.

enriktningsmikrofon

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

ensam leverantör

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

entrébiljett

Ticket to be used for admission to an event.

E-posterskärm

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

E-sittning

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.

etnisk

belonging to a different race from your own

evenemang efter konferensen

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

Evnetblogg/eventforum

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

exekutiv kommitté

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

exekutiv sekreterare

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

expertgrupp

Group of specialists in a particular field.

exportlicens

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

externt arrangemang

Conference Terminology

extra övernattningar

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

extranatt

Guest who stays at facility beyond stated departure date.

extraordinär session

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

extrasession

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

extrautgifter

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

fabriksbesök

Tour to a manufacturing plant of interest to the meeting.

fack-besökare

Visitor to an exhibition representing a specific trade or profession.

fackmässa

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

faktura

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

fakultet

Group of those qualified to teach

familjerabatt

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

fårtroenderråd

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

fast mandat

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

fast möblering

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

fast pris

Fixed payment with no extra costs to be added.

fast utrustning

Fixed equipment.

filmprojektor

Equipment for projecting cine film.

finanskommitté

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

firmateckning

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

fjärrkontroll

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

fjärrmikrofon

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

flamsäker

Material that is flame resistant.

flerkanals-; multiplex-

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

flerriktningsmikrofon

Microphone that picks up sound from all directions.

flytta fram

to postpone proceedings

födelseort

Denotes place of birth (not necessarily nationality).

folder; flygblad

Single-sheet printed announcement or advertisement.

förberedande session

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

förbindelse

A close collaboration for smooth coordination.

force majeure-klausul

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

föredrag

Discourse given before an audience, especially for educational purposes.

föredragsutväljningskommitté

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

föreläsarsal

Lounge for speakers to relax and to prepare their presentations.

förespråkare

one who speaks in favour of another

företagsmöte

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.

företagsresande

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.

förfriskningspaus

Time between sessions when refreshments are served.

förhandlingstolk

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

förhandsanmälan;
förhandsregistrering

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

förhandsorder

and/or services ordered up front.

förhandsreservation

Booking for events taking place at a future time.

förmånstagare

a receiver of benefits

förmöte

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

formulär för
hotellrumsbeställning

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

formulär; blankett

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

förnamn

Name given to identify individual family members.

försäkringsbrev

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

försäljningschef

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

försäljningschef för restaurang

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

försändelse

shipment of goods

förslag

Plan put forward for consideration or acceptance.

första hjälpen

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

första hjälpen

First aid provision.

första hjälpen-plats

Place where emergency care is provided.

första inbjudan; första cirkulär;
preliminar inbjudan

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

första utkast

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

förstärkare

Device enabling sound to be intensified.

förstärkt verklighet

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

fortbildning; vidareutbildning

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

fortbildningspoäng

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.

förtryck

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

Forum

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

forumdebatt

A discussion within a forum (cf forum).

förvaringsutrymme;
förvaringslokal

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

fotokopíeringsmaskín

Machine for photocopying documents.

frack; högtidsklädsel

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

frågeformulär

Cards collected from attendees, requesting information about exhibitors.

frågestund; öppet forum

Question and answer period.

fraktbolag

A business which handles export shipments.

framdukad rätt

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

framkant av scen

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

fri bar

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

friskrivningsklausul

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

friskrivningsklausul

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

fristående

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

fristående material

self-supporting and independent exhibit material.

fritidstjänst

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

fritt föredrag

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

frontmonter

Stand at the head of a row.

frontprojektion

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

fullmakt för inköp

Signed authority to proceed with an item of expenditure.

fullständig text

The complete version of a text

fullständigt referat

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

fyrkantssittning

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

gående bord

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

gaffeltruck

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

galamiddag

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

garanterad reservation

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.

garanti

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

garderob

Room in which outer garments may be left temporarily.

garderobiär

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

gästföredrag

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

gemen; liten bokstav

Small letter, as distinguished from a capital letter.

generalförsamling

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.

generalsekreterare

Permanent head of the general organization.

