

<b>WORD</b>	<b>DESCRIPTION</b>
3D skærm	Is a type of video projector for displaying video, images or computer data on a screen or other flat surface with 3 dimensional picture.
à la carte	Menu with price stated for each item offered, as opposed to a fixed price for an entire meal.
åben billet	Ticket valid for transportation, indicating no minuted or specific travel details.
åbningsceremoni; indvielsesceremoni	The formal opening of a meeting.
åbningsmøde; åbnings-session	Meeting(s) of a predetermined duration which begin an event and in which the principal items on the agenda are usually introduced.
åbningstale; indvielsestale; velkomsttale	Formal speech given at the commencement of a meeting to welcome participants; usually given by an eminent person.
åbningstid	Hours during which an exhibition is open to the public or trade visitors.
acointndbetaling; acontobeløb	Money received on account for payment.
ad hoc-udvalg	Committee formed on a temporary basis to discuss a specific item.
adgangskort; adgangsbillet	Ticket to be used for admission to an event.
administration; ledelse	Organization and management.
administrerende direktor	Principal executive officer of a company.
ændringer	Changes made by the client after any part of the production process has begun. Usually billed as extra charges.
æreskomité	Committee of individuals eminent in the related field whose names are lent to an event by way of endorsement.
ærespræsident	Senior member of the committee of honour.
ærespræsident; æresformand	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.

æressekretær	Voluntary (unpaid) member of the committee responsible for recording decisions and keeping records of discussions.
afbrydelse af mode	Temporary break in meeting for a specific and unprogrammed reason.
afrejseskat	Fee collected from traveler by host country at time of departure.
afslappet påklædning	Sport shirt (possibly with jacket) for men; resort wear for women.
afslutningsceremoni	Formal closing of a meeting.
afslutningssession; afslutningsmøde	Last session of a meeting in which the subjects which have been discussed are summarized and conclusions may be announced.
afslutningstale	Speech given to close a meeting. This may often include the result(s) of the meeting (recommendations).
Afsnit/Kapitler	divisions of a book or a membership association
Afstå	to decline to use ones vote
Afstemningssystem	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.
Afstemning	recording of votes
Afstemningssystem	A term encompassing several different types of voting, embracing both electronic means of casting a vote and electronic means of counting votes
aften-	Evening on which the exhibition will remain open later than usual.
afvigelse	Departure of individual passenger from established group itinerary.
aircondition; klimaanlæg	System that controls the temperature and humidity of the air in a room.

akkreditering	Official authorization to cover an event. The process of granting such authorization.
akkrediteringsbestemmelser	Established principle or mode of action to be followed in order to obtain the accreditation.
akkrediteringsformular	Document for official authorization.
akkrediteringskomité	Committee who supervises all the matters relevant to the official authorization to cover an event.
akkrediteringsnavneskilt	Identifying tag used for official authorization.
aktivt sprog	The language being used by the speaker.
Ambassade	national representation in another country
Amfiteater	a circular building with seats rising in tiers around a central open space
anamorf linse; cinemaskoplinse	Lens adapter designed to produce a wide-screen image.
animation	Slide technique which creates an illusion of movement when used in rapid sequence.
Annaler/Årbøger	a narrative of events, year by year
annoncering i medierne	Advertising to the public in journals, newspapers or magazines or on radio, television or film.
ansøgning om at fremvise en film	Identification card to enable exhibitors to gain access to an exhibition.
ansøgning om at fremvise en plakat	Form for presentation of a poster for inclusion in a poster session; submitted for assessment and screening by a selection committee.
ansøgning om at give en praktisk demonstration	Form requesting authorization to give a demonstration.
ansøgning om at holde et foredrag	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".
ansvarsfraskrivelse	Clause in contract ensuring that a group or company will not be responsible in the event of a claim.

antal	1. Total number of attendees for a given period 2. Total number of exhibitors for a given period.
antal simultantolkbare sprog	Total number of languages into which speeches are being interpreted (including the floor language).
arbejdsfrokost	Light meal for small discussion groups, without a break from working sessions.
arbejdsgruppe; arbejdsudvalg	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.
arbejdsprogram; arbejdsplan	Timetable of meeting content.
arbejdsseminar	Workshop-type educational experience where students learn by doing.
arbejds-session	Every prearranged session of a meeting.
arbejdssprog	Language in which the various aspects of a meeting are conducted in practice.
arealoverskridelse	Use of floor space outside exclusive booth area.
audiomode	Conference bringing together three or more people in two or more locations using voice-only telecommunications. The term teleconference is sometimes used as a synonym for audioconference although it has a wider meaning.
audiovisuel	Using both sight and sound eg combining radio and television techniques.
audiovisuelle hjælpemidler	Audio and visual support for meeting, us. ally taking the form of film, slides, overhead projection, flip charts and blackboards.
auditorieopstilling; teateropstilling	Conference seating where chairs are arranged in rows facing head table, stage or speaker.
audoriestol	Chair with an attached writing surface.
avisudklip	Article cut from a newspaper or magazine.

bærbar computer; bærbar datamat	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.
Bærbar pc	See tablet
Bærbar pc / tablet	A complete mobile computer, integrated into a flat touch screen device
bærbart tolkeanlæg; mobilt tolkeanlæg	System which can be transported and set up in any venue without the need for built-in booths or electric circuits.
Bæredygtighed	the ability to keep going continuously or to leave a lasting legacy that will continue
bæreevne	Maximum amount of weight per unit of area which a floor can support.
bag scenen	Area at sides or rear of stage not seen by the audience.
Baggrund	background staging
baggrundsmusik	Music accompanying the arrival or departure of guests.
bagprojektion	Image projected on the back surface of a screen placed between the viewer and the projector.
bagrum	Equipment storage area at show site, usually draped off area in exhibition hall/unsold space.
Båndbredde	the bit-rate of available or consumed information capacity expressed typically in metric multiples of bits per second.
båndoptager	Magnetic recording/reproduction apparatus in which the recording medium takes the form of a magnetic tape.
båndspiller	Machine designed only for playback of recorded magnetic tapes.
båndspiller og -optager	Machine which can be used both for recording tapes and for playing back prerecorded tapes.
bankanvisning	Payment format issued by a bank.

banket; festmiddag	Normally a formally seated dinner in the evening with sometimes speeches given in the presence of or by a VIP (Very Important Person).
banketchef	Hotel staff person responsible for selling group and local food and beverage functions.
bankforretninger	The carrying out of financial operations.
bankgaranti	Guarantee on the part of a bank that it will pay in the event of default, so that no enquiries regarding the solvency of the person or body in question are needed.
bankoverførsel	Movement of funds between banks or from one bank account to another.
bankoverførsel	Money forwarded by or to a bank.
banner	Suspended panel for decor or graphics. May be cloth or rigid material.
basisstand	Stand with no services or facilities, meaning that these all have to be hired at an additional cost.
befuldmægtiget underskrift; retsgyldig underskrift	Signature of person(s) with authority to sign cheques and contracts on behalf of the organization.
begivenhed	That which happens, an occurrence.
begivenheder	All non-intellectual oriented meetings.
begrænsning at taletid	Duration of the time accorded to speakers.
Begunstigede	a receiver of benefits
bekendtgørelse af mødet; mødeoversigt	Leaflet or brochure with essentials on forthcoming event.
bekræftelse	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.
belægningsprocent	In hotel industry, the percentage of total number of available sleeping rooms actually occupied.

bemyndigelse til indgåelse af forpligtelser	Signed authority to proceed with an item of expenditure.
benafstand; afstand mellem stolene	Distance between rows of seats on an aircraft.
Beredskab/Beredskabsplan	planning for an uncertain event
besøg	Organized outing to a local place of interest.
besøgende	Person attending an exhibition to view the exhibits.
besøgende med faglig interesse	Visitor to an exhibition representing a specific trade or profession.
bestilling på stedet	Exhibited goods and/or services ordered on-site.
bestillingsformular for tekniske installationer	Preprinted document on which facilities can be ordered.
bestyrelse	Group of members responsible for establishing and enforcing the rules and regulations of a society or association.
bestyrelse	An official body (cf board) which manages the affairs and administers the funds of an institution or organization.
bestyrelsesformand	The principal officer responsible for overall administration of an organization.
bestyrelsesmøde	A meeting of the governing body of an organization.
betalingsbemyndigelse; betalingsbevilling	Signed authority to proceed with the payment of an invoice or refund.
betalingsmåde	Method of settling a bill/account.
betingelser for tilbagebetaling	Policies which determine allowable reasons and time lines under which fee for a meeting or show will be refunded in whole or in part.
betjeningsafgift	Inclusive gratuity specified by the restaurant/hotel management and shown in the bill.
bidragyder	One who presents a paper, either verbally or in a visual form (e.g. poster).
Billboard (skilt)	a large outdoor board for advertising

biludlejning	Facility to hire a car.
Biprodukt	a secondary product derived from a manufacturing process or chemical reactio
blåkopi; sidste korrektur	Final copy for approval before printing.
blanket; formular	Printed or typed document with blank spaces for insertion of specific required or requested information.
blok	Number of rooms reserved for one group.
boom-mikrofon	Microphone mounted on an extension. Often used in Q&A sessions.
bordkort	Card, placed on the table, inscribed with the name of the person designated to sit at that place.
bordmikrofon	Microphone on a short stand placed on a table for seated speakers.
børnepasning	Arrangements for care of children during a short absence of the parents.
brainstorm; brainstorming	Group session in which all participants contribute creative ideas which are not initially judged for merit.
branche	Relating to groups whose members work in common fields.
brandforsikring	This insurance usually covers loss or damage attributable to fire, smoke, explosion, or forces of nature. It can also cover water damage.
brandsikkert	Material that is flame resistant.
Breakout/Opdeling	splitting of a larger group into a number of smaller ones
briefing (orienteringsmøde)	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.
brøndbordopstilling	Tables set up in a square (or rectangle) with chairs placed around perimeter. Centre inside tables is hollow.



