

WORD	DESCRIPTION
à la carte	Menu with price stated for each item offered, as opposed to a fixed price for an entire meal.
Abstain	to decline to use ones vote
abstract	Written summary of a speech or paper, generally between 33and 500 words, often submitted in advance in support of an application to present an oral or poster contribution.
accompanying person; companion; attendee (US)	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.
accreditation	Official authorization to cover an event. The process of granting such authorization.
accreditation badge	Identifying tag used for official authorization.
accreditation form	Document for official authorization.
accreditation rules	Established principle or mode of action to be followed in order to obtain the accreditation.
accreditation supervising committee	Committee who supervises all the matters relevant to the official authorization to cover an event.
active language	The language being used by the speaker.
ad hoc committee; special committee	Committee formed on a temporary basis to discuss a specific item.
address for correspondence; mailing address	Address to which correspondence is sent.
AddThis	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.
adjoining rooms; adjacent rooms	Rooms with common walls which do not have connecting doors.

Adjourn	to postpone proceedings
adjournment of the meeting	Suspension of the meeting either indefinitely or until a later date.
administration	Organization and management.
admission ticket; entrance ticket; ticket	Ticket to be used for admission to an event.
advance order	and/or services ordered up front.
advance registration; pre-registration	Submitting an application/booking and/or payment to attend a meeting made prior to the opening day.
adviser; counsellor; advisor	Person appointed to give specialist or expert information on a particular event, or generally.
advisory committee; consultative committee	Usually an honorary body which does not meet frequently (if at all) and can be called upon for advice as necessary.
Advocate	one who speaks in favour of another
affiliation	Union of a society, firm, or political party with another, but without loss of identity.
agenda	Subjects to be discussed at a meeting.
air-conditioning	System that controls the temperature and humidity of the air in a room.
aisle signs	Signs, usually suspended, indicating aisle numbers or letters.
Algorithm	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.
alliance	joining in pursuit of common interest
allocation of speaking time	Time given to a particular speaker to make his presentation.
alterations	Changes made by the client after any part of the production process has begun. Usually billed as extra charges.

ambient light	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”.
amenities	Complimentary items in sleeping rooms such as special toiletries, morning newspaper, flowers, fruit, sweets or small gifts provided for guests.
American reception	Stand-up social function with beverage and sufficient food to replace a main meal.
Amphitheatre	a circular building with seats rising in tiers around a central open space
amplifier	Device enabling sound to be intensified.
anamorphic lens	Lens adapter designed to produce a wide-screen image.
Android	Android is an operating system for mobile devices such as smartphones and tablet computers.
Android Market	A service for Smartphone users operating on the Android platform which allows them to browse and download mobile applications
animation (slides)	Slide technique which creates an illusion of movement when used in rapid sequence.
Annals	a narrative of events, year by year
APP – Mobile	A mobile application that can be downloaded and used directly from the users personal mobile device or it can be a web-based application that can be accessed via a smartphone that is specifically formatted for smartphones
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
Application Programming Interface (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.
application to present a (table) demonstration	Form requesting authorization to give a demonstration.
application to present a film	Identification card to enable exhibitors to gain access to an exhibition.

application to present a paper	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”.
application to present a poster	Form for presentation of a poster for inclusion in a poster session; submitted for assessment and screening by a selection committee.
arc light; arc lamp	High-intensity light source for large screens or long projection distances.
at-a-glance programme; pocket programme	Shortened version of the meeting programme giving basic information in a way which is easy to refer to and convenient to carry.
Attrition	the process of reducing something’s strength or effectiveness through sustained attack or pressure
Audience Response System	Is a type of interaction associated with the use of audience response systems, to create interactivity between a presenter and his/her audience. Systems for co-located audiences combine wireless hardware with presentation software, and systems for remote audiences may use telephones or web polls for audiences watching through television or the Internet.
Audio relay	Used to overflow from one session hall to another hall with audio only
audioconference	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.
audiovisual	Using both sight and sound eg combining radio and television techniques.
audiovisual aids	Audio and visual support for meeting, usually taking the form of film, slides, overhead projection, flip charts and blackboards.
audit	An examination, by qualified persons, of accounts of a business.
auditor	Person or auditing body authorized to examine statements of account for accuracy.
auditorium style; theatre setup; theatre style	Conference seating where chairs are arranged in rows facing head table, stage or speaker.

Augmented Reality	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
authorized signature	Signature of person(s) with authority to sign cheques and contracts on behalf of the organization.
auxiliary services	The services which accompany a meeting (stewards, technicians, interpreters, etc).
Avatar	An avatar is an image or username that represents a person online within forums and social networks.
babysitting facilities	Arrangements for care of children during a short absence of the parents.
back projection; rear screen projection	Image projected on the back surface of a screen placed between the viewer and the projector.
Backdrop	background staging
BackType	BackType is a social media analytics company that helps companies measure their social engagement. Previously, the service started as a blog comment search engine.
badge; name badge; name tag	Identifying card worn by attendees to a meeting.
Ballot	recording of votes
Bandwidth	the bit-rate of available or consumed information capacity expressed typically in metric multiples of bits per second.
bank draft; banker's draft; bank check (US)	Payment format issued by a bank.
bank guarantee	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.
bank remittance	Money forwarded by or to a bank.
bank transfer	Movement of funds between banks or from one bank account to another.
banking	The carrying out of financial operations.

banner	Suspended panel for decor or graphics. May be cloth or rigid material.
banquet	Normally a formally seated dinner in the evening with sometimes speeches given in the presence of or by a VIP (Very Important Person).
Barcode Reader	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
bare stand; non-equipped stand; unequipped stand; bare booth (US)	Stand with no services or facilities, meaning that these all have to be hired at an additional cost.
barrier-free; accessible to the disabled	Free of obstacles hindering the movement of disabled persons to all public areas within a building.
Beamer	projector to which a laptop is connected
bed and breakfast; continental plan (US); CP	Accommodation rate inclusive of breakfast in addition to room; referred to as 'B and 8" in the UK, where such arrangement may be offered in a hotel, in a boarding house or even in a semi-private residence.
Benchmark	point of reference demonstrating a particular level
Beneficiary	a receiver of benefits
bid document	The proposal submitted by a destination or a property inviting a group to meet in their venue.
bid manual/specifications	Written document issued by an organization which contains requirements for their future events.
Billboard	a large outdoor board for advertising
binding	Process of fastening pages of books, brochures, magazines, together.
Bitly	Bitly is a free URL shortening service that provides statistics for the links users share online. Bitly is popularly used to condense long URLs to make them easier to share on social networks such as Twitter.
black tie; dinner-jacket; formal dress; tuxedo (US)	Dinner jacket and formal evening dress; can include national dress.

Blackberry	See smartphone
blackboard	Hard smooth dark surface used for drawing or writing in chalk.
Blip.TV	Blip.TV is an online video sharing site that provides a free and paid platform for individuals and companies who host an online video show.
block	Number of rooms reserved for one group.
Blog	Blog is a word that was created from two words: "web log." Blogs are usually maintained by an individual or a business with regular entries of commentary, descriptions of events, or other material such as graphics or video. Entries are commonly displayed in reverse-chronological order. "Blog" can also be used as a verb, meaning to maintain or add content to a blog.
Blog Talk Radio	Blog Talk Radio is a free web application that allows users to host live online radio shows.
Blogger	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
Bluetooth	wireless technology for exchanging data over short distances using fixed or mobile devices
Blu-Ray	Is an optical disc storage medium designed to supersede the DVD format
board meeting	A meeting of the governing body of an organization.
board of trustees	An official body (cf board) which manages the affairs and administers the funds of an institution or organization.
BoardReader	BoardReader is a free search engine that allows users to search for keywords only in posts and titles of online forums, a popular form of social networking.
bone yard (US)	Equipment storage area at show site, usually draped off area in exhibition hall/unsold space.
book (to)	To make a reservation.
book of abstracts	Printed volume containing summaries of accepted papers.

Bookmarking	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.
boom	Adjustable support for positioning microphones or lighting fixtures.
boom microphone	Microphone mounted on an extension. Often used in Q&A sessions.
Boxee	Boxee is a social video application that allows users to watch online videos on their TVs and computers. Users can share and watch videos from a variety of online videos sources for free.
brains trust	A group of expert advisors assembled especially to answer questions of immediate or current interest.
brainstorming session	Group session in which all participants contribute creative ideas which are not initially judged for merit.
breakdown	Action required to dismantle a function setup.
Breakout	splitting of a larger group into a number of smaller ones
break-out sessions	Small group sessions within a meeting organized to discuss specific subjects.
briefcase	Container for meeting documentation.
briefing (meeting/session)	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.
briefing session	A session at which precise instructions are given and participants informed thoroughly (cf briefing).
brochure	Document describing and promoting the advantages of an item or service.
budget	Estimated total income and expenditure divided into subject categories and arranged by principal heads of income and expenditure.
buffet	Assortment of foods, offered on a table, self-served.

Building Projection	A production method that projects an image directly onto a building and can give the illusion of bringing the building to life
business centre	Area in hotel or meeting venue offering various office facilities.
business occurring (US)	Referring to the number of groups and attendees meeting in a city during a specific time frame.
buzz session	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.
by the bottle	(Liquor) drink served and charged for by the full bottle. Organizer owns any bottle on which the seal has been broken.
by the drink	(Liquor) drink served and charged for by the number of drinks served.
by the person	A fixed price covering all consumption within a given time frame; sometimes includes snacks or hors d'oeuvres.
by the piece/item	Food purchased by the piece, usually for a reception. Prices may be quoted individually, by the dozen, or for 50 or 100 pieces.
By-product	a secondary product derived from a manufacturing process or chemical reactio
Cabaret	entertainment provided at which guests are at a table;
Cabaret seating	seated at round tables, either fully occupied; or half occupied facing stage/screen
Cafeteria	restaurant at which customers fetch the food and drink
call for papers; call for presentations	Document containing detailed instructions for submission of papers for assessment and selection by the committee.
camera-ready copy; camera-ready artwork	Materials ready for photographic reproduction.
cancellation clause	Provision in a contract stating the terms on which the contract may be cancelled.
capacity	Maximum number of people allowed in any given area, or maximum number of people that a setup can accommodate in a function room.

car hire	Facility to hire a car.
carousel projector	Slide projector fed from a circular drum and consequently not requiring constant manual replacement of slides. Often remote-controlled.
carousel tray; round slide tray	Circular holder used for projecting 35mm slides.
Carriages	means of transport
cash bar	Private room bar setup where guests pay for drinks individually.
cassette	Plastic box containing a video- or sound recording tape.
casual attire (US)	Sport shirt (possibly with jacket) for men; resort wear for women.
catering	The provision of food and beverages.
catering sales manager	Hotel staff person responsible for selling group and local food and beverage functions.
ceiling height	Height of the ceiling of the exhibition hall.
central console	The desk from which the technicians operate microphones and audio visual equipment.
certificate of insurance	Serve as evidence of the financial capability of an indemnitor (supplier) who has executed an agreement in favour of an organization.
chairman; president; chairwoman	Person who presides over an organization or meeting. Chairman can also be used to describe the person presiding over a committee or meeting session.
chairperson; chairman; chairwoman; chair	Person selected to preside over a session or lead a committee.
channel	A special line reserved to a specific usage (language, speech on walkie talkies, etc).
Chapters	divisions of a book or a membership association
charge per square metre	Basic charge for a square metre of exhibition space.
Chat	Chat can refer to any kind of communication over the internet but traditionally refers to one-to-one communication through a

text-based chat application commonly referred to as instant messaging applications.