Gilla

A "Like" is an action that can be made by a Facebook user. Instead of writing a comment

for a message or a status update, a Facebook user can click the "Like" button as a quick way to show approval and share the message.

giltighetstid

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

godkännande

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

godsmottagning

Area on premises where goods are received.

golvmikrofon

Microphone fixed on a support-stand.

Google dokument

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

gradäng

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

gratis

Offered at no cost.

gratis överflyttning till högre klass

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

gratisrum

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

griffeltavla

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

grupp

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

grupparbete

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

gruppbokning

Block reservation of rooms specifically for a group.

gruppmöte

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.

gruppresa

Travel programme with special fare and specific requirements such as a minimum

number of persons traveling as a group throughout the tour.

gruppsamordnare

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).

guide; reseledare

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

hacka

by way of breaking into someone else's computer programme

häftning

Binding process using wire staples.

hall; foajé

Public area in hotel or hall for assembly or registration.

hållbarhet

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

halsmikrofon

Portable microphone that hooks around the neck.

halvmånebord

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

halvömonter

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

halvpension

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

handikappvänlig

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

Handmikrofon

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

hänvisningsskyltar

Signs, usually suspended, indicating aisle numbers or letters.

happenings; evenemang

All non-intellectual oriented meetings.

Hashtag (brädgård)

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

håstsko-sittning

Horse-shoe shaped table.

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

HD-skärm

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

Headset-mikrofon

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

hederskommitté

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

hedersordförande

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.

hedersordförande

Senior member of the committee of honour.

hederssekreterare

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

helpension

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

hemland

Denotes country of parental nationality.

hittegodskontor

Stand where lost items may be recovered.

hjärntrust

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

högsäsong

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

högtalaranläggning

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

honorar; arvode

Payment made in token of personal involvement in an event.

hörlur med mikrofon

Headphone with a built-in microphone.

hörlurar

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

Hörlurar för simultantolkning

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

hörnmonter

Exhibit space with aisles on two sides.

hotellinkvartering

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

hotellklassificering

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

hotelltjänstbyrå

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

hovmästare

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

HR

personnel

huvudbord

Seating location for honoured guests and/or meeting presenters.

huvudföredrag

Top level presentation.

huvudhotell

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

huvudleverantör

Company which provides services to exhibition management and exhibitors.

huvudtal; huvudanförande

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

huvudtalare

Speaker who sets forth the theme of the meeting.

hyllor

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

hyresgäst

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

hyreskontrakt

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

hyreskostnad; lokalkostnad

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

hyresvärd

Person or organization which offers a lease.

inbjudan att hålla föredrag

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

inbjudan; inbjudningsdokument

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

inbjudan; invitation

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

inbjuden talare

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

inbjudningsbeskrivning

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

inbjudningskort

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

inbyggd monter

Exhibition space with booths at back on each side.

incentivmöte;
(uppmuntringsmöte)

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

incheckningstid

Preferred time for guests to arrive at hotel.

inflyttning

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

informationsdisk

Stand at which an official gives information.

informationsmöte

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.

informationsmöte

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

informationstavla

Board or video screen listing the days events.

informell sammankomst;
samling

An informal social gathering.

informell session

Informal session with no specific agenda.

informellt möte

Informal gathering, not necessarily social.

inkomster

Money received.

inköp

the obtaining of quotations and proposals

innertakhöjd

Height of the ceiling of the exhibition hall.

inregistrering; incheckning

Procedure for guest arrival and registration.

inspektionskommitté

A committee of inspection, control.

institut

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

instruktioner för
föredragshållare

Guidelines for those presenting an oral presentation.

instruktioner för författaren

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

instruktioner för
posterpresentation

Guidelines for those presenting a poster.

intäkt

income

Inter City ; resa mellan två
städer

The means of travelling between two cities.

interaktivt möte

Session where participants take an active part
in the work.

interaktivt svarssystem

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.

internationella möten

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.

internetanslutning

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

Internet-café

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

Internettelefon

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

internkommunikation

Audio system permitting two-way communication.