Brugergenereret indhold	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
bruttoareal	Total amount of space in exhibition hall or meeting room.
bruttovægt	The full weight of a shipment, including goods and packaging.
budget	Estimated total income and expenditure divided into subject categories and arranged by principal heads of income and expenditure.
buelampe	High-intensity light source for large screens or long projection distances.
bus (etc.) i pendulfart; transportservice	Conveyance which travels back and forth over a particular route, especially a short route or one connecting two other transport systems.
business centre	Area in hotel or meeting venue offering various office facilities.
Bygningsprojektering	A production method that projects an image directly onto a building and can give the illusion of bringing the building to life
Cafeteria	restaurant at which customers fetch the food and drink
call for papers	Document containing detailed instructions for submission of papers for assessment and selection by the committee.
check-in tid	Preferred time for guests to arrive at hotel.
check-ud tid	Time at which guests departing on that date should have completed their check-out.
chefoperatør	Person who calls cues from the control room.
Cirkler	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.
clipsmikrofon	Microphone designed for positioning on the clothing of the user.

computerskrift	Lettering generated by a computer.
Core PCO/Kerne-PCO	PCO that is contracted to move with the meeting for whom they are engaged
Crowdsourcing	process of obtaining needed services, ideas, or content by soliciting contributions from a large group of people, especially an online community, rather than from employees or suppliers.
cue light; tally light; kontrollampe	Small red light on the camera indicating when the camera is on.
dækket bord	Placement of food on banquet tables prior to seating of guests.
dag for fagfolk; branchedag	Day of an exhibition restricted to attendance by professional or trade visitors.
dagens menu	Full-course meal menu at a fixed price.
dagligt nyhedsbrev	Daily information sheet for participants during event.
dagsorden	Subjects to be discussed at a meeting.
datamatprojektor; multimedia-projektor	A devise that projects from portable computer or desktop PC onto a screen.
datamatstøttet oversættelse	Translation technique that uses the computer as a tool for the solution of problems.
datamatstøttet publikationsfremstilling; desktop publishing; DTP	Production of high-quality documents including text, graphics and pictures using computer equipment. This may be accomplished through the use of application software on general-purpose systems or by means of a dedicated system. In an office environment, the process is termed desktop publishing.
datamatstyret stereofonisk konferencesystem	Sound balance control assisted by computer.
debat	Presentation given by two or more experts in a certain field who must sustain their points of view.
debet	An item entered on debtor side of an account (oppos. of "credit"). To take one sum away from another.

definitiv reservation	Reservations confirmed in writing.
dekoration; udsmykning	That which adorns, an ornament.
delegation	Representatives of a particular country or organization at a meeting.
delegeret	Voting representative at a meeting.
deltagelse i tidligere møder	The attendance of a participant to previous meetings undertaken by the same organization and by other organizations.
deltager	Person taking part in the activities of a meeting.
deltagerbevis	Admission card confirming a booking and registration to a meeting.
deltagerens herkomst	The residence of the participant (town, region, country). If residence and nationality do not coincide, they may be registered separately.
deltagerkort	Admission card confirming a booking and registration.
deltagerliste	List of delegates and accompanying persons registered to attend an event.
deltagers motivation	The ultimate reason impelling a person to turn up for the meeting called together by the organizer.
demontering; nedtagning	Take-down and removal of exhibits.
depositum	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.
diapositiv; lysbillede	Photographic transparency on a small plate or film arranged for projection.
Diasrække/Diasshow	set of imagery et in a power point presentation, formerly a collection of slides
Digital Podium	Stand used by speakers at a meeting with a digital screen in front which can be used to display branding, speaker information etc

Digital skiltning	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
direkte afregning	Accounts receivable mailed to individuals or firms with established credit.
direktion	Body appointed by the Governing Board or General Assembly to manage the affairs of a society, association, etc., on a day-to-day basis.
Dirigent	director of an orchestra
diskussionsblanket	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.
diskussionsdeltager; debattør	Member of a meeting audience who participates in discussion during a meeting session.
diskussionsgruppe	Group of participants debating separately within some types of meeting. Similar to a working group but with no expectation of reports or papers.
diskussionsleder	Person who introduces topic of discussion and controls the discussion in the group.
diskussionsreferat	Short report of discussions that have taken place in the meeting hall.
Diversificering	alternative direction in business from your core activity
dobbelt booking	Reserving space for two groups (or persons) for the same dates when only one group (or person) can be accommodated.
dobbeltprojektion; superimposition	Technique of superimposing two images on a screen at the same time.
dobbeltseng	Bed normally measuring 130 x 32cm (5x 78 inches) for 2 persons. "Standard double bed" is referred to in UK a 4'6" x 6'8"
dobbeltværelse	Room containing one bed for two persons.
dobbeltværelse for én person	Twin/double room occupied by one person, paid for at a negotiated rate.

dobbeltværelse med to senge	Room containing two single beds.
dokumentmappe	Container for meeting documentation.
donation; gave	Sum of money or items of value received as gifts.
drejescene	Motorized rotating platform.
drikkepenge	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”.
dummy	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.
dværgmikrofon; minimikrofon	Small microphone.
DVD optager	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 – Konference / Event	Conference which is held electronically via the internet
efter forbrug	(Liquor) drink served and charged for by the number of drinks served.
efternavn	Name by which all immediate family members are known. Women usually (but not always) adopt their husband’s family name upon marriage.
efteruddannelseskursus	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.
eksekutivsekretær	Person appointed to handle organizational functions and who is given certain administrative authority and responsibilities.
ekskursion; tur	Organized outing to a specific place of interest.
ekspertgruppe	Group of specialists in a particular field.
ekspertgruppe	A group of expert advisors assembled especially to answer questions of immediate or current interest.

eksporttilladelse	A government document which permits the “licensee” to engage in the export of designated goods to certain destinations.
eksternt arrangement	Conference Terminology
ekstra opmærksomheder	Complimentary items in sleeping rooms such as special toiletries, morning newspaper, flowers, fruit, sweets or small gifts provided for guests.
ekstra overnatning	All extra nights spent by the participant other than overnight meeting stays.
ekstraordinær session	Special session for activities, needs, or situations that are different from those normally and originally prepared for.
ekstrasession	Session added on to the end of the day’s programme, usually after dinner, to accommodate extra papers or an extra plenary lecture.
ekstraudgifter	Expenses other than room and tax, billed to a guest’s account.
elektronisk betaling	Payment by means of electronic funds transfer, e.g. using a credit card at a point-of-sale terminal.
elektronisk hvidbord	A system of controlling multimedia presentations by displaying computer generated images onto a white board. The board copies all information written or taped onto it, and saves, publishes or prints out the notes.
elektronisk tavle	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.
elforsyning	Temporary supply of electricity to a stand to which electrical goods can be connected.
en suite	Two or more rooms with private connecting doors permitting access between them.
endeligt program	Document sent out in advance of the meeting containing details of the provisional programme of the event, together with information about registration and a registration form. For a scientific meeting the call for papers will often be sent out with this document.

endeligt program	Document containing the definitive meeting and social programme, circulated immediately prior to a meeting or distributed at the commencement of an event.
endeligt regnskab	Statement of income and expenditure following the end of an event.
endestand	Stand at the head of a row.
eneagent; eneleverandør	Contractor appointed by show or building management as the sole agent to provide services.
engangsstand	Exhibit or display built for one use only.
engelsk morgenmad	Breakfast usually consisting of juice, cereal, eggs, bacon, toasts and preserves, and hot beverages.
engelsk servering	Waiter offers food platter to guests who help themselves.
enhedspris	One rate for each room in a guest room block.
Enkeltstående/Selvstændigt	a function or activity that is not supported by any other function or activity
enkeltværelse	Room containing one bed for one person.
E-opstilling	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.
E-plakat	electronic poster
E-publikation	electronic publishing
Etnisk	belonging to a different race from your own
European plan; værelse uden måltider	Room rate with no meals included.
Event Blogs/Fora	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
fadservering	Each food item is served by waiter from platter to individual.
fagmesse	Exhibition of products and services that is not open to the general public.