check-in	Procedure for guest arrival and registration.
check-in time	Preferred time for guests to arrive at hotel.
check-out	Procedure for guest departure including account settlement.
check-out time	Time at which guests departing on that date should have completed their check-out.
Chief Executive Officer (C.E.O.)	The principal officer responsible for overall administration of an organization.
Chief Financial Officer (C.F.O.)	Executive responsible for financial affairs of an organization.
Chief Operation Officer (C.O.O.)	Executive responsible for day-to-day operations of an organization.
Circles	Circles are clusters of a user's friends on Google+, meaning you can group certain people you choose to connect with on your Google+ into a certain Circle—such as colleagues, college connections, family, etc. When you want to share content with only these individuals, you include that specific Circle in your post's sharing options.
Citywide	throughout the city
cleaning of stands; on-stand cleaning; janitorial service (US)	Cleaning services to individual stand areas.
clinic (US)	Workshop-type educational experience where students learn by doing.
cloakroom	Room in which outer garments may be left temporarily.
cloakroom attendant	A person who is employed to take care of people's coats, hats or luggage in the cloakroom (cf cloakroom).
close-talking microphone; close-talking transmitter	Microphone designed particularly for use close to the mouth of the speaker.
closing address; closing speech	Speech given to close a meeting. This may often include the result(s) of the meeting (recommendations).
closing ceremony	Formal closing of a meeting.

closing date for registration; cut of date (US)	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.
closing session; closing meeting	Last session of a meeting in which the subjects which have been discussed are summarized and conclusions may be announced.
Cloud	Provides the delivery of applications and centralised access to information via a centralised platform via the Internet based around the concept of infrastructure convergence
CMP (US)	1. Certified Meeting Professional: accredited designation offered by the US Convention Liaison Council. This designation certifies competency in 2 areas of meeting management through application and examination. 2. Complete Meeting Package: an all-inclusive plan offered by conference centers: includes lodging, all meals and support services
co-chairman; co-president	One of two or more persons appointed as chairman/president on an equal footing.
cocktail party; reception	Stand-up social function with drinks and snacks.
co-exhibitor	Distributor or agent of main exhibitor sharing the same stand or booth.
coffee break	Short interval between sessions during the morning or afternoon at which coffee is served.
Collecta	Collecta is a real-time search engine that includes results from blogs, microblogs, news feeds, and photo sharing services as they are published.
Collective Intelligence	Collective intelligence is a shared or group intelligence that emerges from the collaboration and competition of many individuals and appears in consensus decision-making in social networks.
colloquium	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.
Colour Washing	Lighting which can be coloured and creates a flood of light up/on the wall
Comfort / Confidence Monitor	A screen placed on the lectern or top table at a meeting which displays the presentation as it appears on the screen allowing

	the speaker to face the audience without turning around to see their slides
Comment	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.
commitment authorization; purchase order	Signed authority to proceed with an item of expenditure.
committee	A group of people appointed for a specific purpose.
committee of honour	Committee of individuals eminent in the related field whose names are lent to an event by way of endorsement.
committee on the verification of credentials; credentials committee	Committee formed to verify that individuals have the necessary qualifications to attend a meeting or become a member of an association.
committee room; board room	Meeting room set up with a permanent conference table and suitable seating.
communication centre	Area in meeting venue for telephone, fax, telex or teleconferencing facilities.
Compete	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.
Compliance	a ruling to which you should abide
complimentary	Offered at no cost.
complimentary rooms	Complimentary rooms which a facility provides without charge based on the number of rooms picked up and occupied by a group.
Compulsory	obligatory or requirement to abide by the rules of the association/meeting
computer projector; multimedia projector	A device that projects from portable computer or desktop PC onto a screen.
computer-aided translation; machine-aided translation; machine-assisted translation;	Translation technique that uses the computer as a tool for the solution of problems.

computer-assisted translation; CAT	
computer-assisted publishing; computer-aided publishing; CAP; desktop publishing; DTP; electronic publishing	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.
computer-composed script	Lettering generated by a computer.
computer-controlled stereophonic conference system	Sound balance control assisted by computer.
concurrent sessions	Sessions scheduled at the same time.
Conductor	director of an orchestra
conference	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.
conference administrator	Title generally conferred upon the chief administrator of the entire event.
conference call; multiple call	Telephone conversation involving a number of subscribers simultaneously.
conference handbook	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.
conference interpreter	Person who interprets into another language oral presentation(s) made during a meeting.
conference pack; information kit; congress kit	Generally a comprehensive collection of meeting documentation within its container.
conference programme; program book (US)	Printed timetable of events at a meeting, including working sessions with locations and the names of speakers, and social events.
conference report	Official summary of meeting events.

conference secretariat	The office responsible for the administrative, clerical and secretarial affairs surrounding planning, and management of a conference (cf conference).
conference terminologist	Person who conducts terminology work specifically in the context of meeting organization.
conference translator	Person who translates meeting documents into other languages.
conference-style setup; boardroom-style setup	Table set up in rectangle or oval shape with chairs on both sides and at both ends.
confirmation of order	Written authority for a supplier to proceed or for an exhibitor: acceptance of order.
confirmation; confirmed reservation	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.
confirmed booking	Reservations confirmed in writing.
congress	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.
congress auxiliaries	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.
congress card; admission card	Admission card confirming a booking and registration to a meeting.
congress centre; convention centre; conference centre	Premises built specifically for holding meetings and exhibitions.
congress travel (US)	A travel which involves all participants come to a multilateral gathering organized around a previously established advertised theme.

congress venue; conference site	Meeting site. Premises where the meeting will be held.
connecting rooms	Two or more rooms with private connecting doors permitting access between them.
Connections	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.
consecutive interpreter	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.
consecutive interpreting; consecutive interpretation	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.
Consignment	shipment of goods
consultant	Expert who provides advice and assistance to a client on specific assignments. For very large projects, a consulting firm may be retained rather than an individual.
consultant	one who provides specialist advice
Contest	competition
continental breakfast	Light breakfast usually consisting of juice, roll or pastry and a hot beverage.
Contingency	planning for an uncertain event
Continuing Education Units/Credits (CEUs)	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.
contract; commitment; letter of agreement	Legal agreement between two or more parties.
contribution; contributed paper	Work submitted for inclusion as an oral or poster presentation, often in response to a call for papers; not an invited paper.
contributor	One who presents a paper, either verbally or in a visual form (e.g. poster).

convener; convenor	Member of committee in charge of convening participants.
convention	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.
convention bureau	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.
convertibility	A currency is usually described as convertible if the holder can exchange it freely for another currency.
co-ordinating committee; co-ordination committee	Committee in charge of co-ordinating the organization of the event.
copy	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".
cordless microphone; wireless microphone	Portable microphone operating on its own power source.
Core PCO	PCO that is contracted to move with the meeting for whom they are engaged
corkage	The charge placed on wine, beer and liquor brought into a facility but purchased elsewhere. The charge sometimes includes glassware, ice and mixers.
corner stand; corner booth (US)	Exhibit space with aisles on two sides.
corporate meeting	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.
corporate travel	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.
cost control	Process of maintaining levels of expenditure within the budget.

council; board; governing board	Group of members responsible for establishing and enforcing the rules and regulations of a society or association.
count (US)	1. Total number of attendees for a given period 2. Total number of exhibitors for a given period.
counter	Wooden or metal board fixed horizontally either on legs or on a wall. Usually with display material and possibility of making purchases.
country of origin	Denotes country of parental nationality.
coupon	A negotiable ticket or voucher; a pass or ticket.
courier	European term for a travel professional who supervises arrival details and escorts tours.
covers	Actual number of meals served at a food function.
Craigslist	Craigslist is a popular online commerce site in which users sell a variety of goods and services to other users. The service has been credited for causing the reduction of classified advertising in newspapers across the United States.
crawl	Text moving horizontally across the bottom of a video screen.
Creative Commons	Creative Commons is a nonprofit corporation dedicated to making it easier for people to share and build upon the work of others, consistent with the rules of copyright. It provides free licenses and other legal tools to mark creative work with the freedom the creator wants it to carry, so others can share, remix, use commercially, or any combination thereof.
credit	An item entered on creditor side of an account (oppos. of "debit"). To add one sum to another.
Criteria	a principal or standard by which something is judged
cross dissolve; lap dissolve; cross fading (US)	Gradual changing of one picture or sound or colour to another.
cross parallel session	A session which is similar to another session involving the exchange of information (cf parallel session).
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.

cue	A speaker's prompt
cultural services	A service concerned with organizing activities which are mainly related to the artistic and intellectual side of civilization.
Culture	the development of individual national heritage eg music, science, art etc
customs broker	Person or company which provides customs clearing services to shippers of goods to and from another country.
cut-off date	Designated day when the facility will release a block of rooms to the general public.
daily newsletter	Daily information sheet for participants during event.
day rate	Reduced rate (often 1/2 of the regular rate) for a room used part of the day, including the period after check-out time.
dead area	Area where sound is muffled or absent.
debate	Presentation given by two or more experts in a certain field who must sustain their points of view.
debit	An item entered on debtor side of an account (oppos. of "credit"). To take one sum away from another.
Debt	money or goods owing
decoration – stand fitting (US)	That which adorns, an ornament.
delegate	Voting representative at a meeting.
delegate card	Admission card confirming a booking and registration.
delegation	Representatives of a particular country or organization at a meeting.
Delicious	Delicious is a free online bookmarking service that lets users save website addresses publicly and privately online so they can be accessed from any device connected to the internet and shared with friends.
departure tax	Fee collected from traveler by host country at time of departure.
deposit	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.
deviation	Departure of individual passenger from established group itinerary.
Digg	Digg is a social news website that allows members to submit and vote for articles. Articles with the most votes appear on the homepage of the site and subsequently are seen by the largest portion of the site's membership, as well as other visitors.
Digital Lectern	Stand used by speakers at a meeting with a digital screen in front which can be used to display branding, speaker information etc
Digital signage	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
dinner; supper	Evening meal for a group; not usually ceremonial.
direct billing (US)	Accounts receivable mailed to individuals or firms with established credit.
Director of Sales (D.O.S.)	Individual at a meeting facility responsible for overall direction of sales staff.
disclaimer; hold harmless (US)	Clause in a contract whereby a party explicitly refuses to accept responsibility for something.
discussion form	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.
discussion group	Group of participants debating separately within some types of meeting. Similar to a working group but with no expectation of reports or papers.
discussion leader	Person who introduces topic of discussion and controls the discussion in the group.
dismantling deadline	Day and hour (deadline) by which stands must be dismantled and exhibition area empty.
dismantling; teardown; breakdown; dismantle (US)	Take-down and removal of exhibits.
display builder (US)	Company which fabricates displays.