Internt kommunikationssystem

A device commonly used for closed communication

interntelefon

Speaker system that connects the control room with the studio.

interntelefon

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

interntransport inom utställningsområdet

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

interntransport inom utställningsområdet

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

introduktionstur

Hosted trip to assess facilities, locations or services.

inventarier

Total amount of furniture and equipment available for show.

kaffepaus

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

kamerahuvud

Pan-tilt device on which a camera is mounted.

kanal

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

kapacitet

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

kapitel

divisions of a book or a membership association

karusellmagasin

Circular holder used for projecting 35mm slides.

karusellprojektor

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

kassett

Plastic box containing a video- or sound recording tape.

kassör

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

kavaj

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

kollegor

those persons of the same status as yourself

kollokvium

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.

Kommentera

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

kommitté

A group of people appointed for a specific purpose.

kommunikationscentral

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

komplett utrustad monter

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

konferens

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.

konferens med parallella sessioner

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.

konferenshandbok

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.

konferensmanuskript; inlägg

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

konferensorganisatör

Professional Conference Organizer

konferensöversättare

Person who translates meeting documents into other languages.

konferensportfölj

Container for meeting documentation.

konferensprogram

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

konferensrapport

Official summary of meeting events.

konferenssamordnare

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

konferenssekretariat

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

konferenssekretariat

The office responsible for the administrative, clerical and secretarial affairs surrounding

planning, and management of a conference (cf conference).

konferenstermonolog

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

konferenstolk

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

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.

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.

kongressbyrå

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.

kongresscenter;
konferenscenter

Premises built specifically for holding meetings and exhibitions.

kongressindustri

–

kongressmiddag

Evening meal forming part of the official programme.

kongressresa

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

kongressterminologi;
terminologi för mötesplanering

–

konsektiv tolk

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.

konsektiv tolkning

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.

konsult

one who provides specialist advice

konsult; rådgivare

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.

Kontakter

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

kontinental frukost

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

kontrakt; avtal

Legal agreement between two or more parties.

kontrollampa

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

kontrollbord

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

konvertibilitet

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

kopiering av dokument

Reproduction of documents.

korkavgift

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

korrektur

Final copy for approval before printing.

kortfattad rapport

Short account of a speech, debate or discussion.

kostnadsberäkning

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

kostnadskalkyl

Preliminary calculation of the cost of work to be undertaken.

kostnadskontroll

Process of maintaining levels of expenditure within the budget.

kredit

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

kreditiv

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

kriterium/kriterier

a principal or standard by which something is judged

krönika/årsbok

a narrative of events, year by year

kuliss

background staging

kultur

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

kulturtjänst

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

kupong; biljett

A negotiable ticket or voucher; a pass or ticket.

kuvert

Actual number of meals served at a food function.

kvadratmeterpris

Basic charge for a square metre of exhibition space.

kvadratmeterpris

Cost per square metre/foot for exhibition space.

kvällsöppet

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

Lägg till

AddThis is a social bookmarking service that provides a code users can put on their websites so that when people visit that site, they have the option to share via Facebook, Twitter, etc. Its analytics service can show you which pages are trending, where people are interacting with your brand, and what they're saying about your content on Twitter.

lägsäsong

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

lägsäsong

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

läppmikrofon

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

laserpekare

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

Läsplatta

See tablet

Läsplatta

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

lätta måltider och drycker;
förfriskningar

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

LCD-projektor

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

LCD-skärm

Is a type of flat panel display

ledig klädsel

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

ledningsgrupp

Group which decides on the order of the procedures.

ledningsgrupp;
organisationskommitté

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

leveranssedel

Form for exhibitor requesting handling of materials.

likviditetsbudget

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

limbindning

Binding process by which pages are glued together.

lista över förhandsanmälda

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

listpris

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

Live streaming

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

ljud

Audible effects.