faktura	A demand for money detailing goods, with prices, sold or consigned to a purchaser.
Fakultet	Group of those qualified to teach
familierabat	A discount price offered by hotels and resorts to second and successive members of families who travel together.
fast standvæg	Booth constructed with plywood or similar material (as opposed to booth formed by drapery only).
fast stilling; fast mandat	Appointment on a permanent basis within a group, organization or body.
fast teateropstilling	Permanent, non movable seats in a meeting room or amphitheatre.
Festtelt	large temporary structure, eg tent, usually whose walls are not solid but canvas
filmfremviser	Equipment for projecting cine film.
Firkantstast	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.
fjernbetjening	Control of apparatus, such as audio visual equipment, from a distance.
fjernelse af affald	Removal of rubbish from building or stand areas.
flerstrengt konference	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.
Flertal	the greater number of
flervejskommunikation; multichannel	With two or more communication bands (receivers).
flervejskommunikation; multimedia	Use of two or more audiovisual media in one presentation.



flipover	Large pad of paper placed on an easel and used by a speaker for illustrative purposes.
flyttet til et andet hotel	Guest holding confirmed sleeping room reservation sent to another facility because of overbooking.
fødested	Denotes place of birth (not necessarily nationality).
fokusering; finindstilling	Process of adjusting a camera, telescope or the like so as to ensure that the image it provides is sharp.
folder; prospekt	Single-sheet printed announcement or advertisement.
Fora	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.
forberedende mode	Meeting of a restricted group before the official assembly in order to finalize preparations.
forbindelse	A close collaboration for smooth coordination.
Forbindelser	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.
force majeure-bestemmelse	Contract clause which limits liability should a performance be prevented due to disruptive circumstances beyond control. Usually inclement weather does not apply.
fordeling af dokumenter; omdeling af dokumenter	Handing out or mailing of documents.
fored rag	Discourse given before an audience, especially for educational purposes.
foredragsholderlokale	Lounge for speakers to relax and to prepare their presentations.
foreløbig tilmelding; foreløbig registrering	Incomplete registration where the fees or full payment have not been received.
forfriskningspause	Time between sessions when refreshments are served.

forhandlingstolk; dialogtolk	Person interpreting a conversation between two or more persons from one or more foreign languages into his mother tongue and vice-versa.
forhåndsregistrering; forhåndstilmelding	Submitting an application/booking and/or payment to attend a meeting made prior to the opening day.
formand; dirigent; modeleder; ordstyrer	Person selected to preside over a session or lead a committee.
formand; forkvinde	Person who presides over an organization or meeting. Chairman can also be used to describe the person presiding over a committee or meeting session.
fornavn	Name given to identify individual family members.
forretningsmode	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.
forretningsrejse	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.
forretningsudvalg; eksekutivkomité	Group of people who carry out the strategies and policies to be implemented
forsamlingshusopstilling; "fælles kaffebord"-opstilling	Variant of schoolroom setup in which tables are perpendicular to the head table, and chairs are placed on both sides of the tables.
Forsendelse	shipment of goods
forsendelsesliste; adresseliste	Contains the names and addresses of the persons to whom publicity material or other information is to be sent.
forsikringsbevis	Serve as evidence of the financial capability of an indemnitor (supplier) who has executed an agreement in favour of an organization.
forslag	Plan put forward for consideration or acceptance.
forslag på dagsorden	Formal proposal to be discussed and voted on in a meeting.
forstærker	Device enabling sound to be intensified.

Forstærket virkelighed	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
første indkaldelse	Initial notification of the event, generally outlining the basic framework of a meeting; a widely circulated document, sometimes called a flyer.
forste udkast	First version of a paper or document which is subject to further amendment.
førstehjælp	Emergency care or treatment given to an ill or injured person before a doctor arrives.
førstehjælp	First aid provision.
førstehjælpspost	Place where emergency care is provided.
Fortaler	one who speaks in favour of another
fortryk	Printed volume of meeting papers available prior to or at an event.
forudbestilling	and/or services ordered up front.
forumdebat	A discussion within a forum (cf forum).
forvaltningskomité	Committee to carry out policy and strategy for the organization of an event.
fotokopimaskine	Machine for photocopying documents.
fremtidige reservationer; booking	Booking for events taking place at a future time.
fri bar	Private room bar setup where drinks are paid for by a sponsor or are included in the fee paid.
friholdelsesklausul	Clause in a contract whereby a party explicitly refuses to accept responsibility for something.
frit foredrag; frit indlæg	Written transcript given as a result of acceptance of the submitted abstract on a subject chosen by the author.
fritidstilbud	A service concerned with the organization of free or unoccupied time.

fritstående materiale	self-supporting and independent exhibit material.
friværelse	Complimentary rooms which a facility provides without charge based on the number of rooms picked up and occupied by a group.
frokost	Midday meal; sometimes with speeches or presentations during meetings of professional associations.
frontprojektion	Projection of an image onto the front surface of a light-reflecting screen from a projector placed within or behind the audience.
fuldstændig tekst	The complete version of a text
fuldstændigt forhandlingsreferat	Full and exact transcript in writing of all speeches, debates and discussions.
fuldt udstyret stand	Stand equipped with all services and facilities such as electrics, fascia, carpet, lighting, etc.
fund-raising	Process of obtaining money and funds from additional sources other than registration fees.
Gæld	money or goods owing
gæsteforedrag	Speech submitted on a specific topic at the request of a committee.
gæstekort; indbydelse	Invitation to potential guests, visitors, participants to attend an event.
gæstetaler; gæsteforelæser	Speaker, specifically requested to speak to the audience on a given topic.
gået fra regningen	Departing guest who fails to pay for accommodation.
gaffeltruck	Vehicle with a power-operated pronged platform for lifting and carrying loads.
gallamiddag	Outstanding social event of the conference, usually in the evening with entertainment or speeches during or after a formal meal. Usually formal dress requested.
gang; udstillingsgang	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.

garanteret reservation	Pre-paid reservation held until agreed arrival time, or check-out time the next day, whichever occurs first. Guest is responsible for payment if reservation is not cancelled.
garanti	The number of servicings to be paid for, whether or not they are actually consumed; usually required 48 hours prior to the event.
garderobe	Room in which outer garments may be left temporarily.
garderobe-medarbejder	A person who is employed to take care of people's coats, hats or luggage in the cloakroom (cf cloakroom).
garnhæftning	Binding process by which folded sections of book or magazine are laced on top of one another and stiched together from top to bottom.
gbordplan	Plan showing location of tables at a banquet or dinner. Usually accompanied by an alphabetical listing showing at which tables individuals should be seated.
generalforsamling	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.
generalsekretær	Permanent head of the general organization.
generel information	Information of interest to all participants.
get-together; uformel sammenkomst	An informal social gathering.
godkendelse	To give approval or agreement to a certain subject matter or event.
godtgørelse; tilbagebetaling; refusion	Money repaid.
gratis	Offered at no cost.
gruppe	A number of persons associated in some joint action; a definite number of persons working together.

grupperarbejde	Small group sessions within a meeting organized to discuss specific subjects.
grupperejser	Travel programme with special fare and specific requirements such as a minimum number of persons traveling as a group throughout the tour.
gruppereservation	Block reservation of rooms specifically for a group.
gulvmikrofon	Microphone fixed on a support-stand.
Hacke	by way of breaking into someone else's computer programme
hæftning	Process of fastening pages of books, brochures, magazines, together.
hæftning	Binding process using wire staples.
hall; foyer; lobby	Public area in hotel or hall for assembly or registration.
halsmikrofon	Portable microphone that hooks around the neck.
halvcirkulær teateropstilling	Same as auditorium or theatre style except chairs are in a semicircle.
halvmånebord	Two quarter-round tables joined to make a half circle. Seating locations for honoured guests and/or meeting presenters.
halvøstand; halvøformet stand	One of two or more exhibit spaces back to back with an aisle on three sides.
halvpension	Rate inclusive of breakfast and any other meal, usually dinner, in addition to room.
handicapvenlig	Free of obstacles hindering the movement of disabled persons to all public areas within a building.
HD Projektor	Is a type of video projector for displaying video, images or computer data on a screen or other flat surface with High definition picture
HD Skærm	Is a type of flat panel display with a high definition picture
Headset Mikrofon	Wireless microphone, to allow the speaker free movement around the stage during his/her presentation

helpension	Rate inclusive of breakfast, lunch and dinner, in addition to room.
henstilling	Strongly suggested course of action; sometimes has binding force.
hesteskoopstilling	Horse-shoe shaped table.
hittegodskontor	Stand where lost items may be recovered.
hjelpetjenester	The services which accompany a meeting (stewards, technicians, interpreters, etc).
hjemland	Denotes country of parental nationality.
hjørnestand	Exhibit space with aisles on two sides.
hjørnestand	Exhibition space with booths at back on each side.
højfølsom mikrofon	Microphone designed for use at a substantial distance from the mouth of the person speaking.
højsæson	Busy times of year during which hotels normally charge higher rates.
højtaleranlæg	Audio and/or visual system used for the purpose of broadcasting or visualizing speech, music or other sounds or images to a large audience.
honorar	Payment made in token of personal involvement in an event.
hotelindkvartering	Bedroom(s) at a hotel and rooming arrangements; usually specifying the hotel classification in terms of its amenities, facilities, level of service and cost.
hotelklassificering	The classification of a hotel in terms of its amenities, facilities, level of service and cost. Qualifications and terms may vary by country.
hotelreservationsformular	Booking form for reservation in a hotel for use by participants.
hotelreserveringsafdeling	Division of a convention bureau responsible for assisting organizers handling hotel reservations for meeting attendees.
hovedbord	Seating location for honoured guests and/or meeting presenters.