display case; showcase	Glass-enclosed case for articles on display.
display material	Material exhibited by the various exhibitors; such material is usually insured or has its value stated in writing for insurance purposes.
display screen	Physical computer device usually based on a cathode-ray tube or liquid crystal display on which information is displayed.
Disqus	Disqus is a comment system and moderation tool for your site. This service lets you add next-gen community management and social web integration to any site on any platform.
distant-talking microphone; distant-talking transmitter	Microphone designed for use at a substantial distance from the mouth of the person speaking.
Diversification	alternative direction in business from your core activity
DMC (US)	Destination Management Consultant.
document distribution	Handing out or mailing of documents.
document duplication	Reproduction of documents.
domestic meetings	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.
donation	Sum of money or items of value received as gifts.
double bed	Bed normally measuring 130 x 32cm (5x 78 inches) for 2 persons. "Standard double bed" is referred to in UK a 4'6" x 6'^"
double booking	Reserving space for two groups (or persons) for the same dates when only one group (or person) can be accommodated.
double room for single occupancy	Twin/double room occupied by one person, paid for at a negotiated rate.
double room; double	Room containing one bed for two persons.
double-double room	Room with two double-size beds suitable for two or four persons.

downgrade	To move to a lesser accommodation or class of service – to change to an inferior standard.
downstage	Area of a stage closest to the audience, as opposed to upstage.
draping – pipe and drape (US)	Decorating with drapes – Hollow metal pipes are used for support; booth drape is usually 8 feet high.
drayage (US)	Transfer of exhibits from point of arrival to exhibit site. May also include storage.
drayage form (US)	Form for exhibitor requesting handling of materials.
Drop Box	A Cloud based application for sharing file downloads
dummy; mock-up	Preliminary mock-up for a publication, made up in correct size and number of pages, showing the position of the various text elements and illustrations.
duplicate	Film or tape which has been printed from the original copy.
DVD Recorder	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 – Conference / Event	Conference which is held electronically via the internet
early arrival	Guests arrival before confirmed reservation date and/or time.
early registration	Registration received before a pre-defined date, usually offering a lower fee.
earphones	Device that converts electrical energy into sound waves and is worn over or inserted into the ear.
easel	Three or four-legged stand with a rack used to hold a blackboard, corkboard, magnetic board, sign, chart, etc.
Ebook	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.
educational	Meetings comprised of people employed or working within the education industry.
educational programme	The educational aspects of an event.

educational visit, study mission (US)	Educational visit to a workplace or manufacturing plant of interest to meeting participants.
electric point; electric socket	Mechanical electrical connector.
electric pointer	Electric rod which casts an illuminated spot on the wall, blackboard, screen, etc. to draw attention to a particular feature.
electrical connection; electricity supply	Temporary supply of electricity to a stand to which electrical goods can be connected.
electronic blackboard	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.
electronic payment	Payment by means of electronic funds transfer, e.g. using a credit card at a point-of-sale terminal.
electronic white board	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.
Embassy	national representation in another country
emergency exit; fire exit	Door, clear of obstructions, designed for egress in the event of fire or panic.
endorsement	To give approval or agreement to a certain subject matter or event.
English breakfast	Breakfast usually consisting of juice, cereal, eggs, bacon, toasts and preserves, and hot beverages.
entertainment programme	Programme of events organized for the entertainment of participants.
entertainments	Activities performed for the enjoyment of others.
E-poster	An electronic version of the traditional boards, and is displayed on screens.
E-poster	electronic poster
E-Publication	electronic publishing

E-shape setup	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.
estimate	Preliminary calculation of the cost of work to be undertaken.
Ethnic	belonging to a different race from your own
European plan (EP)	Room rate with no meals included.
event	That which happens, an occurrence.
Event Blogs/Forums	Blog space setup for a particular event where attendees can leave thoughts and feedback on any aspects of the event through a number of threads
Eventbrite	Eventbrite is a provider of online event management and ticketing services. Eventbrite is free if your event is free. If you sell tickets to your event, Eventbrite collects a fee per ticket.
exclusive contractor	Contractor appointed by show or building management as the sole agent to provide services.
excursion; tour	Organized outing to a specific place of interest.
executive committee	Group of people who carry out the strategies and policies to be implemented
executive secretary	Person appointed to handle organizational functions and who is given certain administrative authority and responsibilities.
exhibition catalogue; exhibition directory; exhibit directory (US); fair catalogue	Complete alphabetical list of exhibitors, their products and, often, their headquarters and sales points; usually incorporates a floor plan and advertising.
exhibition centre	Venue at which exhibitions are held.
exhibition contractor	A supplier of exhibition services or goods (eg stand fitting, electrics, furniture, floor covering, labor, drayage signs, etc.).
exhibition hall; exhibit hall (US)	individual room within an exhibition venue.
exhibition manager; show manager; exhibition organizer; floor manager (US)	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.

exhibition plan	Plan showing space to be occupied by the exhibition: the areas intended for stands/booths and those for passageways and services.
exhibition prospectus; exhibit prospectus (US)	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.
exhibition; exposition	Event at which products and services are displayed.
exhibitor	Company or individual participating in the exhibition with a stand or booth.
exhibitors' manual	Book of instructions and information for exhibitors regarding the exhibition venue and services offered by the organizing body.
expenditure; expenses	Money paid out.
expo	Large trade exhibition
export licence	A government document which permits the "licensee" to engage in the export of designated goods to certain destinations.
extra overnight stays	All extra nights spent by the participant other than overnight meeting stays.
extraordinary session	Special session for activities, needs, or situations that are different from those normally and originally prepared for.
Facebook	A social media forum where people can join, make friends, post comments, videos and other items to allow interaction and comment,
Facebook	Facebook is a social utility that connects people with friends and others who work, study, and live around them. Facebook is the largest social network in the world with more than 800 million users.
facilitator	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).
Faculty	Group of those qualified to teach
fair	Exhibition of products or services in a specific area of activity held with the objective of promoting business.

familiarization trip; fam trip	Hosted trip to assess facilities, locations or services.
family rate; family plan (US)	A discount price offered by hotels and resorts to second and successive members of families who travel together.
fascia; fascia board; header; front strip; booth/stand sign	Board giving exhibitor's name in an exhibition or indicating the purposes of service desks in a conference reception area.
fashion show	Choreographed display of garments by models.
fee; honorarium	Payment made in token of personal involvement in an event.
feedback	Regeneration of sound from audio speakers back through a microphone causing a dissonant sound.
film projector	Equipment for projecting cine film.
final programme	Document containing the definitive meeting and social programme, circulated immediately prior to a meeting or distributed at the commencement of an event.
final report	Final summary of meeting events.
final statement of account; final accounts	Statement of income and expenditure following the end of an event.
finance committee	Group of people who meet with responsibility for budgeting, cashflow, accounting and controlling finance and whose chairman is generally the treasurer of the event.
financial procedures	Outline of accounting and banking systems.
financial report	Document incorporating the statement of income and expenditure and the budget at a given date.
fire insurance	This insurance usually covers loss or damage attributable to fire, smoke, explosion, or forces of nature. It can also cover water damage.
Firefox	Firefox is an open-source web browser. It has emerged as one of the most popular web browsers on the internet and allows users to customize their browser through the use of third-party extensions.
first aid	Emergency care or treatment given to an ill or injured person before a doctor arrives.

first name; forename; given name; Christian name	Name given to identify individual family members.
first-aid room; first-aid post	Place where emergency care is provided.
fixed seating; fixed theater (US)	Permanent, non movable seats in a meeting room or amphitheatre.
flag carrier (US)	Airline designated by a country to serve international routes (Convention Liaison Council).
flame-proof	Material that is flame resistant.
Flash drive / memory stick / USB stick	Portable storage device, that can hold information for use in electronic equipment
Flash Mob	A flash mob is a large group of people who assemble suddenly in a public place, perform an unusual and pointless act for a brief time, then quickly disperse. The term flash mob is generally applied only to gatherings organized via telecommunications, social media, or viral emails.
flat rate	One rate for each room in a guest room block.
Flickr	Flickr is a social network based around online picture sharing. The service allows users to store photos online and then share them with others through profiles, groups, sets, and other methods.
flipchart; flipover-chart	Large pad of paper placed on an easel and used by a speaker for illustrative purposes.
floor manager	Individual representing show management responsible for managing the exhibition area on-site (enforcing rules, responding to requests, etc.).
floor marking	Method of marking booth/stand space.
floor order	Exhibited goods and/or services ordered on-site.
floor plan	Scale plan of the floor area of an exhibition.
floor setup diagram; setup plan	Floor plan with specific requirements (dais, tables, chairs, etc.) drawn to scale.

floor speaker; person speaking/who spoke from the floor; discussant (US)

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

fluorescent lights; strip lights; fluorescent lighting

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

flyer

Single-sheet printed announcement or advertisement.

focussing

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

folio

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

Follow Friday (#ff)

Follow Friday is a trend via the hashtag #ff every Friday on Twitter. Users select other usernames and tweet them with #ff in their post, meaning they recommend following those Twitter users. People tweet at their favorite brands, colleagues, celebrities—you name it!

force majeure clause

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

foreign/national meeting

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

forklift; forklift truck

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

form; printed form

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

forum

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

forum discussion

A discussion within a forum (cf forum).

Forums

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.

forward contract

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

Foursquare	Foursquare is a social network in which friends share their locations and connect with others in close physical proximity to each other. The service uses a system of digital badges to reward players who “check in” to different types of locations.
free form	self-supporting and independent exhibit material.
free paper	Written transcript given as a result of acceptance of the submitted abstract on a subject chosen by the author.
free papers session; free communications session	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.
freight forwarder	A business which handles export shipments.
freight forwarding	Transfer of exhibits from point of arrival to exhibit site. May also include storage.
Friends	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.
front screen projection; front projection	Projection of an image onto the front surface of a light-reflecting screen from a projector placed within or behind the audience.
front stand; front booth (US)	Stand at the head of a row.
FTP	File transfer protocol – a Web based application for sharing large file downloads
full board; full American plan (US); FAP; American plan (US); AP	Rate inclusive of breakfast, lunch and dinner, in addition to room.
full text	The complete version of a text
fully equipped stand; fully equipped booth (US)	Stand equipped with all services and facilities such as electrics, fascia, carpet, lighting, etc.
function board; reader board; directory board (US)	Board or video screen listing the days events.
function rooms; meeting rooms	Spaces or areas where meetings, banquets, exhibitions or other group events are held.

function sheet	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.
fund-raising	Process of obtaining money and funds from additional sources other than registration fees.
future bookings	Booking for events taking place at a future time.
gala dinner	Outstanding social event of the conference, usually in the evening with entertainment or speeches during or after a formal meal. Usually formal dress requested.
gangway; clearance; aisle (US)	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.
general assembly	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.
general contractor; service contractor; official contractor	Company which provides services to exhibition management and exhibitors.
general information	Information of interest to all participants.
general session	A meeting open to all those in attendance at a convention.
get-together	An informal social gathering.
glass-beaded screen	Type of screen surface used for front projection.
go to black; fade-out	Situation where room lights are turned off or video screen becomes black.
Gobo	Any device which produces patterns of light and shadow or various pieces of equipment that go before a light
Google Chrome	Google Chrome is a free web browser produced by Google that fully integrates into its online search system as well as other applications.