ljudisolerad vägg

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

Ljudöverföring

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

ljuspekare

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

Ljussättning i färg på t ex en vägg

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

ljusskena; ellist

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

ljustavla

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

logistik

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

logotyp

Symbol identifying an organization or event.

lokal organisationskommitté

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

lokal resebyrå

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

lokal värdkommitté; lokal organisationskommitté

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

lokalkommitté

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

lokalskiss; möbleringsplan;
(dukningssplan)

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

lokalt evenemang

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

lokaltrafik

The means of travelling within a city.

löpmikrofon

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

löptext

Text moving horizontally across the bottom of a video screen.

luftkonditionering

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

majoritet

the greater number of

målspråk

Language into which a speech or document is translated.

manifest

list of people, registrations, or items

manuskript

Prepared version of a speech.

marknadsförare

Person

marknadsföring; promotion

Publicizing and supporting an event.

marknadssegment

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

mässa

Large trade exhibition

mässa; utställning

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

mässlokal;
utställningsanläggning

Venue at which exhibitions are held.

materialuthyrningsföretag

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

max. golvbelastning

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

meddelandetavla

Board on which messages are displayed.

medföljande person

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.

mediaannonsering

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

Mediaspelare

Media library application for playing audio, video and viewing files

medlare

someone acting between parties

medling

a form of reconciliation between disagreeing parties

medlyssning

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

medutställare

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

mervärdesskatt; MOMS

Government tax levied on goods and services.

middag

Evening meal for a group; not usually ceremonial.

mikrofon

Instrument which converts sound into electrical signals.

mobil tolkanläggning

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

möblering; dukning (konferens)

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

moderator

Person who presides over panel discussions and forums.

modevisning; modeshow

Choreographed display of garments by models.

modulmonter

Exhibit constructed with interchangeable components.

Molntjänst

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

monitor

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

montage; siduppsättning

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

monter

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

monter

a specified area in which an individual company can exhibit

monter med skärmvägg

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

monterbeställningsformulär

Form for official request to utilize a particular space.

monterfördelning

Process of assigning space to exhibiting companies.

monterhyrning

Complete booth package offered to exhibitors on a rental basis.

montering

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

monteringsfärding monter

Unassembled exhibit material requiring on-site assembly.

monterplan

Scale plan of the floor area of an exhibition.

monterpris

Total cost of hiring an exhibition space, whether or not it includes ancillary services

(security, connection to water, electricity supply, etc.).

monterskylt

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

monterutrustning

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

monteryta

Space in which stands are laid out.

monteryta

Dimensions of assigned space.

möte; sammanträde

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.

mötesavbrott

Temporary break in meeting for a specific and unprogrammed reason.

mótesbeskrivning

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.

mötesdatum

The time of the year when the meeting takes place.

mötesdeltagaransvarig

Member of committee in charge of convening participants.

mötesfrekvens

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

mötesinbjudan

Leaflet or brochure with essentials on forthcoming event.

möteslängd

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

möteslokal; möteplats

The building and environment area where the meeting takes place.

möteslokaler

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

mötesplats

Meeting place in venue for individual appointments of delegates.

mötesplats

meeting point

mötesplats; möteslokal

Meeting site. Premises where the meeting will be held.

mötesprotokoll

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

mötesrum; konferenslokal

Room where an assembly meets.

mötestema

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.

motiv för deltagande

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

mottagare

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

mottagning

Stand-up social function with only canapés and beverages.

multiband

With two or more communication bands (receivers).

multimedía

Use of two or more audiovisual media in one presentation.

multinationella möten

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

multivision; multimedia

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

muntlig framställan; föredrag

Contribution made verbally.