hovedforedrag	Top level presentation.
hovedkontor	Where several hotels are used for one event, the hotel where the main administrative and hospitality functions are located.
hovedleverandør; hovedagent	Company which provides services to exhibition management and exhibitors.
hovedtale	Fundamental or leading speech made usually at the beginning of a meeting.
hovedtaler	Speaker who sets forth the theme of the meeting.
hovedtelefoner	Device that converts electrical energy into sound waves and is worn over or inserted into the ear.
Hovedtelefoner	A device that allows the audience to listen to the speaker in simultaneous interpreted languages
hovedtelefoner med mikrofon	Headphone with a built-in microphone.
HR/Personale	personnel
hvisketolkning	The process of interpreting on a simultaneous basis in a low voice to the participants, usually seated next to the interpreter.
hylder	Thin wooden, or metal, boards fixed horizontally on a wall for displaying objects and sales materials.
ikke udlignet konto; uindfriet regning	Outstanding invoice not yet paid.
incentive-mode (belønningsmøde)	Meeting event as part of a programme which is offered to its participants to reward a previous performance.
indbydelse; invitation	Courteous written request for attendance at a function for which no charge is made.
indcheckning	Procedure for guest arrival and registration.
indretningsplan; opstillingsplan	Floor plan with specific requirements (dais, tables, chairs, etc.) drawn to scale.
Indtægt	income
indtægter	Money received.



informationsmøde; briefing	Meeting of a group of people with a particular knowledge or responsibility on an area of activity to advise them of the details of their involvement.
informationssskranke	Stand at which an official gives information.
inspektion	Inspection to assess facilities or location.
institut	A professional organization/establishment formed to promote education, literature, art, or the like.
instrukser for præsentation af postere	Guidelines for those presenting a poster.
integreret mode	A meeting which forms part of a larger event (cf meeting).
integreret seminar	A seminar which forms part of a larger event (cf seminar).
integreret symposium	A symposium which forms part of a larger event (cf symposium).
interaktivt mode	Session where participants take an active part in the work.
interaktivt svarsystem	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.
Interessenter	those persons or organisations who have an interest in a given project or investment
internationale moder	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.
internationalt mode	International meeting with a minimum of 100 participants from at least four countries.
Internetcafé	An area where computers are stationed to allow delegates to access the internet
Internet-tilgang	A connection to Internet through a local access provider. It can be an analogue, a digital or an Ethernet network access.
introduktionstur	Hosted trip to assess facilities, locations or services.

inventar	Total amount of furniture and equipment available for show.
inventarudlejningsfirma	Management providing furniture and/or services to exhibitors for a single fee.
invitation	The proposal submitted by a destination or a property inviting a group to meet in their venue.
jakkesæt; daglig påklædning	Business or lounge suits and short day dresses; can include informal forms of national dress.
Kabaret	entertainment provided at which guests are at a table;
Kabaret-opstilling	seated at round tables, either fully occupied; or half occupied facing stage/screen
kaffepause	Short interval between sessions during the morning or afternoon at which coffee is served.
kamerahoved	Pan-tilt device on which a camera is mounted.
kanal	A special line reserved to a specific usage (language, speech on walkie talkies, etc).
kapacitet	Maximum number of people allowed in any given area, or maximum number of people that a setup can accommodate in a function room.
karrusel	Circular holder used for projecting 35mm slides.
karruselprojektor	Slide projector fed from a circular drum and consequently not requiring constant manual replacement of slides. Often remote-controlled.
kasserer	Person appointed to control the finances of an event or organization; normally chairman of a finance committee or its equivalent.
kassette	Plastic box containing a video- or sound recording tape.
kjole og hvidt	Formal dress requiring white tie and tails for men and formal evening dress for women.
klargøringslokale; magasin	Area adjacent to main event area for set up, dismantling and temporary storage.

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

Kollektiv Intelligens  
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.

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

kollokvium  
Informal meeting for the purpose of discussion; usually of an academic or research nature and aimed at ascertaining areas of mutual interest through exchanges of ideas. Frequency: as and when appropriate, but with little regularity.

komité  
A group of people appointed for a specific purpose.

Kommentar  
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.

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

konference  
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.

konferenceberetning;  
konferencerapport  
Official summary of meeting events.

konferencehåndbog  
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.

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

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

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

konferencemappe Generally a comprehensive collection of meeting documentation within its container.

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

konferenceoversætter Person who translates meeting documents into other languages.

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

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

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

konferencested The destination where the meeting takes place.

konferencested The building and environment area where the meeting takes place.

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

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

kongres 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.

kongrescenter; konferencecenter	Premises built specifically for holding meetings and exhibitions.
kongreshjælpere	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.
kongresrejse	A travel which involves all participants come to a multilateral gathering organized around a previously established advertised theme.
Konkurrence	competition
konsekutivtolk	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.
konsekutivtolkning	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.
konsulent	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.
Konsulent	one who provides specialist advice
kontantbar	Private room bar setup where guests pay for drinks individually.
kontrakt	Legal agreement between two or more parties.
kontrolbord	The desk from which the technicians operate microphones and audio visual equipment.
konvent; kongres	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.
konvertibilitet	A currency is usually described as convertible if the holder can exchange it freely for another currency.

koordinationsudvalg; koordinationskomité	Committee in charge of co-ordinating the organization of the event.
kopi	Film or tape which has been printed from the original copy.
kortfattet referat	Short account of a speech, debate or discussion.
kredit	An item entered on creditor side of an account (oppos. of "debit"). To add one sum to another.
kreditbrev	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
Kriterier	a principal or standard by which something is judged
Kultur	the development of individual national heritage eg music, science, art etc
kulturtilbud	A service concerned with organizing activities which are mainly related to the artistic and intellectual side of civilization.
kupon; talon	A negotiable ticket or voucher; a pass or ticket.
kurssikringskontrakt	A financial instrument guaranteeing a specific rate of exchange in a foreign currency for a future transaction.
kuverter	Actual number of meals served at a food function.
kuvertpris	A fixed price covering all consumption within a given time frame; sometimes includes snacks or hors d'oeuvres.
Kvist/Gren	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
læbemikrofon	Microphone designed for use in contact with the lips of the speaker.
Lækker	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.
lærred; skærm	Surface onto which images are projected by a film or slide projector.

Lanyards/Snore til navneskilte	ribbon or string around the neck holding a badge or identification
lav sæson	That time of year when travel and hotel rates are at their lowest.
layout	Artist's or designer's indication of how a printed piece should look.
laysæson	Time of year at which hotel occupancy is lowest and bargain rates are usually offered.
LCD Projektor	Is a type of video projector for displaying video, images or computer data on a screen or other flat surface.
LCD skærm	Is a type of flat panel display
ledsager	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.
leje pr. kvadratmeter; kvadratmeterpris	Basic charge for a square metre of exhibition space.
lejekontrakt	Contract stating terms and conditions for rental of exhibition venue or for individual stand/booth within a venue.
lejer	One to whom a lease is granted; holder of a lease.
lejestand	Complete booth package offered to exhibitors on a rental basis.
let måltid og drikkevarer; forfriskninger	Food or beverages, whether or not for sale, for informal consumption.
Ligemænd	those persons of the same status as yourself
likviditetsbudget	Document showing estimated dates when items of anticipated income and expenditure fall due and what sums of money will be due on those dates.
limbinding	Binding process by which pages are glued together.
liniebelysning	Lights attached along a track mounted on a ceiling or wall permitting flexible spotlighting and other effects.