Google Documents	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.
Google Reader	Google Reader is an RSS reader that allows you to aggregate various blogs and sites and collect updates to new content in one location. You can log on whenever you choose, and the latest content from multiple blogs will be in one stream so you don't have to navigate to each site individually.
Google+	Google+ is Google's new social network. It differs in that it promotes social sharing that is more similar to how people share in real life by providing features such as one that limits who you are talking to, creating 1-on-1 conversation.
government meetings	Groups whose constituencies are made up of civil servants, elected officials and service providers to Government entities.
governmental conference	Technical or political meetings between governments with the aim of discussing national or international topics.
Gowalla	Gowalla is a social network in which friends share their locations and connect with others in close physical proximity to each other.
GPS	Global Positioning System – allows the user to navigate to a certain destination
grants; subsidies	Money obtained from bodies or authorities to underwrite expenditure.
gratuity; tip	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".
gross square feet/gross square metre	Total amount of space in exhibition hall or meeting room.
gross weight	The full weight of a shipment, including goods and packaging.
ground operator	Company that provides transportation in a locale, i.e. motorcoaches, rental cars, railroads, etc.
Groundswell	A social trend in which people use technologies to get the things they need from each other, rather than from traditional institutions like corporations.

group booking	Block reservation of rooms specifically for a group.
group inclusive tour	Travel programme with special fare and specific requirements such as a minimum number of persons traveling as a group throughout the tour.
group of experts	Group of specialists in a particular field.
guarantee	The number of servicings to be paid for, whether or not they are actually consumed; usually required 48 hours prior to the event.
guaranteed late arrival	Guest room that is guaranteed by credit card or advance payment if arrival is later than a specified time, usually 6.00 p.m.
guaranteed 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.
guest speech; invited paper	Speech submitted on a specific topic at the request of a committee.
guests' programme; accompanying persons' programme; spouse program (US)	Educational and/or social events planned for spouses and guests of meeting participants.
guide	Person accompanying a tour and giving detailed knowledge of places of interest.
Hack	by way of breaking into someone else's computer programme
half board; modified American plan (US); MAP	Rate inclusive of breakfast and any other meal, usually dinner, in addition to room.
half-moon table	Two quarter-round tables joined to make a half circle. Seating locations for honoured guests and/or meeting presenters.
hall; foyer; lobby	Public area in hotel or hall for assembly or registration.
Handheld Microphone	A microphone that is held by the individual – can be wireless or wired
Hangout	A Hangout is a video service on Google+ that allows you to video chat with up to 10 Google+ users at a time. You can name these chats, watch YouTube videos during them, open a Google Doc with colleagues, and much more.

happenings	All non-intellectual oriented meetings.
hardwall booth (US); European stand (US)	Booth constructed with plywood or similar material (as opposed to booth formed by drapery only).
hardwall stand; hardwall booth (US)	Stand constructed with plywood or similar material as opposed to one formed by drapery only.
Hashtag	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.
HD Projector	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 Screen	Is a type of flat panel display with a high definition picture
head	Pan-tilt device on which a camera is mounted.
head count	Actual number of people attending a function.
head table; top table	Seating location for honoured guests and/or meeting presenters.
head-line	A phrase at the top of the newspaper, magazine article, indicating the subject of the article.
headquarter hotel	Where several hotels are used for one event, the hotel where the main administrative and hospitality functions are located.
headset	Headphone with a built-in microphone.
Headset Microphone	Wireless microphone, to allow the speaker free movement around the stage during his/her presentation
hi5	hiis a social network focused on the youth market. It is a social entertainment destination, with a focus on delivering a fun and entertainment-driven social experience online to users around the world.
hidden charge	Unbudgeted expense.
hiring cost	The price paid by the organizer to the owner of the meeting facilities.

hold harmless (US)	Clause in contract ensuring that a group or company will not be responsible in the event of a claim.
hollow square setup	Tables set up in a square (or rectangle) with chairs placed around perimeter. Centre inside tables is hollow.
honorary chairman; honorary president	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.
honorary secretary	Voluntary (unpaid) member of the committee responsible for recording decisions and keeping records of discussions.
HootSuite	HootSuite is a social media management system that helps brands streamline campaigns across social networks such as Twitter, Facebook, LinkedIn, and Google+ Pages. Teams can collaboratively monitor, engage, and measure the results of social campaigns from one secure, web-based dashboard.
horseshoe setup	Horse-shoe shaped table.
hospitality suite	Room or suite of rooms used to entertain guests.
host	Association, corporate body, town or other party that invites an event to take place within or under its jurisdiction.
host country	Country that invites an event to take place within or under its jurisdiction.
hostess	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.
hotel accommodation	Bedroom(s) at a hotel and rooming arrangements; usually specifying the hotel classification in terms of its amenities, facilities, level of service and cost.
hotel accommodation form; hotel reservation form	Booking form for reservation in a hotel for use by participants.
hotel classifications	The classification of a hotel in terms of its amenities, facilities, level of service and cost. Qualifications and terms may vary by country.
house count	1. Number of sleeping rooms actually occupied during a particular night.
house lights	Lighting of room separate from stage lighting.

housing bureau	Division of a convention bureau responsible for assisting organizers handling hotel reservations for meeting attendees.
HR (Human Resource)	personnel
HTML	HyperText Markup Language (HTML) is a programming language for web pages. Think of HTML as the brick-and-mortar of pages on the web. It provides content and structure while CSS supplies style. HTML has changed over the years, and it is on the cusp of its next version: HTML5.
Hybrid Event	An event with both live and virtual attendees
imprimatur; ready for press	Word/phrase usually printed at back of title page and bearing signature and date on which publication was approved as ready for press.
Inbound Marketing	Inbound marketing is a style of marketing that essentially focuses permission-based marketing techniques that businesses can use to get found by potential customers, convert those prospects into leads and customers, and analyze the process along the way. Inbound marketing leverages tactics such as SEO, blogging, social media, lead generation, email marketing, lead nurturing, and analytics. It is in direct contrast to outbound marketing, which utilizes traditional interruptive marketing tactics such as direct mail, trade shows, print and TV advertising, and cold calling.
incentive meeting	Meeting event as part of a programme which is offered to its participants to reward a previous performance.
incidentals; incidental charges; extras	Expenses other than room and tax, billed to a guest's account.
in-city transport	The means of travelling within a city.
inclusive cost	Fixed payment with no extra costs to be added.
inclusive rate	Rate covering all elements in the cost of a room, including gratuities and taxes.
inclusive tour; I.T.	Tour sold at a price covering all costs (transport, accommodation and related services) for the full duration of the trip.
income	Money received.
inductive transmitter for hearing aids; induction loop	Closed electric circuit within a building or auditorium which relays sound to a hearing aid.

informal dress; business suit; lounge suit; business attire (US)	Business or lounge suits and short day dresses; can include informal forms of national dress.
informal meeting	Informal gathering, not necessarily social.
information bulletin; newsletter	Update information sheet, generally used for promotional purposes.
information desk	Stand at which an official gives information.
infringement	Use of floor space outside exclusive booth area.
inquiry cards	Cards collected from attendees, requesting information about exhibitors.
in-row stand; row stand; row booth (US)	Stand within a row of similar stands, i. e. with only the front opening onto an aisle and with other stands on either side.
inside booth	Exhibition space with booths at back on each side.
Instagram	Instagram is a photo sharing application that lets users take photos, apply filters to their images, and share the photos instantly on the Instagram network and other social networks like Facebook, Flickr, Twitter, and Foursquare. The app is targeted toward mobile social sharing, and in just over one year, it has gained almost 1million users. Currently, it is only available for iPhone devices.
installation	Process of setting up exhibit booth and materials according to instructions and drawings.
Instant Messaging	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.
institute	A professional organization/establishment formed to promote education, literature, art, or the like.
instructions for poster presenters	Guidelines for those presenting a poster.
instructions for speakers	Guidelines for those presenting an oral presentation.
instructions for the preparation of papers; guidelines for authors	Instructions regarding the required format to be used for the version of the paper to be published.

integrated meeting	A meeting which forms part of a larger event (cf meeting).
integrated seminar	A seminar which forms part of a larger event (cf seminar).
integrated symposium	A symposium which forms part of a larger event (cf symposium).
interactive response	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.
interactive session; voting session	Session where participants take an active part in the work.
inter-city transport	The means of travelling between two cities.
intercom	Audio system permitting two-way communication.
Intercom	A device commonly used for closed communication
interest-free loan	Money received by way of a loan to be refunded in due course and not subject to any interest charges.
Intermediary	someone acting between parties
international meetings	1. International/intercontinental: a meeting of an organization with multi-national membership that is available to meet on more than one continent. 2. International/Continental: a meeting of an organization with multi-national membership that is available to meet on only one continent.
Internet access	A connection to Internet through a local access provider. It can be an analogue, a digital or an Ethernet network access.
Internet Cafe – Cyber Cafe	An area where computers are stationed to allow delegates to access the internet
interphone; talk-back circuit; two-way loud speaker; intercommunication system	Intercommunication system using headphones and microphones for communication between adjoining or nearby studios or offices.
Interpretation – Booths/Cabin	interpretation booths/cabin for the interpreters for multi-language events
Interpretation Headsets / Receivers	A device that allows the audience to listen to the speaker in simultaneous interpreted languages

interpreter's booth	Soundproof cabin in which the interpreter works.
interpreting; interpretation	Oral translation from one language to another.
interruption of the meeting	Temporary break in meeting for a specific and unprogrammed reason.
inventory	Total amount of furniture and equipment available for show.
invitation	Courteous written request for attendance at a function for which no charge is made.
invitation (card)	Invitation to potential guests, visitors, participants to attend an event.
invited speaker	Speaker, specifically requested to speak to the audience on a given topic.
invoice	A demand for money detailing goods, with prices, sold or consigned to a purchaser.
involuntary upgrade	Airlines moves passenger into higher priced seating at no extra charge.
iPad	See tablet
iPhone	See smartphone
island stand; island booth (US)	One of a group of four or more exhibit spaces with aisles on all four sides.
IT	Information Technology is the area of managing technology and encompasses wide variety of areas that include computer software, information systems, computer hardware and programming languages
itinerary	Detailed programme of a visit or tour.
iTunes	See media player
joining instructions	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.
Joomla	Joomla is a content management system (CMS) that enables users to build websites and online applications.

key	Button on a computer keyboard.
keyboard	The set or row of keys in a keyed machine/instrument.
keynote address; keynote speech	Fundamental or leading speech made usually at the beginning of a meeting.
keynote presentation	Top level presentation.
keynote speaker	Speaker who sets forth the theme of the meeting.
Klout	Social media analytics to measure a user's influence across their social network
Klout	Klout is a measure of social influence. The service allows users to connect various social accounts such as Facebook, Flickr, YouTube, etc., and then provides every user with his or her Klout score. The score is out of 100—the higher the score, the more influence you have on the social world.
knock-down stand	Unassembled exhibit material requiring on-site assembly.
lanai (US)	Room with a patio or balcony overlooking a garden or water.
Lanyards	ribbon or string around the neck holding a badge or identification
lapel microphone	Microphone designed for positioning on the clothing of the user.
Lapel microphone/Tie Microphone	A wireless microphone attached to either the tie or jacket
laser pointer	A compact instrument consisting of a visible light laser, used for pointing out features on a projected visual display.
late night	Evening on which the exhibition will remain open later than usual.
late registration	Booking received after the stated deadline, usually incurring payment of a penalty fee.
layout	Artist's or designer's indication of how a printed piece should look.
LCD Projector (Liquid Crystal Display)	Is a type of video projector for displaying video, images or computer data on a screen or other flat surface.