Mygga

A wireless microphone attached to either the tie or jacket

mygga ; knapphålmikrofon

Microphone designed for positioning on the clothing of the user.

namnkort; identitetskod

A name card which identifies you.

namnskylt

Identifying card worn by attendees to a meeting.

närmikrofon

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

nationalitet

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

nationella möten

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

nationella möten; regionala möten

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.

nationellt bolag

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

Nätverkssegmentering

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

nedmontering

Take-down and removal of exhibits.

nedmonteringstid

Action required to dismantle a function setup.

nedtoning

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

negativ

Reversed form of original art or type.

neonljus; lysrör

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

nettopris

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

nettoyta

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

nödutgång; brandutgång

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

nominering

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

no-show; ej ankomst

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

nyanmälan

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

nyckelband/snöre/lanyard

ribbon or string around the neck holding a badge or identification

Nyheter

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

nyhetsbrev

Update information sheet, generally used for promotional purposes.

obligatorisk

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

obligatorisk

compulsory

observatör

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

officiell mottagning

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

officiella representanter

Appointed personnel with specific tasks.

officiellt flygbolag

Officially designated airline that handles meeting transportation at preferential prices.

officiellt kvitto

Official acknowledgement of money received.

officiellt språk

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

oförutsett

planning for an uncertain event

oinredd monter

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

ombyggnadstid;
ommöbleringstid

Action required to break down and reset a room.

omgivande ljus

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".

ömonter

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

Open Space -möte

A meeting organized through Open Space Technology.

Open Space -teknik

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.

öppen biljett

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

öppettider

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

öppningsanförande;
hälsningstal; välkomsttal;
välkomstanförande

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

öppningsceremoni

The formal opening of a meeting.

öppningssession

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

ordbehandlingsmaskin

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

orderbekräftelse

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

ordförande

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

ordförande

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

organisationskommitté

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

original; manuskript

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".

originalspråk

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

otillräcklig inbetalning

Insufficient payment/funds received for items ordered.

outsourcing

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

överbokning

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

overhead-blad

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

overheadprojektor

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

översättningservice

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

översiktsprogram

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

överskridande av monteryta

Use of floor space outside exclusive booth area.

övertidsarbete

Work performed on overtime.

övertoning

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

pågående möten

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

paketpris

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

paketresa

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

palats

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

pall

Wooden platform used to carry goods.

paneldiskussion

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

parabolskärm

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

parallell session

splitting of a larger group into a number of smaller ones

parallella möten; parallella sessioner

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

parallellsession i tvärgrupp

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

parkeringsvakt

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

pärlduk

Type of screen surface used for front projection.

påslag – tillkommande kostnader

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

passivt språk

Language into which interpretation is provided.

Pekskärm

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

pendeltransport

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

per drink; efter åtgång

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

per flaska

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

per person

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

per styck; per enhet

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

permanent monter

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

permanent utställning;
showroom

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

placeringskort

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

Plasmaskärm

Type of display screen

plats

The destination where the meeting takes place.

plats; anläggning

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

platsbehov

Amount of stand/booth space required by individual exhibitors.

platsinspektion

Inspection to assess facilities or location.

platsmarkering

Method of marking booth/stand space.

plenarmöte

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

plenarmöte; huvudsession

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

plenarsession; 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.

podium

Raised platform on which a speaker stands or sits.

positiv

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

Posta ett inlägg

A type of social media

postadress

Address to which correspondence is sent.

postcentrum – inkommande
post och meddelanden

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

posterpresentation

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

posterskärm

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

postkontor

Agency handling the transmission of mail.

praktik

Workshop-type educational experience where students learn by doing.

praktisk demonstration

Special sitting for the demonstration of particular practical methods.