liste over de delegerede	List of delegates registered to attend an event.
liste over forhåndsregistrerede deltagere	(Computer-generated) list of names pre-registered with a group.
liste over udgifter	Form on which all charge transactions incurred by a registered guest are recorded.
listeprijs	Facility's standard, pre-established guest room rates.
loftshøjde	Height of the ceiling of the exhibition hall.
Logistik	the art of moving people and/or resources from one place to another
logo; bomærke	Symbol identifying an organization or event.
lokal begivenhed	An event, such as a graduation ceremony, local festival, etc., that draws its audience primarily from local market.
lokal transport	The means of travelling within a city.
lokal vært; lokal organisationskomité	A group of people, geographically local to the venue, who carry out the strategies and policies established for the organization of an event.
lokale; konferencested	Area, property or specific facility to be used for meeting.
lokaleindretning	Layout of tables, chairs, other furniture, and equipment for functions.
lokaleleje	The price paid by the organizer to the owner of the meeting facilities.
lokalt organisationsudvalg; lokal organisationskomité	Group of people from the host country, city or region of an event.
lokaludvalg	Board for a geographical area of a society or federation, often synonymous for host committee.
lukket kredsløb; kreds	Closed electric circuit.
lyd; tone	Audible effects.
lyddødt område	Area where sound is muffled or absent.



lydisoleret væg	Barrier that prevents sound from carrying to and from adjacent rooms. Usually a permanent wall.
lydoperatørrum	Area from which technician operates sound system in a room.
lysavis; lystavle	Screen intended to provide information and to notify participants who are called away for urgent reasons during the session, without disturbing the meeting.
lysbilledapparat	Apparatus used for projecting photographic slides onto a screen.
lysdæmper; reostat; regulermodstand	Control that adjusts variations in the light level in a room.
lyspegepind	Electric rod which casts an illuminated spot on the wall, blackboard, screen, etc. to draw attention to a particular feature.
lysstof rør	Neon lamps, with diffused light tubes as opposed to incandescent lights.
m <sup>2</sup> pris	Cost per square metre/foot for exhibition space.
Mægling	a form of reconciliation between disagreeing parties
målsprog	Language into which a speech or document is translated.
mangfoldiggørelse af dokumenter	Reproduction of documents.
Manifest/Liste	list of people, registrations, or items
manuskript	Prepared version of a speech.
markedssegmenter	Categorization of organization or businesses by professional discipline or primary areas of interest for the purposes of sales analysis or assignment.
mboom	Adjustable support for positioning microphones or lighting fixtures.
medformand	One of two or more persons appointed as chairman/president on an equal footing.
medudstilller	Distributor or agent of main exhibitor sharing the same stand or booth.

Mellemand/Formidler	someone acting between parties
merværdiafgift; moms	Government tax levied on goods and services.
messe	Exhibition of products or services in a specific area of activity held with the objective of promoting business.
Messe	Large trade exhibition
middag	Non-working evening function at which a meal is served.
middag	Evening meal for a group; not usually ceremonial.
mikrofon	Instrument which converts sound into electrical signals.
mikrofon med rundkarakteristik; retningsuafhængig mikrofon	Microphone that picks up sound from all directions.
minimal overgangstid	Prescribed minimum time to leave one flight and board another. Set by airlines to allow time to transfer baggage.
Ministerium	the body of ministers of a government
minuskel; lille bogstav	Small letter, as distinguished from a capital letter.
mode	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.
mode	Gatherings for social purposes.
møde- og konferenceindustri	–
møde- og konferenceterminologi	–
mødeafbrydelse	Definite break in meeting for a specific and unprogrammed reason.
modedato	The time of the year when the meeting takes place.
mødefaciliteter	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.

mødeindkaldet	Member of committee in charge of convening participants.
modeleder; 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).
mødelokaler; selskabslokaler	Spaces or areas where meetings, banquets, exhibitions or other group events are held.
mødeorganisator	Professional Conference Organizer
mødeprotokol	Published volume containing papers presented at a meeting. May or may not include details of discussion.
mødesal; mødelokale	Room where an assembly meets.
modeshow; modeopvisning	Choreographed display of garments by models.
mødested	Meeting place in venue for individual appointments of delegates.
Mødested	meeting point
mødested; lokalitet	Meeting site. Premises where the meeting will be held.
modets hovedemne	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.
modets hyppighed	The periodicity with which the same kind of meeting takes place.
modets varighed	The number of days from the opening session to the closing session. Additional days for optional excursions are not included.
mødeudsættelse	Suspension of the meeting either indefinitely or until a later date.
modtager	Apparatus that converts electric currents or waves into visible or audible signals.
modulstand	Exhibit constructed with interchangeable components.
montage; sideopsætning	Definitive placement of text and illustrations on the page in accordance with the predetermined layout.

monter	Skilled person used in handling assembly of heavy materials always working at union wages.
montering; klargøring	Process of setting up exhibit booth and materials according to instructions and drawings.
morgencomplet	Light breakfast usually consisting of juice, roll or pastry and a hot beverage.
multipleks	With two or more communication bands (e.g. receiver).
multivision	Projection of different images on different screens at the same time.
mundtlig fremstilling; mundtligt indlæg	Contribution made verbally.
nærtalemikrofon	Microphone designed particularly for use close to the mouth of the speaker.
næstformand	Person selected to deputize for, or assist, the chairman in controlling and managing either a committee or a meeting session.
national konference	Meeting participation available to organizations or individuals from one nation, meeting in that nation.
nationale moder; regionale moder	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.
nationalitet	Identifies the country where the person has full rights by birth or naturalization.
navneskilt	Identifying card worn by attendees to a meeting.
navneskilt	A name card which identifies you.
nedlægningsdato	Dates) set for dismantling.
Nedtællingssystem	A technology to control the duration of a presentation

nedtagningsfrist; demonteringsfrist	Day and hour ( deadline) by which stands must be dismantled and exhibition area empty.
nedtagningstid	Action required to dismantle a function setup.
negativ	Reversed form of original art or type.
netto salgsareal	Actual amount of salable space available for or used by exhibit booths/stands.
nettopris	Actual cost of a travel programme excluding mark-ups or commissions.
Network Segmentering	Splitting a computer network into subnetworks ie: Organisers, Speakers, Delegates, etc either to boost performance or to improve security.
nøddudgang	Door, clear of obstructions, designed for egress in the event of fire or panic.
nominering	Submission of a name (person, organization or company), for election or appointment to a specific role or function.
no-show; udebleven gaest	Person who has booked a room or a place at a meeting but does not arrive to take up the room or place.
ny tilmelding	Registration received at the meeting and generally incurring payment of a penalty fee.
nyhedsbrev	Update information sheet, generally used for promotional purposes.
Nyhedsopdatering	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).
Obligatorisk	obligatory or requirement to abide by the rules of the association/meeting
Obligatorisk/Tvungen	compulsory
observator	Delegate to an assembly who observes and reports but does not participate officially in its activities.
officiel kvittering	Official acknowledgement of money received.

officiel middag	Evening meal forming part of the official programme.
officiel reception	Reception for conference participants hosted by local or governmental authorities or other officials.
officielt luftfartsselskab	Officially designated airline that handles meeting transportation at preferential prices.
officielt sprog	Language officially to be used for a meeting, e.g. for the publication of proceedings.
økonomiprocedurer	Outline of accounting and banking systems.
økonomirapport	Document incorporating the statement of income and expenditure and the budget at a given date.
økonomiudvalg	Group of people who meet with responsibility for budgeting, cashflow, accounting and controlling finance and whose chairman is generally the treasurer of the event.
ombygningstid	Action required to break down and reset a room.
omgivende lys	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".
omkostningskontrol	Process of maintaining levels of expenditure within the budget.
opbygningsdato	Date(s) for installation/setting up of event.
Open Space -mode	A meeting organized through Open Space Technology.
Open Space -teknologi	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.
opfølgende aktivitet	Any event which is arranged for the period immediately following the conference proper.
opgørelse over indtægter og udgifter; regnskab	Accurate account of the financial position at any given date showing all credits and debits within heads of income and expenditure.
opgradere	To change to a superior standard.

ophængning	Attachment of devices to the frame work of an exhibition hall.
oplag	Number of copies printed.
oprydning	Ä^S^#fi( L )
opsigelsesklausul; annulleringsklausul	Provision in a contract stating the terms on which the contract may be cancelled.
opslagstavle	Board displaying one or more notices or warnings.
opslagstavle	Board on which messages are displayed.
option(er)	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.
opvarmning	Activity to liven up the audience prior to show time.
ordrebekræftelse	Written authority for a supplier to proceed or for an exhibitor: acceptance of order.
ordreformular	Form for exhibitor requesting handling of materials.
ordstyrer	Person who presides over panel discussions and forums.
organisationsudvalg; organisationskomité	Group of people who decide or carry out the strategies and policies established for the organization of an event
original; manuskript	Material to be, or in the process of being, set up for printing. Not to be confused with the everyday use of "copy" as opposed to "original".
originalsprog	Initial language in which a document is drafted or a speech delivered.
østand	One of a group of four or more exhibit spaces with aisles on all four sides.
Over hele byen	throughout the city
overarbejde	Work performed on overtime.
overblænding; overtoning	Gradual changing of one picture or sound or colour to another.

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

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

Overholdelse a ruling to which you should abide

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

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

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

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

overslag Preliminary calculation of the cost of work to be undertaken.