LCD Screen	Is a type of flat panel display
lectern microphone	Microphone attached to a lectern.
lectern; speaker's desk	Reading stand with slanted top. Can be a tabletop lectern or one which stands on the floor.
lecture	Discourse given before an audience, especially for educational purposes.
LED	Light Emitting Diode – Flat panel display which uses LED as a video display
legal connection	Prescribed minimum time to leave one flight and board another. Set by airlines to allow time to transfer baggage.
leisure services	A service concerned with the organization of free or unoccupied time.
lessee	One to whom a lease is granted; holder of a lease.
lessor	Person or organization which offers a lease.
letter of credit	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
liaison	A close collaboration for smooth coordination.
liaison interpreter	Person interpreting a conversation between two or more persons from one or more foreign languages into his mother tongue and vice-versa.
Lifecasting	Lifecasting is a continual broadcast of events in a person's life through digital media. Typically, lifecasting is transmitted through the internet and can involve wearable technology.
light meals and drinks; snacks and drinks; refreshments	Food or beverages, whether or not for sale, for informal consumption.
Like	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.
limitation of speaking time	Duration of the time accorded to speakers.

Link Building	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.
LinkedIn	A business orientated Social Networking site
LinkedIn	LinkedIn is a business-oriented social networking site. Founded in December 2002 and launched in May 2003, it is mainly used for professional networking. As of June 2010, LinkedIn had more than 70 million registered users, spanning more than 200 countries and territories worldwide.
LinkedIn Today	LinkedIn Today is LinkedIn's own version of a social news service. Every industry on LinkedIn (marketing, journalism, technology, etc.) has its own LinkedIn Today. Stories are selected based off which ones are posted and shared the most by users of LinkedIn.
lip microphone	Microphone designed for use in contact with the lips of the speaker.
list of delegates; delegate list	List of delegates registered to attend an event.
list of exhibitors	List of exhibiting firms, usually with locations.
list of participants; attendance list	List of delegates and accompanying persons registered to attend an event.
Live streaming	The transmission over the Internet of video of an event as it happens – real time
loading dock	Area on premises where goods are received.
local committee	Board for a geographical area of a society or federation, often synonymous for host committee.
local event	An event, such as a graduation ceremony, local festival, etc., that draws its audience primarily from local market.
local host committee – local organizing committee	A group of people, geographically local to the venue, who carry out the strategics and policies established for the organization of an event.
local/national organizing committee	Group of people from the host country, city or region of an event.
location	The destination where the meeting takes place.

Logistics	the art of moving people and/or resources from one place to another
logo	Symbol identifying an organization or event.
loop	Closed electric circuit.
lost property (office)	Stand where lost items may be recovered.
low season	That time of year when travel and hotel rates are at their lowest.
lower-case letter	Small letter, as distinguished from a capital letter.
lunch; luncheon	Midday meal; sometimes with speeches or presentations during meetings of professional associations.
Lurker	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.
mailing	The action of sending by mail; specifically a number of items posted at one time, especially as a part of a publicity campaign, a survey, etc.
mailing list	Contains the names and addresses of the persons to whom publicity material or other information is to be sent.
maître d'hôtel	Floor manager or head waiter at a restaurant or catered function.
Majority	the greater number of
making-up; page-setting	Definitive placement of text and illustrations on the page in accordance with the predetermined layout.
management committee	Committee to carry out policy and strategy for the organization of an event.
managing director	Principal executive officer of a company.
Mandatory	compulsory
Manifest	list of people, registrations, or items
market segments	Categorization of organization or businesses by professional discipline or primary areas of interest for the purposes of sales analysis or assignment.

Marquee	large temporary structure, eg tent, usually whose walls are not solid but canvas
Mashup	A content mashup contains multiple types of media drawn from pre-existing sources to create a new work. Digital mashups allow individuals or businesses to create new pieces of content by combining multiple online content sources.
maximum floor load; (load-)bearing capacity	Maximum amount of weight per unit of area which a floor can support.
media advertising	Advertising to the public in journals, newspapers or magazines or on radio, television or film.
Media Player	Media library application for playing audio, video and viewing files
Mediation	a form of reconciliation between disagreeing parties
medical service	First aid provision.
meeting	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.
meeting announcement	Leaflet or brochure with essentials on forthcoming event.
meeting date	The time of the year when the meeting takes place.
meeting duration	The number of days from the opening session to the closing session. Additional days for optional excursions are not included.
meeting frequency	The periodicity with which the same kind of meeting takes place.
meeting industry	–
meeting industry terminology; congress market terminology; meeting planning terminology	–
meeting planner (US)	Professional Conference Organizer
meeting point	Meeting place in venue for individual appointments of delegates.

meeting room	Room where an assembly meets.
meeting site	The building and environment area where the meeting takes place.
meeting theme	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.
Meme	A meme on the internet is used to describe a thought, idea, joke, or concept to be shared online. It is typically an image with text above and below it, but can also come in video and link form. A popular example is the “I Can Has Cheezburger?” cat meme that turned into an entire site of memes.
message board	Board on which messages are displayed.
message centre – mail and messages	A place where mail and messages are received, kept or transmitted.
MICE	Meetings Incentives Conferences & Exhibitions
microphone; mike	Instrument which converts sound into electrical signals.
midget microphone	Small microphone.
Ministry	the body of ministers of a government
minutes; record	Formal written record of a meeting.
mobile simultaneous interpreting system	System which can be transported and set up in any venue without the need for built-in booths or electric circuits.
mode of payment; method of payment	Method of settling a bill/account.
modem; MOdulator-DEModulator	Electronic device that modulates and demodulates signals transmitted over data communications facilities. Most commonly seen as an interface between computers and telephone networks.
moderator	Person who presides over panel discussions and forums.
modular exhibit	Exhibit constructed with interchangeable components.

modular panels	Partition units (walls, doorframes, etc.) in standard sizes, used for building stands in the sizes desired in a given context.
monitor; control receiver	Television set with direct audio and video input used for checking on the operation of a transmitter.
motion	Formal proposal to be discussed and voted on in a meeting.
move-in	Date(s) for installation/setting up of event.
move-out	Dates) set for dismantling.
moving screen	Screen intended to provide information and to notify participants who are called away for urgent reasons during the session, without disturbing the meeting.
multi track conference	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.
multichannel	With two or more communication bands (receivers).
multichannel; multiplex	With two or more communication bands (e.g. receiver).
multimedia	Use of two or more audiovisual media in one presentation.
multi-national meeting	International meeting with a minimum of 100 participants from at least four countries.
multivision; multiscreen projection; multi-image	Projection of different images on different screens at the same time.
MySpace	MySpace is a social networking website owned by News Corporation. MySpace became the most popular social networking site in the United States in June 200and was overtaken internationally by its main competitor, Facebook, in April 2008.
name card	A name card which identifies you.
name; family name; surname; last name (US)	Name by which all immediate family members are known. Women usually (but not always) adopt their husband's family name upon marriage.
national meeting	Meeting participation available to organizations or individuals from one nation, meeting in that nation.

nationality	Identifies the country where the person has full rights by birth or naturalization.
neck microphone; lavalier microphone; chest microphone; necklace mike; pendant mike	Portable microphone that hooks around the neck.
negative; reverse	Reversed form of original art or type.
net net	Actual cost of a travel programme excluding mark-ups or commissions.
net square feet/metres	Actual amount of salable space available for or used by exhibit booths/stands.
Network Segmentation	Splitting a computer network into subnetworks ie: Organisers, Speakers, Delegates, etc either to boost performance or to improve security.
new registration	Registration received at the meeting and generally incurring payment of a penalty fee.
news feed	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).
nomination	Submission of a name (person, organization or company), for election or appointment to a specific role or function.
no-show	Person who has booked a room or a place at a meeting but does not arrive to take up the room or place.
notice board; noticeboard	Board displaying one or more notices or warnings.
number of languages in simultaneous interpretation	Total number of languages into which speeches are being interpreted (including the floor language).
observer	Delegate to an assembly who observes and reports but does not participate officially in its activities.
occupancy rate	In hotel industry, the percentage of total number of available sleeping rooms actually occupied.
official air carrier	Officially designated airline that handles meeting transportation at preferential prices.

official dinner; congress dinner	Evening meal forming part of the official programme.
official language	Language officially to be used for a meeting, e.g. for the publication of proceedings.
official receipt	Official acknowledgement of money received.
official reception	Reception for conference participants hosted by local or governmental authorities or other officials.
officials	Appointed personnel with specific tasks.
off-season; off-peak	Time of year at which hotel occupancy is lowest and bargain rates are usually offered.
offset	Printing process.
offshore meeting	Meeting event not taking place in the country of the originating body.
off-site event	Conference Terminology
offstage	Area at sides or rear of stage not seen by the audience.
omnidirectional microphone; non-directional microphone; astatic microphone	Microphone that picks up sound from all directions.
one-shot stand	Exhibit or display built for one use only.
on-site registration; new registration (US)	Process of signing up for an event on the day of, or at the site of, the event.
open bar	Private room bar setup where drinks are paid for by a sponsor or are included in the fee paid.
open space event	A meeting organized through Open Space Technology.
Open Space Technology – OST	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.
open ticket	Ticket valid for transportation, indicating no minuted or specific travel details.

opening address; inaugural address; welcome address; welcome speech	Formal speech given at the commencement of a meeting to welcome participants; usually given by an eminent person.
opening ceremony; official opening; inaugural ceremony	The formal opening of a meeting.
opening hours	Hours during which an exhibition is open to the public or trade visitors.
opening session	Meeting(s) of a predetermined duration which begin an event and in which the principal items on the agenda are usually introduced.
Opera	Opera is an open-source web browser. While not as popular as Firefox, Opera is used as the default browser on some gaming systems and mobile devices.
option(s)	1. Space which is reserved but not yet contracted for. The right of refusal to confirm a tentative space reservation if there is demand from another group. Same as: Tentative Hold.
optional items	Additional services/tours, etc. which may be booked or not according to preference.
optional tour	Tour which can be purchased by individuals at an additional cost.
oral presentation	Contribution made verbally.
oration	A formal and dignified public discourse.
order form for facilities	Preprinted document on which facilities can be ordered.
order of precedence	A system which ranks dignitaries according to international protocol for purposes of seating, honours or ceremonies.
order of seating; seating arrangement; seating order; seating plan	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.
organizing committee	Group of people who decide or carry out the strategies and policies established for the organization of an event
organizing secretariat	Staff providing secretarial services in connection with the organization of a meeting or the like.