PR-chef; informationschef

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

preliminär anmälan

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

preliminärt program

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.

presentatör

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

press release;
pressmeddelande; kommuniké

Prepared statement released to the news media.

pressattaché; pressekreterare;
presschef

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

pressavdelning

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

pressklipp

Article cut from a newspaper or magazine.

presskonferens

Meeting held to communicate information to media representatives.

pressmapp

press release; press communiqué

pressrum; presscenter

Space reserved for media representatives.

prioriteringssystem

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

professionell
kongressorganisatör

Company or individual professionally engaged in organizing meetings.

projektionsskärm;
projektionsduk

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

projektledare för utställning

Contractor or agent responsible for providing an exhibition shell scheme.

projektledare för utställningen

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

projektor

Optical instrument for projecting an image onto a screen.

projektor

projector to which a laptop is connected

proram

Schedule of events, giving details of times and places.

proram för medföljande person

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

protektion

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

protokoll

Customs and procedures dealing with formalities, precedence and etiquette.

protokoll; mötesreferat

Formal written record of a meeting.

protokollförare

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

publikationer

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

publikmässa

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

Publikvarssystem

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.

QR-kod

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

queen-size -rum

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

queen-size -säng

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

rådgivande kommitté

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

rådgivare

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

radiomikrofon

Microphone used for transmitting radio waves.

radiosystem

System for message transmission by radio.

radmonter

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

rambeslut

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

rangordning

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

räntefritt lån

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

Realtidsökning

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

receptionist

a front of house welcoming representative

receptionsdisk

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

regeringskonferens

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

regeringsmöten

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

registrering; anmälan

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

registreringsdisk

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

reklamkampanj

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

reklammaterial

Brochures or other items needed for promotional purposes.

rekommendation

Strongly suggested course of action; sometimes has binding force.

relätolkning

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.

repetition

Practice run held in advance of an event.

reproklar kopia

Materials ready for photographic reproduction.

reseagent

Destination Management Consultant.

resebyrå

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

reseförsäkring

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

reseledare

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

reservera; boka

To make a reservation.

resolution

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

resplan

Detailed programme of a visit or tour.

restauration; catering

The provision of food and beverages.

resumésamling

Printed volume containing summaries of accepted papers.

returtolkning

Interpreting both ways: from and into the foreign language.

revision

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

revisor

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

riggare; montör

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

risk

hazard or exposure to potential danger

roadshow

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

Roll-up

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

röstförstärkning

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

Röstningssystem

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

roterande platta

Motorized rotating platform.

rubrik

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

rum med dubbelsängar

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

rum med vacker utsikt

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

rum och frukost

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

rumreservation

Booking of a particular type of room for specific dates.

rumsbelysning

Lighting of room separate from stage lighting.

rumslista

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

roomspris

Amount charged for the occupancy of a room.

roomspris utan måltider

Room rate with no meals included.

runda bord

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

rundabordsmöte

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.

rundabords-sittning

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

säkerhetstjänst

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

säkerhetsvakt

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

samlingsrum

Room or suite of rooms used to entertain guests.

sammandrag; resumé

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

sammanfattning

Written short version of speech or paper.

sammanfattning av diskussion;
diskussionsreferat

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

sammanträdesrum; styrelserum

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

samordningskommitté;
samordningsgrupp

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

samtidiga möten; samtidiga
sessioner; parallella sessioner

Sessions scheduled at the same time.

sändarenhet

Apparatus for transmitting radio waves through space.

särtryck

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

satellitmöte

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

satellitseminarium

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

satellitesymposium

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

scen; estrad; podium

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

scenmästare

Employee of the venue in charge of stage facilities.

scensída; utom scenen

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

seminarium

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.

sen ankomst garanterad

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

sen anmälan

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

servering från fat

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

service och utbud

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.

session med fria föredrag

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.

show; föreställning

Organized performance for entertainment, usually in the evening.

sidhäftning

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

sightseeingtur; stadsrundtur

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

signalsystem

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

simultantolkning

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

sista anmälningsdag

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.

sista avbeställningsdag

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

självserving från framburna
fat

Waiter offers food platter to guests who help themselves.

skarm

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

skärmtillverkare

Company which fabricates displays.

skickad (till annat hotell)

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

skiljevägg

Movable interior wall.

skolsittning

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

skolsittning I fiskbenmönster

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

skolsittning med öar

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

skrivtavla

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

skuld

money or goods owing

skutvägg; skiljevägg; skarm

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

skyltning

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

skyltning; skyltar

All informational and directional signs required for an event.