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

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

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

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

palle Wooden platform used to carry goods.

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

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



parallelmode; parallelsession	Session which has some correspondence, similarity, or analogy of subject and aim and is simultaneous with another session.
parkeringsvagt	A person who is employed to assist people in parking their motor vehicle in a designated area.
passivt sprog	Language into which interpretation is provided.
perleskærm	Type of screen surface used for front projection.
permanent udstillingsområde	Show rooms, (marts – US), and similar space for product displays leased on a long-term basis.
permanent udstyr; fast udstyr	Fixed equipment.
personalemode	Meeting of event organizers and hotel personnel prior to arrival of guests, at which time details of the programme are reviewed.
Ping Teknologi	Ping is a computer network administration utility used to test the reachability of a host on an Internet Protocol (IP) network and to measure the round-trip time for connectivity
pivot; pivot-tolk	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.
placere i en lavere kategori	To move to a lesser accommodation or class of service – to change to an inferior standard.
pladsbehov	Amount of stand/booth space required by individual exhibitors.
pladsmarkering	Method of marking booth/stand space.
plakat	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.
plakatpræsentation	Display of material, usually scientific, accompanied by authors or researchers.
Plasma skærm	Type of display screen

plenarmøde	Assembly composed of all the members; fully constituted; fully attended.
plenarmøde; hovedsession	A meeting open to all those in attendance at a convention.
plenarmøde; plenum	Session in which all the members of the meeting participate or have the right and, sometimes, the duty to participate, with no other sessions taking place at the same time.
Podcast	A series of digital media files (either audio or video) that are downloaded via the web
podium	Raised platform on which a speaker stands or sits.
positiv	Exact image of copy as distinguished from reverse image or negative.
postadresse	Address to which correspondence is sent.
poster board; poster-tavle	Display area provided, particularly at scientific meetings, for presentation of work to participants.
poster-udstilling	Area with display of posters.
posthus	Agency handling the transmission of mail.
præsentator	Person explaining a given topic in an informational session either verbally or in visual form (e.g. poster).
praktisk demonstration	Special sitting for the demonstration of particular practical methods.
praktiske oplysninger	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.
presseattaché	Title given to the person handling all press and media-related activities excluding advertising.
pressekonference	Meeting held to communicate information to media representatives.
pressekontor	Department within an organization responsible for distributing information on the organization's activities to the press.

pressemappe	62press release; press communiqué
pressemeddelelse; kommuniké	Prepared statement released to the news media.
presserum; pressecenter	Space reserved for media representatives.
prioriteringssystem	System used to determine priorities in the assignment of booth space.
pris for dagværelse	Reduced rate (often 1/2 of the regular rate) for a room used part of the day, including the period after check-out time.
pris pr. flaske	(Liquor) drink served and charged for by the full bottle. Organizer owns any bottle on which the seal has been broken.
PR-mand	Title given to the person in charge of and co-ordinating the promotional activities of an event.
produktmesse	Display of products.
professionel konferencearrangør	Company or individual professionally engaged in organizing meetings.
program	Schedule of events, giving details of times and places.
program for ledsagere	Educational and/or social events planned for spouses and guests of meeting participants.
programtavle; informationstavle	Board or video screen listing the days events.
projektchef	Executive responsible for day-to-day operations of an organization.
projektor	Optical instrument for projecting an image onto a screen.
Projektor	projector to which a laptop is connected
promotor	Person
proppenge	The charge placed on wine, beer and liquor brought into a facility but purchased elsewhere. The charge sometimes includes glassware, ice and mixers.
protektion	In the context of meetings and the like, 'patronage' primarily means endorsement by eminent individuals (e.g. Royalty or ambassadors) or bodies.

protektor (m); protektrice (f)	Eminent person who, for endorsement purposes, heads an event, an organization or a list of supporters.
protokol	Customs and procedures dealing with formalities, precedence and etiquette.
prove	Practice run held in advance of an event.
prøvelokale	Room where speakers can check their slides, overhead sheets and video tapes.
public relations; PR	Presentation of an event via the media or other outlets, emphasizing its benefits and desirability.
publikationer	Printed items, such as books, magazines, newspapers and meeting documentation.
publikumsmesse; offentlig messe	Exhibition open to the public, usually subject to payment of an entrance fee.
queen-size seng	Large bed usually measuring 22x 33cm (60 x 68 inches).
queen-size værelse	Room with one queen-size bed suitable for one or two person(s).
rådgivende udvalg; rådgivende komité	Usually an honorary body which does not meet frequently (if at all) and can be called upon for advice as necessary.
rådgiver; konsulent	Person appointed to give specialist or expert information on a particular event, or generally.
radiomikrofon	Microphone used for transmitting radio waves.
radiosystem	System for message transmission by radio.
Række	level of seating, eg in a cinema or theatre
rækkeskilt	Signs, usually suspended, indicating aisle numbers or letters.
rækkestand	Stand within a row of similar stands, i. e. with only the front opening onto an aisle and with other stands on either side.
rammebeslutning	Preliminary decision setting out a framework within which detailed provisions may be established by means of later individual decisions.

rangordning	A system which ranks dignitaries according to international protocol for purposes of seating, honours or ceremonies.
reception	Stand-up social function with only canapés and beverages.
reception	Stand-up social function with beverage and sufficient food to replace a main meal.
reception; cocktail party	Stand-up social function with drinks and snacks.
Receptionist	a front of house welcoming representative
receptionsranke	Area at which delegates, guests or visitors are received on arriving at a venue.
referent	Person appointed to note and record the proceedings of sessions and to write précis (summaries) of the papers presented, for a final summation session.
regeringskonference	Technical or political meetings between governments with the aim of discussing national or international topics.
regeringsmode	Groups whose constituencies are made up of civil servants, elected officials and service providers to Government entities.
registrering; tilmelding	Booking and or payment to attend a meeting. Inclusion as a participant in an event; booking and payment to attend a meeting.
registreringsranke; tilmeldingsranke	Area at a meeting to which delegates and others report for registration on arrival.
regnskabschef; finanschef	Executive responsible for financial affairs of an organization.
rejse mellem byer	The means of travelling between two cities.
rejsebureau	Person or firm qualified to arrange for hotel rooms, transportation, cruises, tours, and other travel elements.
rejseleder	European term for a travel professional who supervises arrival details and escorts tours.
rejseleder; guide	Person accompanying a tour and giving detailed knowledge of places of interest.
rejseplan	Detailed programme of a visit or tour.

rejseulykkesforsikring	Insurance against accidents that occur in the course of travel to or from a meeting.
reklamekampagne	Media campaign, normally consisting of a series of publicity and advertising activities, aimed at ensuring optimal attendance by focussing attention on an event.
reklamemateriale	Brochures or other items needed for promotional purposes.
relætolkning	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.
rengøring af stande; rengøringservice	Cleaning services to individual stand areas.
rentefrit lån	Money received by way of a loan to be refunded in due course and not subject to any interest charges.
reproklar kopi	Materials ready for photographic reproduction.
reservationsfrist	Designated day when the facility will release a block of rooms to the general public.
reservationsliste; navneliste	Roster of individuals requiring guest room accommodations including type of accommodation and arrival and departure dates.
reservere	To make a reservation.
resolution	Motion put forward for adoption; once adopted, has binding force.
resumé	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.
resumé; oversigt	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.
resumésamling	Printed volume containing summaries of accepted papers.
retningsfølsom mikrofon	Microphone which picks up sound primarily from the direction in which it is pointed.

retningslinier for skriftlige indlæg	Instructions regarding the required format to be used for the version of the paper to be published.
Rettesnor	point of reference demonstrating a particular level
returtolkning	Interpreting both ways: from and into the foreign language.
revision	An examination, by qualified persons, of accounts of a business.
revisor	Person or auditing body authorized to examine statements of account for accuracy.
Risiko	hazard or exposure to potential danger
rmonitor	Television set with direct audio and video input used for checking on the operation of a transmitter.
Roll-up	turn over and over on itself into a cylindrical shape, eg banner
rumbelysning	Lighting of room separate from stage lighting.
rundbordssamtale	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.
Runner/Budbringer/Løber	someone who runs, often between two points, eg a messenger
særlig aftale	An additional clause in a contract stipulating special requirements, coverage or conditions.
særtryk	Separately issued reprint of a part of a publication or document.
salgschef	Individual at a meeting facility responsible for overall direction of sales staff.
samlestand	Unassembled exhibit material requiring on-site assembly.
samlet deltagerantal	Actual number of people attending a function.
samlet pris	Rate covering all elements in the cost of a room, including gratuities and taxes.