original language	Initial language in which a document is drafted or a speech delivered.
Orkut	Orkut is a social networking website that is owned and operated by Google. The website is named after its creator, Google employee Orkut Büyükkökten. Although Orkut is less popular in the United States than competitors Facebook and MySpace, it is one of the most visited websites in India and Brazil.
OT labor (US)	Work performed on overtime.
outline decision; framework decision	Preliminary decision setting out a framework within which detailed provisions may be established by means of later individual decisions.
outside exhibition (open air)	Space/stands located outdoors.
overbooking	In the context of air transport, hotels, restaurants, tours: situation where number of confirmed reservations exceeds number of seats, rooms, places available.
overhead projector	Equipment which projects an image onto a screen by passing light through a transparency.
overnight stays	The nights spent by the participant: – during the meeting ;
package	Tour arrangements combined and sold at a single all-inclusive price. All the arrangements are made by an agent at an inclusive price.
package plan (US)	Management providing furniture and/or services to exhibitors for a single fee.
Palace	building in which royalty, or people of great importance, live; or historic building open to the public
pallet; skid (US)	Wooden platform used to carry goods.
Pandora	Pandora is a social online radio station that allows users to create stations based on their favorite artists and types of music.
panel discussion; panel meeting	Discussion with a moderator and two or more participants on a certain subject.
paper review board; paper selection committee	Committee which assesses submitted papers to decide which are suitable for presentation and allocates them to appropriate sessions.

parabolic screen	Type of front projection screen surface which is rigid and allows only narrow-angle viewing.
parallel session	Session which has some correspondence, similarity, or analogy of subject and aim and is simultaneous with another session.
parking attendant	A person who is employed to assist people in parking their motor vehicle in a designated area.
participant	Person taking part in the activities of a meeting.
participant motivation	The ultimate reason impelling a person to turn up for the meeting called together by the organizer.
participant origin	The residence of the participant (town, region, country). If residence and nationality do not coincide, they may be registered separately.
partition	Movable interior wall.
pass; exhibitor's pass	Identification card to enable exhibitors to gain access to an exhibition.
passive language	Language into which interpretation is provided.
patron	Eminent person who, for endorsement purposes, heads an event, an organization or a list of supporters.
patronage	In the context of meetings and the like, 'patronage' primarily means endorsement by eminent individuals (e.g. Royalty or ambassadors) or bodies.
payment authorization	Signed authority to proceed with the payment of an invoice or refund.
payment on account; paying-in (US)	Money received on account for payment.
payment order	Written authorization for payment to be made from a bank account.
peak season; high season	Busy times of year during which hotels normally charge higher rates.
Peers	those persons of the same status as yourself

peninsula stand; peninsula booth (US)	One of two or more exhibit spaces back to back with an aisle on three sides.
perfect binding	Binding process by which pages are glued together.
perimeter stand	Exhibition space located on an outside edge of exhibition area.
Permalink	A permalink is an address or URL of a particular post within a blog or website.
permanent exhibition space	Show rooms, (marts – US), and similar space for product displays leased on a long-term basis.
permanent office	Appointment on a permanent basis within a group, organization or body.
permanent system	Fixed equipment.
phased budget; timeline (US)	Document showing estimated dates when items of anticipated income and expenditure fall due and what sums of money will be due on those dates.
photocopier	Machine for photocopying documents.
Picture in Picture	A system which allows more than one picture to be shown on the screen at any one time.
Ping Technology	Ping is a computer network administration utility used to test the reachability of a host on an Internet Protocol (IP) network and to measure the round-trip time for connectivity
pitch	Distance between rows of seats on an aircraft.
place card	Card, placed on the table, inscribed with the name of the person designated to sit at that place.
place of birth	Denotes place of birth (not necessarily nationality).
Plasma Screen	Type of display screen
player-recorder	Machine which can be used both for recording tapes and for playing back prerecorded tapes.
plenary assembly	Assembly composed of all the members; fully constituted; fully attended.

plenary session	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.
Podcast	A series of digital media files (either audio or video) that are downloaded via the web
Podcast	A podcast, or non-streamed webcast, is a series of digital media files, either audio or video, that are released episodically and often downloaded through an RSS feed.
portable computer; portable	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.
position; job title	Function or job description within an organization.
positive	Exact image of copy as distinguished from reverse image or negative.
post graduate refresher course	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.
post office	Agency handling the transmission of mail.
post-conference event	Any event which is arranged for the period immediately following the conference proper.
poster	Visual presentation of a paper often displayed on a board and supported (for a limited time) by an author in attendance to discuss the work.
poster board	Display area provided, particularly at scientific meetings, for presentation of work to participants.
poster exhibition	Area with display of posters.
poster session	Display of material, usually scientific, accompanied by authors or researchers.
Posterous	Posterous is a blogging and content syndication platform that allows users to post content from any computer or mobile device by sending an e-mail.
Posting	A type of social media

PostRank	PostRank monitors and collects social engagement related to content around the web. Essentially it helps publishers understand which type of content promotes sharing on the social web.
practical demonstration	Special sitting for the demonstration of particular practical methods.
pre-conference tour; post-conference tour; pre-& post tours	Organized outings taking place before (pre-) or after (post-) the working conference for both accompanying persons and delegates.
pre-convention meeting (US)	Meeting of event organizers and hotel personnel prior to arrival of guests, at which time details of the programme are reviewed.
preliminary announcement; initial announcement; first circular; first announcement	Initial notification of the event, generally outlining the basic framework of a meeting; a widely circulated document, sometimes called a flyer.
preliminary draft; first draft	First version of a paper or document which is subject to further amendment.
preparatory session	Meeting of a restricted group before the official assembly in order to finalize preparations.
preprint	Printed volume of meeting papers available prior to or at an event.
pre-registration list	(Computer-generated) list of names pre-registered with a group.
presenter	Person explaining a given topic in an informational session either verbally or in visual form (e.g. poster).
preset	Placement of food on banquet tables prior to seating of guests.
president of honour	Senior member of the committee of honour.
press agency	Agency that collects and distributes information to the news media.
press conference	Meeting held to communicate information to media representatives.
press cutting	Article cut from a newspaper or magazine.
press kit; press file	62press release; press communiqué

press office	Department within an organization responsible for distributing information on the organization's activities to the press.
press officer; press attaché	Title given to the person handling all press and media-related activities excluding advertising.
press release; press communiqué	Prepared statement released to the news media.
press room	Space reserved for media representatives.
previous participation in congresses	The attendance of a participant to previous meetings undertaken by the same organization and by other organizations.
priority rating system	System used to determine priorities in the assignment of booth space.
proceedings	Published volume containing papers presented at a meeting. May or may not include details of discussion.
Procurement	the obtaining of quotations and proposals
product show	Display of products.
professional conference organizer; PCO; meeting planner; Destination Management Company (US); DMC	Company or individual professionally engaged in organizing meetings.
programme	Schedule of events, giving details of times and places.
projector	Optical instrument for projecting an image onto a screen.
promoter	Person
promotion	Publicizing and supporting an event.
proof	Final copy for approval before printing.
proposal	Plan put forward for consideration or acceptance.
protocol	Customs and procedures dealing with formalities, precedence and etiquette.

provisional programme; preliminary programme; advance programme	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.
provisional registration; pending registration	Incomplete registration where the fees or full payment have not been received.
public address system; PA system; PA equipment; sound system	Audio and/or visual system used for the purpose of broadcasting or visualizing speech, music or other sounds or images to a large audience.
public relations officer; PRO; PR officer	Title given to the person in charge of and co-ordinating the promotional activities of an event.
public relations; PR	Presentation of an event via the media or other outlets, emphasizing its benefits and desirability.
public show; consumer show; public fair	Exhibition open to the public, usually subject to payment of an entrance fee.
publications	Printed items, such as books, magazines, newspapers and meeting documentation.
publicity campaign; advertising campaign	Media campaign, normally consisting of a series of publicity and advertising activities, aimed at ensuring optimal attendance by focussing attention on an event.
publicity materials; advertising materials	Brochures or other items needed for promotional purposes.
Punchbowl	Punchbowl.com is a social site that facilitates party planning and provides members with ideas, invitations, favors, gift registries, photo/video sharing, and more.
Q&A; question time; question and answer session; open forum	Question and answer period.
Qik	Qik is an online video streaming service that lets users stream video live from their mobile phones to the web.
QR Code	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.

Quantcast	Quantcast provides website traffic and demographics for websites. The tool is primarily used by online advertisers looking to target specific demographics.
queen room	Room with one queen-size bed suitable for one or two person(s).
queen-size bed	Large bed usually measuring 22x 33cm (60 x 68 inches).
quotation	Process of obtaining the true price of an item of expenditure.
rack rate	Facility's standard, pre-established guest room rates.
radio microphone	Microphone used for transmitting radio waves.
radio system	System for message transmission by radio.
rap session	Informal session with no specific agenda.
rappporteur	Person appointed to note and record the proceedings of sessions and to write précis (summaries) of the papers presented, for a final summation session.
Real Time Search	Real-time search is the method of indexing content being published online into search engine results with virtually no delay.
receiver	Apparatus that converts electric currents or waves into visible or audible signals.
reception	Stand-up social function with only canapés and beverages.
reception desk	Area at which delegates, guests or visitors are received on arriving at a venue.
Receptionist	a front of house welcoming representative
recommendation	Strongly suggested course of action; sometimes has binding force.
Reddit	Reddit is similar to Digg. It is a social news site that is built upon a community of users who share and comment on stories.
refresh	Ä^S^#fi(L)
refreshment break	Time between sessions when refreshments are served.

refund	Money repaid.
refund policies	Policies which determine allowable reasons and time lines under which fee for a meeting or show will be refunded in whole or in part.
registration	Booking and or payment to attend a meeting. Inclusion as a participant in an event; booking and payment to attend a meeting.
registration confirmation; receipt	Official acknowledgement of receipt of registration and fees.
registration desk; reg desk (US)	Area at a meeting to which delegates and others report for registration on arrival.
registration fee	Amount payable for attendance at a meeting; may vary according to level of participation, type of membership, or date registration is submitted.
registration form	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.
rehearsal	Practice run held in advance of an event.
relay interpreting; interpretation in relay	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.
remote control	Control of apparatus, such as audio visual equipment, from a distance.
Rendezvous	meeting point
rental booth	Complete booth package offered to exhibitors on a rental basis.
rental charges; rental tariffs	Total cost of hiring an exhibition space, whether or not it includes ancillary services (security, connection to water, electricity supply, etc.).
rental contract	Contract stating terms and conditions for rental of exhibition venue or for individual stand/booth within a venue.
resolution	Motion put forward for adoption; once adopted, has binding force.

Retweet	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.
Revenue	income
rheostat; dimmer	Control that adjusts variations in the light level in a room.
rider	An additional clause in a contract stipulating special requirements, coverage or conditions.
rigger (US)	Skilled person used in handling assembly of heavy materials always working at union wages.
risers	Platform dimensions of width, length and height vary by facility used to create a stage.
Risk	hazard or exposure to potential danger
Roadshow	theatrical performance, or small exhibition, or promotional activity on tour
ROI	Return on Investment Methodology used for measuring the effectiveness of meetings and events. A planning and evaluation tool.
Roll up	turn over and over on itself into a cylindrical shape, eg banner
room rate	Amount charged for the occupancy of a room.
room reservation	Booking of a particular type of room for specific dates.
rooming list	Roster of individuals requiring guest room accommodations including type of accommodation and arrival and departure dates.
rostrum; podium	Raised platform on which a speaker stands or sits.
round table	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.

roving microphone

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

RSS Feed

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

RSS Reader

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

rump session

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

run

Number of copies printed.