slideset

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

slinga; sluten krets

Closed electric circuit.

slutligt proram

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

slutrapport; sluddokument

Final summary of meeting events.

slutredovisning

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

Smartphone

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

smit-nota ; spring-nota

Departing guest who fails to pay for accommodation.

smoking

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

social middag

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

Sociala medier

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

Sociala medier

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

Socialt nätverkande

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

socialt program; sociala
tillställningar

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

specialklausul

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

specialpris; företagspris;
gruppris

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

specifikation;
förfrågningsunderlag

Complete description of requirements.

speditör

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

split screen

Horizontally or vertically separated video
pictures shown simultaneously.

sponsorer; bidragsgivare

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

sponsrad av

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

sponsring

Donated financial or material support.

sporttjänst; aktivitetstjänst

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

spotlights

Adjustable lamps with direct or high intensity light.

springare

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

städning

Ä^S#fi(L)

städning av monter

Cleaning services to individual stand areas.

stående utskott

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

staffli; skyltställ

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

stakeholders

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

ställa in skärpan; fokusering

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

stand-by

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

stapelstol

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

stativ

Adjustable support for positioning microphones or lighting fixtures.

stativmonterad mikrofon

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

stickkontakt

Mechanical electrical connector.

stickord

A speaker's prompt

stödpersonal

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.

stödtjänster

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

stol med skrivskiva

Chair with an attached writing surface.

stol utan armstöd

Armless chair.

Sträckkodsläsare

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

studiebesök

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

studiedag

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

studiegrupp

Meeting of experts with the purpose of being analysis alone.

styrelse

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

styrelsemöte

A meeting of the governing body of an organization.

subventioner; bidrag; anslag

Money obtained from bodies or authorities to underwrite expenditure.

svit

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

Switch

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

symposium

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

table top presentation;
(bordspresentation)

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

täcker hela staden

throughout the city

tal

A formal and dignified public discourse.

tal; inlägg

Usually formal discourse delivered before an audience.

talare; föredragshållare;
föreläsare

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

talarstol

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

talarstolsmikrofon

Microphone attached to a lectern.

talesman

Person who speaks on behalf of a group.

tält

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

tangent

Button on a computer keyboard.

tangentbord

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

Tävla

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

tävling

competition

teach-in; fortbildningsmöte

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

team building

activity to bring people together to work as a team

teaterreservation

Reservation of seats at a theatre.

teatersittning

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

teatersittning i halvcirkel

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

tekniker

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

teknikerrum

Area from which technician operates sound system in a room.

teknísk genomgång

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

tekniskt besök; teknisk tur

Tour to a workplace of interest to meeting participants.

tekniskt möte

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

telefax; fax; telefaxapparat

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.

telefonanslutning

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

telefonkonferens

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.

telefonmöte; telefonkonferens

Telephone conversation involving a number of subscribers simultaneously.

telegrambyrå

Agency that collects and distributes information to the news media.

telekonferens

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

telekonferenstolkning

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

telemikrofon

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

telenärvaro

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

teleprompter

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

teleslinga

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

tema fest

A special reception or banquet designed around a central motif.

te-paus

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

terminsäkringskontrakt

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

Think Tank; expertgrupp

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

tid för uppmontering

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

tidig ankomst

Guests arrival before confirmed reservation date and/or time.

tidig anmälan

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

tidsfrist för nedmontering

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

Tidslinje

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

Tidtagarsystem

A technology to control the duration of a presentation

tilläggsval

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.

tildelad talartid

Time given to a particular speaker to make his presentation.

tillfälligt utställningsutrymme

Short-term rental space.

tillhörighet

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

titel

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

Tjuvlyssnare

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

toalett; wc

Sanitary convenience.

tolkgrupp

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

tolkhytt

Soundproof cabin in which the interpreter works.

tolkning

Oral translation from one language to another.

toppmöte

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

totalpris

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

trådbunden tolkanläggning

System for the transmission of interpreting by cable or wire.

trådlös mikrofon

Portable microphone operating on its own power source.

trådlöst infraröd tolkanläggning

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

transfer

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

transfertid mellan flyg
(minimum)

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

transport – och
utställningsförsäkring

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

transportchef;
transportsamordnare

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

transportmedel

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

trycktillåtelse

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

T-sittning

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

turism

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

turistbyrå

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

turisttjänst

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

tvåbäddsrums

Room containing two single beds.