samlet pris; fast pris	Fixed payment with no extra costs to be added.
sammendrag	Written short version of speech or paper.
Sammenhold/Alliance	joining in pursuit of common interest
samtaleanlæg	Speaker system that connects the control room with the studio.
samtaleanlæg	Intercommunication system using headphones and microphones for communication between adjoining or nearby studios or offices.
samtidige moder; samtidige sessioner	Sessions scheduled at the same time.
satellit-møde	Meeting on a similar or related subject taking place either concurrently or, shortly before or after main event.
satellit-seminar	A small or secondary meeting of specialists who have a specific common interest (cf seminar.)
satellit-symposium	A small or secondary meeting of a number of experts in a particular field (see "symposium").
scene	A permanent or portable raised platform used for seats of honor or speakers lecterns.
scenemester	Employee of the venue in charge of stage facilities.
scenens bagside	Part of the stage farthest from the audience or camera, as opposed to downstage
scenens forside	Area of a stage closest to the audience, as opposed to upstage.
selskabeligt program; socialt program	Programme of organized events, not directly related to the subject of the meeting.
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.



sen ankomst garanteret	Guest room that is guaranteed by credit card or advance payment if arrival is later than a specified time, usually 6.00 p.m.
sen tilmelding	Booking received after the stated deadline, usually incurring payment of a penalty fee.
senderenhed	Apparatus for transmitting radio waves through space.
service og faciliteter	Items provided by or available from the organizer to enable the customer, delegate or committee to get maximum benefits from an event, such as the provision of secretarial services, cleaning, power, transportation, catering, etc.
session med frit emnevalg	Reports on particular topics which, while closely related to the subject of a meeting, do not strictly refer to the matters under discussion. They are usually dealt with at a sitting or a session of their own.
show; forestilling	Organized performance for entertainment, usually in the evening.
siddeorden; bordplan	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.
sightseeingtur; byrundtur	Outing to landmarks. Note that a "city tour" will necessarily be confined to a given city, whereas a "sightseeing tour" may range more widely.
signalsystem	A system for communications between the speaker and the projectionist or between the chairman and the speaker.
sikkerhedstjeneste	Service providing security arrangements, such as checking delegates' credentials, searching hand luggage, protecting equipment and patrolling congress and exhibition areas.
sikkerhedsvagt	A member of the security service who is employed to protect building, people, etc.
sildebensopstilling; V-opstilling	Rows of chairs separated by a centre aisle slanted in a V shape facing head table or speaker.
simultantolkning	Process of translating one language into another while the speaker is speaking, generally using some form of voice transmission installation.

skærm	Physical computer device usually based on a cathode-ray tube or liquid crystal display on which information is displayed.
skærmproducent	Company which fabricates displays.
skillevæg	Movable interior wall.
skiltning	All informational and directional signs required for an event.
Skiltning	directional tool of indication providing information as to where people should go
skolestueopstilling	Tables lined up in a row, one behind the other on each side of centre aisle with chairs facing head table.
Slid/Nedslidning	the process of reducing something's strength or effectiveness through sustained attack or pressure
Slips mikrofon	A wireless microphone attached to either the tie or jacket
Slot	building in which royalty, or people of great importance, live; or historic building open to the public
slutberetning; slutrapport	Final summary of meeting events.
smoking	Dinner jacket and formal evening dress; can include national dress.
SMS deltager interaktion	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 Media Monitoring	Social media monitoring is a process of monitoring and responding to mentions related to a business that occur in social media.
Sociale medier	refers to the use of web-based and mobile technologies to turn communication into an interactive dialogue
Sociale Medier	Social media is media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques.
spansk væg	Movable barriers that partition large areas into smaller areas. May be sound-resistant, but not necessarily soundproof.

specialtarif; firmapris	Amount charged for the occupancy of a room, usually at a reduced rate and negotiated as a group rate by the meeting organizers.
specifikationer	Complete description of requirements.
specifikationer or begivenheden	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.
speditør	Person or company which provides customs clearing services to shippers of goods to and from another country.
speditør; speditønsfirma	A business which handles export shipments.
split screen	Horizontally or vertically separated video pictures shown simultaneously.
sponsorat	Donated financial or material support.
sponsorer	Bodies contributing product or financial support to an event in return for promotion of the company name or logo. Bodies simply allowing their names to be used in endorsement of an event will more usually be referred to as 'patrons', though the distinction is not rigid.
sponsoret af	Supported by... (either financially or otherwise).
spørgetid	Question and answer period.
sportservice	A service concerned with arranging sports activities or activities involving physical exertion and skill.
spots; spotlight	Adjustable lamps with direct or high intensity light.
stabelstole	Chairs that nest on top of each other when in storage.
stående udvalg	Committee of a permanent nature, defined by organizational by-laws, which meets for a specific purpose.
stand	Usually a temporary construction with a small internal space where products are shown; specially built, assembled and equipped for shows, exhibitions and fairs.
Stand	a specified area in which an individual company can exhibit
standareal	Space in which stands are laid out.

standbestillingsblanket	Form for official request to utilize a particular space.
standfordeling; standtildeling	Process of assigning space to exhibiting companies.
standplan	Scale plan of the floor area of an exhibition.
standskilt; skiltebånd	Board giving exhibitor's name in an exhibition or indicating the purposes of service desks in a conference reception area.
standstørrelse; standareal	Dimensions of assigned space.
stativ	Three or four-legged stand with a rack used to hold a blackboard, corkboard, magnetic board, sign, chart, etc.
stay over ; ekstra bliver	Guest who stays at facility beyond stated departure date.
stemmeforstærkning	Technique whereby, with the help of a microphone and an amplifier, the volume of the human voice is amplified.
stikkontakt	Mechanical electrical connector.
stikord	A speaker's prompt
stilling	Function or job description within an organization.
stødtrin	Platform dimensions of width, length and height vary by facility used to create a stage.
stol uden armlæn	Armless chair.
stort bogstav; versal	Type larger than that used in body of page.
Stregkodelæser	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
Struktureret Netværk Platform	An online central forum that enables communication and interaction based of a pre-defined profile
studiebesøg	Educational visit to a workplace or manufacturing plant of interest to meeting participants.
studiedag	Day devoted to the study of a particular subject or subjects.
studiegruppe	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.
stykpris	Food purchased by the piece, usually for a reception. Prices may be quoted individually, by the dozen, or for 50 or 100 pieces.
styringsgruppe	Group which decides on the order of the procedures.
summemøde	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.
supervisionskomité	A committee of inspection, control.
svarkort	Cards collected from attendees, requesting information about exhibitors.
Synes om	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.
table-top præsentation	Small exhibit on tables; often used in combination with posters.
tænketank	A group of specialists organized by a business enterprise, governmental body, etc. and commissioned to undertake intensive study and research into specified problems.
tale	A formal and dignified public discourse.
tale; indlæg	Usually formal discourse delivered before an audience.
taler; foredragsholder; forelæser	Someone who delivers a speech or talks at a meeting. The term "lecturer" is restricted to academic contexts.
talerstol; læsepult	Reading stand with slanted top. Can be a tabletop lectern or one which stands on the floor.
talerstolsmikrofon	Microphone attached to a lectern.
talsmand; ordfører	Person who speaks on behalf of a group.
tastatur	The set or row of keys in a keyed machine/instrument.

taste	Button on a computer keyboard.
tavle	Hard smooth dark surface used for drawing or writing in chalk.
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.
Teambuilding	activity to bring people together to work as a team
teaterreservation	Reservation of seats at a theatre.
Technorati	Technorati is a popular blog search engine that also provides categories and authority rankings for blogs.
tekniker	Expert in particular craft or technique, usually in relation to audiovisual, mechanical or electrical equipment or appliances.
teknisk besøg	Tour to a workplace of interest to meeting participants.
teknisk gennemgang	Run-through of technical aspects of a show such a lighting, sound, special effects. Sometimes called "tech-check".
teknisk mode	Groups whose members and suppliers work in scientific, research or applied sciences. USA/Canada: Non-medical meetings of professional organizations.
tekstbehandlingsanlæg	Computer-based system for writing, editing and formatting letters, reports and books.
telefax; fax; telefaxapparat	Equipment for sending and receiving facsimiles of printed or pictorial matter by analog or digital transmission either over a telephone line or via a telecommunications network.
telefonlinie	Socket into which a telephone can be plugged for external communication.
telefonmede	Telephone conversation involving a number of subscribers simultaneously.
telegrambureau	Agency that collects and distributes information to the news media.
telekonference	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.
telekonferencetolkning	Simultaneous interpreting using telecommunications facilities, e.g. via satellite.
teleprojektor; videokanon	Equipment used to project a video image on a large screen.
teleprompter	Electronic device which displays script to the speaker, usually on a screen not visible to the audience.
teleslynge	Closed electric circuit within a building or auditorium which relays sound to a hearing aid.
temafest	A special reception or banquet designed around a central motif.
tepause	Short interval between sessions during the morning or afternoon at which tea is served.
tid og materialer	Method of charging for services on a cost-plus basis.
tidlig ankomst	Guests arrival before confirmed reservation date and/or time.
tidlig registrering	Registration received before a pre-defined date, usually offering a lower fee.
tidsaccept	A draft which matures either a certain number of days after acceptance or a certain number of days after the date of draft.
Tidslinie	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.
tilbagekobling; feedback	Regeneration of sound from audio speakers back through a microphone causing a dissonant sound.
tilbudsmateriale/specifikationer	Written document issued by an organization which contains requirements for their future events.
tildeling at taletid	Time given to a particular speaker to make his presentation.
tilhørsforhold	Union of a society, firm, or political party with another, but without loss of identity.