Runner

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

Russian service

Waiter offers food platter to guests who help themselves.

saddle stitch binding

Binding process using wire staples.

satellite meeting

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

satellite seminar

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

satellite symposium

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

scenario

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

schoolroom perpendicular setup; union-style seating

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

schoolroom setup; classroom setup

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

schoolroom V setup; chevron setup; herringbone setup; V-shape setup

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

scientific committee

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.

scientific meeting

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

scientific programme

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

scientific secretariat

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

screen

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

screen; movable wall; movable partition; air wall (US); divider (US)

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

Scribd

Scribd turns document formats such as PDF, Word, and PowerPoint into a web document for viewing and sharing online.

script

Prepared version of a speech.

Search Engine

Search engine optimization is the process of improving the volume or quality of traffic to a website from search engines via unpaid or organic search traffic.

Second Life

Second Life is an online virtual world developed by Linden Lab that was launched on June 23, 2003. Users are called "residents," and they interact with each other through avatars. Residents can explore, meet other residents, socialize, participate in individual and group activities, create and trade virtual property and services with one another, and travel throughout the world.

secretary-general

Permanent head of the general organization.

security guard

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

security service	Service providing security arrangements, such as checking delegates' credentials, searching hand luggage, protecting equipment and patrolling congress and exhibition areas.
Seesmic	Seesmic is a popular desktop and mobile social application. Using APIs, Seesmic allows users to share content on social networks such as Twitter and Google Buzz from the same application.
selection; choice	The act of choosing; the power or opportunity of choosing; alternative.
semicircular theatre style	Same as auditorium or theatre style except chairs are in a semicircle.
seminar	Meeting or series of meetings of specialists who have different skills but have a specific common interest and have come together for training or learning purposes. The work schedule of a seminar is aimed at enriching the skills of the participants.
Sentiment	Sentiment is normally referred to as the attitude of user comments related to a brand online. Some social media monitoring tools measure sentiment.
separate reprint; offprint	Separately issued reprint of a part of a publication or document.
service charge	Inclusive gratuity specified by the restaurant/hotel management and shown in the bill.
services and facilities	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 Count Down System	A technology to control the duration of a presentation
setup time; setting-up period	Period necessary for the preparation of the conference and exhibition venue before the arrival of the delegates and exhibitors.
shelves; shelving	Thin wooden, or metal, boards fixed horizontally on a wall for displaying objects and sales materials.
shotgun microphone; rifle microphone	Unidirectional type of microphone that accepts only narrow-angle sound.
show	Organized performance for entertainment, usually in the evening.

shuttle; shuttle service	Conveyance which travels back and forth over a particular route, especially a short route or one connecting two other transport systems.
side chair	Armless chair.
side stitch binding	Binding process by which folded sections of book or magazine are laced on top of one another and stiched together from top to bottom.
sightseeing tour; city tour	Outing to landmarks. Note that a "city tour" will necessarily be confined to a given city, whereas a "sightseeing tour" may range more widely.
signage; signs	All informational and directional signs required for an event.
signaling system	A system for communications between the speaker and the projectionist or between the chairman and the speaker.
Signposting	directional tool of indication providing information as to where people should go
silver service (UK); French service (US)	Each food item is served by waiter from platter to individual.
simultaneous interpreting; simultaneous interpretation	Process of translating one language into another while the speaker is speaking, generally using some form of voice transmission installation.
single room; single	Room containing one bed for one person.
site	Area, property or specific facility to be used for meeting.
site facilities	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.
site inspection; walk-through	Inspection to assess facilities or location.
skip (US)	Departing guest who fails to pay for accommodation.
Skype	See VOIP
Skype	Skype is a free program that allows for text, audio, and video chats between users. Additionally, users can purchase plans to receive phone calls through their Skype account.

slide	Photographic transparency on a small plate or film arranged for projection.
slide projector	Apparatus used for projecting photographic slides onto a screen.
Slideset	set of imagery et in a power point presentation, formerly a collection of slides
SlideShare	A web based community for sharing presentations, documents, videos and webinars
SlideShare	SlideShare is an online social network for sharing presentations and documents. Users can favorite and embed presentations as well as share them on other social networks such as Twitter and Facebook.
Smart Phone	Is a mobile phone , with more advanced computing ability and connectivity than a contemporary feature phone.
SMS Audience Interaction	A system setup for attendees to send texts to an advertised number and the texts can be live displayed on the projection screen as live feedback to the proceedings or voting etc
social dinner	Non-working evening function at which a meal is served.
Social Media	refers to the use of web-based and mobile technologies to turn communication into an interactive dialogue
Social Media	Social media is media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques.
Social Media Monitoring	Social media monitoring is a process of monitoring and responding to mentions related to a business that occur in social media.
social meetings	Gatherings for social purposes.
Social Networking	The use of a dedicated website to communicate informally with other members of the site, by posting messages, photographs, etc
social programme; social events	Programme of organized events, not directly related to the subject of the meeting.
sole relay interpreter; "pivot" interpreter	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.

sound	Audible effects.
sound control booth	Area from which technician operates sound system in a room.
soundproof wall	Barrier that prevents sound from carrying to and from adjacent rooms. Usually a permanent wall.
source language; floor language	Language from which a speech or document is translated.
space assignment; assignment of stands; allocation of stands	Process of assigning space to exhibiting companies.
space rate	Cost per square metre/foot for exhibition space.
space requirements	Amount of stand/booth space required by individual exhibitors.
space reservation form	Form for official request to utilize a particular space.
speaker; lecturer	Someone who delivers a speech or talks at a meeting. The term "lecturer" is restricted to academic contexts.
speakers room	Lounge for speakers to relax and to prepare their presentations.
special rate; corporate rate; commercial rate; group rate	Amount charged for the occupancy of a room, usually at a reduced rate and negotiated as a group rate by the meeting organizers.
specifications; bid manual; request for proposal (US); RFP	Complete description of requirements.
speech amplification	Technique whereby, with the help of a microphone and an amplifier, the volume of the human voice is amplified.
speech; address	Usually formal discourse delivered before an audience.
split screen	Horizontally or vertically separated video pictures shown simultaneously.
spokesman; spokesperson	Person who speaks on behalf of a group.
sponsored by	Supported by... (either financially or otherwise).
sponsoring bodies; sponsors	Bodies contributing product or financial support to an event in return for propotion of the company name or logo. Bodies simply allowing their names to be used in endorsement of an event will more usually be referred to as 'patrons', though the distinction is not rigid.

sponsorship	Donated financial or material support.
sporting service	A service concerned with arranging sports activities or activities involving physical exertion and skill.
Spot Me	a device that allows delegates to find other delegates while at the same event.
spotlights; spot lights	Adjustable lamps with direct or high intensity light.
Sprig	small branch, generally used in congress terms to depict a formal dinner table layout whereby rows of tables are set at rightangles to a long top table, each row representing a sprig
stacking chairs	Chairs that nest on top of each other when in storage.
stage master	Employee of the venue in charge of stage facilities.
stage; platform; dais	A permanent or portable raised platform used for seats of honor or speakers lecterns.
staging area	Area adjacent to main event area for set up, dismantling and temporary storage.
staging guide; event specification	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.
Stakeholders	those persons or organisations who have an interest in a given project or investment
Stalls	a specified area in which an individual company can exhibit
Stand Alone	a function or activity that is not supported by any other function or activity
stand area; booth area (US)	Space in which stands are laid out.
stand contractor	Contractor or agent responsible for providing an exhibition shell scheme.
stand equipment	Items which can be supplied on hire to stands, e.g. lighting, shelves, carpet, etc.
stand microphone; free-standing microphone	Microphone fixed on a support-stand.

stand space; booth size (US)	Dimensions of assigned space.
stand; booth (US)	Usually a temporary construction with a small internal space where products are shown; specially built, assembled and equipped for shows, exhibitions and fairs.
standby	Person attempting to travel on a flight without a confirmed reservation.
standing committee	Committee of a permanent nature, defined by organizational by-laws, which meets for a specific purpose.
statement of income and expenditure	Accurate account of the financial position at any given date showing all credits and debits within heads of income and expenditure.
stay over	Guest who stays at facility beyond stated departure date.
steering committee	Group which decides on the order of the procedures.
Structured Networking Platform	An online central forum that enables communication and interaction based on a pre-defined profile
study day	Day devoted to the study of a particular subject or subjects.
study group	Meeting of experts with the purpose of being analysis alone.
StumbleUpon	StumbleUpon is a free web-browser extension that acts as an intelligent browsing tool for discovering and sharing web sites.
subcommittee	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.
Subcontracting	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
subcontractor	Company retained by general contractor to provide services.
suite	Combination of interconnecting rooms generally containing a sitting room and double/twin bedroom(s), as well as a bathroom.
summary	Written short version of speech or paper.

summary of discussions	Short report of discussions that have taken place in the meeting hall.
summary report; summary record	Short account of a speech, debate or discussion.
Summit	top of, or an international meeting of senior representatives, normally associated at governmental level
superimposition	Technique of superimposing two images on a screen at the same time.
supervising committee	A committee of inspection, control.
suspended elements	Attachment of devices to the frame work of an exhibition hall.
suspension of the meeting	Definite break in meeting for a specific and unprogrammed reason.
Sustainability	the ability to keep going continuously or to leave a lasting legacy that will continue
Switcher	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 d'hôte	Full-course meal menu at a fixed price.
table microphone; desk microphone	Microphone on a short stand placed on a table for seated speakers.
table plan; seating plan	Plan showing location of tables at a banquet or dinner. Usually accompanied by an alphabetical listing showing at which tables individuals should be seated.
Tablet Computer	See tablet
table-top display	Portable display that can be set up on top of a table.
table-top presentation	Small exhibit on tables; often used in combination with posters.
Tablets	A complete mobile computer, integrated into a flat touch screen device

Tag Cloud	A tag cloud is a visual depiction of user-generated tags, or simply the word content of a site, typically used to describe the content of web sites.
talkback	Speaker system that connects the control room with the studio.
tally light; warning light	Small red light on the camera indicating when the camera is on.
tape player	Machine designed only for playback of recorded magnetic tapes.
tape recorder	Magnetic recording/reproduction apparatus in which the recording medium takes the form of a magnetic tape.
target language	Language into which a speech or document is translated.
tea break	Short interval between sessions during the morning or afternoon at which tea is served.
teach-in	An intensive session specially instituted for the application of such modifications and additions as are necessary to keep a particular subject up-to-date.
team	A number of persons associated in some joint action; a definite number of persons working together.
team of interpreters	A group of people responsible for interpreting simultaneously, usually utilising equipment.
teambuilding	activity to bring people together to work as a team
technical director	Person who calls cues from the control room.
technical meeting	Groups whose members and suppliers work in scientific, research or applied sciences. USA/Canada: Non-medical meetings of professional organizations.
technical rehearsal	Run-through of technical aspects of a show such a lighting, sound, special effects. Sometimes called "tech-check".
technical visit; technical tour; field trip	Tour to a workplace of interest to meeting participants.
technician	Expert in particular craft or technique, usually in relation to audiovisual, mechanical or electrical equipment or appliances.
Technorati	Technorati is a popular blog search engine that also provides categories and authority rankings for blogs.