Twitterinlägg

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

Twittersökning

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

under beskydd av

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

under tillsyn av

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

underhållning

Activities performed for the enjoyment of others.

underhållningsprogram

Programme of events organized for the entertainment of participants.

underleverantör

Company retained by general contractor to provide services.

upphängning

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

upplaga

Number of copies printed.

uppsägningklausu

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

uppvärmning

Activity to liven up the audience prior to show time.

USB-minne

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

U-sittning

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

utbildningsprogram

The educational aspects of an event.

utcheckning

Procedure for guest departure including account settlement.

utcheckningstid

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

utdelning av dokument

Handing out or mailing of documents.

utestående fordran

Outstanding invoice not yet paid.

utflykt; exkursion; rundtur

Organized outing to a specific place of interest.

utflykter före och efter konferensen

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

utflyttning

Dates) set for dismantling.

utgångsspråk; källspråk

Language from which a speech or document is translated.

utgifter

Money paid out.

utomhusutställning

Space/stands located outdoors.

utrikesmôte

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

utrikesmöte; nationellt möte

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

utrustning; resurser;
möjligheter

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.

utskick

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.

utskrift

Written copy of spoken material.

utställningsplan

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

utställare

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

utställarförteckning

List of exhibiting firms, usually with locations.

utställarkort

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

utställarmanual

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

utställning

Event at which products and services are displayed.

utställning med drapering av metallställning

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

utställningsansvarig;
projektledare för utställning

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

utställningsarrangör

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

utställningsarrangör

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

utställningsarrangör

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.

utställningsgång; gång

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.

utställningshall

individual room within an exhibition venue.

utställningskatalog

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

utställningsmaterial

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

utställningsprospekt;
utställningsbroschyr

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.

V: evenemang

That which happens, an occurrence.

väggpaneler

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

vagn

means of transport

val

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

valfri tur

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

valfria evenemang; alternativa
arrangemang

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

välkomstdrink

Drink served as an introductory gesture of welcome.

välkomstmottagning

Reception/party where welcome drinks are served.

valsedel/röstsedel

recording of votes

Vänner

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

värd

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

värdinna

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

värdland

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

världsmöte

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.

varumässa; produktvisning

Display of products.

vattenförsörjning

Temporary supply of water to a stand.

ventilation

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

verkställande direktör

Principal executive officer of a company.

verkställande direktör

The principal officer responsible for overall administration of an organization.

versal; stor bokstav

Type larger than that used in body of page.

vetenskaplig kommitté

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

vetenskapligt möte

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

vetenskapligt program

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

vetenskapligt sekretariat

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

vice ordförande

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

videobandspelare

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

Videoblogg

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

videokassett; videoband

Magnetic tape used in video equipment.

videokonferens

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.

Videoöverföring

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

videoprojektion

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

videoprojektor

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

videoskiva

Recorded disc containing images and sound.

videospelare

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

Viral marknadsföring

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

visktolkning

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

vitrin

Glass-enclosed case for articles on display.

voucher; värdebevis

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

walk-in ; direktgäst

Guest requesting accommodation or service without a prior notice.

Webbanalys

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

Webbcast

A media presentation broadcast over the Internet either live or on demand

Webbkamera

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

wifi

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

workshop

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

yrke

Function or job description within an organization.

yrkeskår

Relating to groups whose members work in common fields.

ytterväggsmonter

Exhibition space located on an outside edge of exhibition area.