teleconference; telemeeting	Generic term for all types of meetings which bring together three or more people in two or more locations through telecommunications. Sometimes specifically means a meeting using voice-only telecommunications as opposed to a videoconference.
telefax; fax; facsimile machine; telecopier	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.
teleinterpreting; distance interpreting; teleinterpretation	Simultaneous interpreting using telecommunications facilities, e.g. via satellite.
telephone connection	Socket into which a telephone can be plugged for external communication.
Telepresence	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
teleprojector	Equipment used to project a video image on a large screen.
teleprompter; autocue	Electronic device which displays script to the speaker, usually on a screen not visible to the audience.
theatre booking	Reservation of seats at a theatre.
theme party	A special reception or banquet designed around a central motif.
think-tank	A group of specialists organized by a business enterprise, governmental body, etc. and commissioned to undertake intensive study and research into specified problems.
Tier	level of seating, eg in a cinema or theatre
time & materials (US)	Method of charging for services on a cost-plus basis.
time draft	A draft which matures either a certain number of days after acceptance or a certain number of days after the date of draft.
Timeline	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.
title	Denotes person's rank, office, sex or, in women, matrimonial status.

toilets; WC; lavatory	Sanitary convenience.
Touch Screen	A screen that can be controlled by the touch of the screen.
Tourism	functionality whereby visitors (tourists) are attracted to places (destinations) of historical, cultural or national interest
Tourist Office	Organization which exists to promote a town or country to groups or individuals as a tourist destination.
tourist service	A service concerned with the organization of excursions which are purely pleasure (cf sightseeing tour).
track lighting	Lights attached along a track mounted on a ceiling or wall permitting flexible spotlighting and other effects.
trade	Relating to groups whose members work in common fields.
trade day	Day of an exhibition restricted to attendance by professional or trade visitors.
trade show organizer	The individual who plans a trade show, reserves the space, markets to exhibitors and promotes attendance by buyers.
trade show producer	Company or individual who plans the logistical arrangements in connection with an exhibition.
trade show; trade fair	Exhibition of products and services that is not open to the general public.
trade visitor; professional visitor	Visitor to an exhibition representing a specific trade or profession.
transcription	Written copy of spoken material.
transfer	Process of moving people or equipment from one point to another.
transient space (US)	Short-term rental space.
transit and exhibition insurance	This insurance usually covers loss or damage caused deliberately or accidentally by third parties during loading, unloading, transshipment, transport and exhibition.
translation service	In the sense of a service provided, as distinct from an administrative unit, the translation of written material from one language to another.

transmitter unit	Apparatus for transmitting radio waves through space.
transparency	A print or inscription on a special transparent sheet of paper made visible by means of a overhead or slide projector.
transport officer; transport coordinator	Person in charge of planning and managing transportation arrangements for participants.
transportation	Means of transport, i.e. buses, coaches, cars, etc.
travel agency; travel agent	Person or firm qualified to arrange for hotel rooms, transportation, cruises, tours, and other travel elements.
travel insurance	Insurance against accidents that occur in the course of travel to or from a meeting.
treasurer	Person appointed to control the finances of an event or organization; normally chairman of a finance committee or its equivalent.
Trend	A trend is seen on every social network. Facebook shows what is trending when multiple users are sharing the same link or discussing the same topic. Google+ highlights trending topic when a user conducts a search. Twitter has a section to the bottom right of its home feed which clearly shows what topics and hashtags are trending in tweets. And LinkedIn shows what industries (in LinkedIn Today) that a certain story is popular.
try out room; slide preview room; projection rehearsal room (US)	Room where speakers can check their slides, overhead sheets and video tapes.
T-shape setup	Series of tables set up in the shape of a T with chairs set all around except at head table.
Tumblr	Tumblr lets users share content in the form of a blog. Users can post text, photos, quotes, links, music, and videos from your browser, phone, desktop, or email.
turnaround	Action required to break down and reset a room.
turntable	Motorized rotating platform.
TweetDeck	TweetDeck is an application that connects users with contacts across Twitter, Facebook, MySpace, LinkedIn, and more.
Tweets	A post on Twitter of no more than 140 characters

Tweetup A tweetup is an organized or impromptu gathering of people that use Twitter.

twin room; twin-bedded room; twin Room containing two single beds.

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

Twitter Twitter is a platform that allows users to share 140-character-long messages publicly. User can “follow” each other as a way of subscribing to each others’ messages. Additionally, users can use the @username command to direct a message toward another Twitter user.

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

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

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

TypePad TypePad is a free and paid blogging platform similar to Blogger. It allows users to host and publish their own blogs.

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

Unconference An unconference is a facilitated, participant-driven conference centered on a theme or purpose. The term “unconference” has been applied, or self-applied, to a wide range of gatherings that try to avoid one or more aspects of a conventional conference, such as high fees and sponsored presentations

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

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

underpayment	Insufficient payment/funds received for items ordered.
unidirectional microphone; cardioid microphone	Microphone which picks up sound primarily from the direction in which it is pointed.
unsettled account	Outstanding invoice not yet paid.
up-grade	To change to a superior standard.
upper-case letter; capital letter; capital	Type larger than that used in body of page.
upstage	Part of the stage farthest from the audience or camera, as opposed to downstage
URL	A URL is most popularly known as the “address” of a web page on the web (e.g. http://www.example.com)
U-shape setup	Series of tables set up in the shape of a U with chairs set all around.
USTREAM	USTREAM is a live interactive broadcast platform that enables anyone with an internet connection and a camera to engage and stream video online.
value added tax; VAT	Government tax levied on goods and services.
ventilation	Process of supplying or removing air by natural or mechanical means to or from any space.
verbatim report	Full and exact transcript in writing of all speeches, debates and discussions.
vice-chairman	Person selected to deputize for, or assist, the chairman in controlling and managing either a committee or a meeting session.
Viddler	Viddler is a popular video sharing site similar to YouTube and Vimeo in which users can upload videos to be hosted online and shared and watched by others.
Video Blog	A video blog is a blog the produces regular video content often around the same theme on a daily or weekly basis. An example of a successful video blog is Wine Library TV.
video player	Equipment for playing back video and audio signals on magnetic tape.

video projection	Projection of video productions whether by monitors or on large screen.
Video relay	used to relay from one session hall to another hall with both video and audio
video(tape) recorder; VTR	Equipment for the recording of images and sound on a magnetic tape in the form of a video.
videoconference	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.
video-disc; videodisk	Recorded disc containing images and sound.
videotape; VT	Magnetic tape used in video equipment.
Vimeo	Vimeo is a popular video sharing service in which users can upload videos to be hosted online and shared and watched by others. Vimeo user videos are often more artistic, and the service does not allow commercial video content.
Viral Marketing	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.
Virtual MC (Master of Ceremonies)	The interface to the virtual audience during a Live Streamed event
visit	Organized outing to a local place of interest.
visitor	Person attending an exhibition to view the exhibits.
VoIP	Voice over Internet Protocol – Is a Web based application that allows users to make free voice and video calls over the internet
Voting System	A term encompassing several different types of voting, embracing both electronic means of casting a vote and electronic means of counting votes
voucher; exchange voucher	Ticket which travellers exchange for prepaid services such as accommodation, meals and tours.
walk (US)	Guest holding confirmed sleeping room reservation sent to another facility because of overbooking.

Walkie Talkie/Radio	Is a hand-held, portable, two-way radio transceiver.
walk-in	Guest requesting accommodation or service without a prior notice.
walk-in/out music	Music accompanying the arrival or departure of guests.
warm-up	Activity to liven up the audience prior to show time.
waste removal	Removal of rubbish from building or stand areas.
water connection; water supply	Temporary supply of water to a stand.
Web 2.0	Second generation of the World Wide Web incorporating new features and functions to allow for more user generated content
Web Analytics	Web analytics is the measurement, collection, analysis, and reporting of internet data for purposes of understanding and optimizing web usage.
Webcam	Is a video camera that feeds its images in real time to a computer or computer network, often via USB, ethernet, or Wi-Fi
Webcast	A media presentation broadcast over the Internet either live or on demand
Webinar	Web-based Seminar, a presentation, lecture, workshop that is transmitted over the Web and is more likely to be interactive (audience participation)
Webinar	A webinar is used to conduct live meetings, training, or presentations via the internet.
welcome cocktail	Drink served as an introductory gesture of welcome.
welcome reception; welcome party	Reception/party where welcome drinks are served.
whispered interpreting; whispered interpretation	The process of interpreting on a simultaneous basis in a low voice to the participants, usually seated next to the interpreter.
white board; marker board	Hard smooth white surface used for drawing or writing in water-soluble felt pen.
white tie	Formal dress requiring white tie and tails for men and formal evening dress for women.

Widescreen	Any screen with an aspect ratio greater than 4:3
Widget	A widget is an element of a graphical user interface that displays an information arrangement changeable by the user, such as a window or text box.
Wifi	technology that allows electronic devices to connect to a wireless LAN (WLAN) network,
Wi-Fi	A wireless internet connection
Wiki	A wiki is a website that allows the easy creation and editing of any number of interlinked web pages via a web browser, allowing for collaboration between users.
Wikipedia	Wikipedia is a free, web-based, collaborative, multilingual encyclopedia project supported by the non-profit Wikimedia Foundation. Its millions of articles have been written collaboratively by volunteers around the world, and almost all of its articles can be edited by anyone with access to the site.
wired-system interpreting; cabled interpreting system	System for the transmission of interpreting by cable or wire.
wireless infra-red interpreting system	Interpreting system operated by radio waves and hence without wire or cable connections to the headsets.
word processor	Computer-based system for writing, editing and formatting letters, reports and books.
WordPress	WordPress is a content management system and contains blog publishing tools that allow users to host and publish blogs.
work programme; work schedule	Timetable of meeting content.
working group; working party; work group	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.
working language	Language in which the various aspects of a meeting are conducted in practice.

working lunch; lunch meeting	Light meal for small discussion groups, without a break from working sessions.
working session	Every prearranged session of a meeting.
works visit	Tour to a manufacturing plant of interest to the meeting.
workshop	Working meeting aiming at finding a solution and a result to some problems or questions pending.
world meeting	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.
writing chair; tablet-arm chair; tablet chair	Chair with an attached writing surface.
Yammer	Yammer is a business communication tool that operates as an internal Twitter-like messaging system for employees within an organization. It is used to provide real-time communication and reduce the need for e-mail.
Yelp	Yelp is a social network and local search website that provides users with a platform to review, rate, and discuss local businesses.
YouTube	YouTube is a video-sharing website on which users can upload, share, and view videos. Three former PayPal employees created YouTube in February 2005. In November 2006, YouTube, LLC was bought by Google Inc. for \$1.6billion, and is now operated as a subsidiary of Google. YouTube is the largest video sharing site in the world.
zoho	zoho is a suite of online web applications geared toward business productivity and collaboration.
zoomr	zoomr is a online photo sharing service similar to Flickr.