tilmelding på stedet	Process of signing up for an event on the day of, or at the site of, the event.
tilmeldingsbevis; tilmeldingsbekræftelse	Official acknowledgement of receipt of registration and fees.
tilmeldingsblanket	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.
tilmeldingsfrist	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.
tilmeldingsgebyr	Amount payable for attendance at a meeting; may vary according to level of participation, type of membership, or date registration is submitted.
tilskud; subsidier	Money obtained from bodies or authorities to underwrite expenditure.
tilstødende værelser	Rooms with common walls which do not have connecting doors.
Tilvejebringelse	the obtaining of quotations and proposals
titel	Denotes person's rank, office, sex or, in women, matrimonial status.
toiletter; w.c.	Sanitary convenience.
Tolkebås	interpretation booths/cabin for the interpreters for multi-language events
tolkeboks	Soundproof cabin in which the interpreter works.
tolkehold	A group of people responsible for interpreting simultaneously, usually utilising equipment.
tolkning	Oral translation from one language to another.
Topmøde	top of, or an international meeting of senior representatives, normally associated at governmental level
T-opstilling	Series of tables set up in the shape of a T with chairs set all around except at head table.



Touch screen	A screen that can be controlled by the touch of the screen.
tovejskommunikation	Audio system permitting two-way communication.
trådbundet tolkeanlæg	System for the transmission of interpreting by cable or wire.
trådløs mikrofon	Portable microphone operating on its own power source.
Trådløs mikrofon	A microphone that is held by the individual – can be wireless or wired
trådløst, infrarødt tolkeanlæg	Interpreting system operated by radio waves and hence without wire or cable connections to the headsets.
transfer	Process of moving people or equipment from one point to another.
transparent	A print or inscription on a special transparent sheet of paper made visible by means of a overhead or slide projector.
transport	Transfer of exhibits from point of arrival to exhibit site. May also include storage.
transport af materiale	Transfer of exhibits from point of arrival to exhibit site. May also include storage.
transport- og udstillingsforsikring	This insurance usually covers loss or damage caused deliberately or accidentally by third parties during loading, unloading, transshipment, transport and exhibition.
transportfirma	Company that provides transportation in a locale, i.e. motorcoaches, rental cars, railroads, etc.
transportkoordinator	Person in charge of planning and managing transportation arrangements for participants.
transportmiddel	Means of transport, i.e. buses, coaches, cars, etc.
trykketilladelse	Word/phrase usually printed at back of title page and bearing signature and date on which publication was approved as ready for press.
tstand ved ydersiden	Exhibition space located on an outside edge of exhibition area.
Turisme	functionality whereby visitors (tourists) are attracted to places (destinations) of historical, cultural or national interest

turistinformationer	A service concerned with the organization of excursions which are purely pleasure (cf sightseeing tour).
Turistkontor	Organization which exists to promote a town or country to groups or individuals as a tourist destination.
Turné/Roadshow	theatrical performance, or small exhibition, or promotional activity on tour
tværgående parallelsession	A session which is similar to another session involving the exchange of information (cf parallel session).
Twitter Søgning	Twitter Search is a search engine operated by Twitter to search for Twitter messages and users in real time.
udbetalingsordre; betalingsordre	Written authorization for payment to be made from a bank account.
udcheckning	Procedure for guest departure including account settlement.
uddannelsesseminar	Meetings comprised of people employed or working within the education industry.
uddannelsesprogram	The educational aspects of an event.
udendørsudstilling	Space/stands located outdoors.
udenlandsk mode	Meeting event not taking place in the country of the originating body.
udenlandsk mode; nationalt mode	Membership or meeting participation available to organizations or individual from one nation, but able to meet in another nation.
udflugt(er) før og efter konferencen	Organized outings taking place before (pre-) or after (post-) the working conference for both accompanying persons and delegates.
udgangssprog; kildesprog	Language from which a speech or document is translated.
udgifter	Money paid out.
udgiftsberegning	Process of obtaining the true price of an item of expenditure.
udlejer	Person or organization which offers a lease.

udlejningspris	Total cost of hiring an exhibition space, whether or not it includes ancillary services (security, connection to water, electricity supply, etc.).
Udsætte	to postpone proceedings
udskrift	Written copy of spoken material.
udstiller	Company or individual participating in the exhibition with a stand or booth.
udstillerliste	List of exhibiting firms, usually with locations.
udstillermanual; udstillerhåndbog	Book of instructions and information for exhibitors regarding the exhibition venue and services offered by the organizing body.
udstillerpas; udstillerkort	Identification card to enable exhibitors to gain access to an exhibition.
udstillingsarcal	Short-term rental space.
udstillingsarrangør	Company or individual who plans the logistical arrangements in connection with an exhibition.
udstilling	Event at which products and services are displayed.
udstilling med drapering	Decorating with drapes – Hollow metal pipes are used for support; booth drape is usually 8 feet high.
udstillingsarrangør; udstillingschef	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.
udstillingsbrochure; udstillingsprospekt	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.
udstillingscenter	Venue at which exhibitions are held.
udstillingschef	The individual who plans a trade show, reserves the space, markets to exhibitors and promotes attendance by buyers.
udstillingsdisk	Wooden or metal board fixed horizontally either on legs or on a wall. Usually with display material and possibility of making purchases.

udstillingsentreprenør	A supplier of exhibition services or goods (eg stand fitting, electrics, furniture, floor covering, labor, drayage signs, etc.).
udstillingshal	individual room within an exhibition venue.
udstillingskatalog	Complete alphabetical list of exhibitors, their products and, often, their headquarters and sales points; usually incorporates a floor plan and advertising.
udstillingsleder	Contractor or agent responsible for providing an exhibition shell scheme.
udstillingsleder; udstillingsansvarlig	Individual representing show management responsible for managing the exhibition area on-site (enforcing rules, responding to requests, etc.).
udstillingsmateriale	Material exhibited by the various exhibitors; such material is usually insured or has its value stated in writing for insurance purposes.
udstillingsplan	Plan showing space to be occupied by the exhibition: the areas intended for stands/booths and those for passageways and services.
udstyr; standudstyr	Items which can be supplied on hire to stands, e.g. lighting, shelves, carpet, etc.
udtoning; nedtoning	Situation where room lights are turned off or video screen becomes black.
udvælgelse; valg	The act of choosing; the power or opportunity of choosing; alternative.
udvælgelseskomité	Committee which assesses submitted papers to decide which are suitable for presentation and allocates them to appropriate sessions.
udvalg til godkendelse af akkrediterer	Committee formed to verify that individuals have the necessary qualifications to attend a meeting or become a member of an association.
udvalgt flyselskab	Airline designated by a country to serve international routes (Convention Liaison Council).
uformel session	Informal session with no specific agenda.
uformelt mode	Informal gathering, not necessarily social.

under ...'s auspicer	Phrase used to indicate not only endorsement but normally also a measure of responsibility for, or guidance in, the organization of an event.
under protektion af	Phrase used to indicate endorsement of an event by an eminent individual or body.
underentreprenør; underleverandør	Company retained by general contractor to provide services.
underholdning	Activities performed for the enjoyment of others.
underholdningsprogram	Programme of events organized for the entertainment of participants.
underudvalg	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.
U-opstilling	Series of tables set up in the shape of a U with chairs set all around.
upgrading	Airlines moves passenger into higher priced seating at no extra charge.
URL (Enhedsressourcefinder)	A URL is most popularly known as the "address" of a web page on the web (e.g. <a href="http://www.example.com">http://www.example.com</a> )
USB stick	Portable storage device, that can hold information for use in electronic equipment
utilstrækkelig indbetaling; uindfriet regning	Insufficient payment/funds received for items ordered.
utsendelse	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.
uventede udgifter	Unbudgeted expense.
vægpaneler	Partition units (walls, doorframes, etc.) in standard sizes, used for building stands in the sizes desired in a given context.
vægstand	Stand constructed with plywood or similar material as opposed to one formed by drapery only.

værelse med morgenmad	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.
værelse med to dobbeltsenge	Room with two double-size beds suitable for two or four persons.
værelse med vakker udsigt	Room with a patio or balcony overlooking a garden or water.
værelsesbestilling	Booking of a particular type of room for specific dates.
værelsespris	Amount charged for the occupancy of a room.
vært	Association, corporate body, town or other party that invites an event to take place within or under its jurisdiction.
værtinde	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.
værtsland	Country that invites an event to take place within or under its jurisdiction.
valgfri tur	Tour which can be purchased by individuals at an additional cost.
valgfrie emner	Additional services/tours, etc. which may be booked or not according to preference.
vandforsyning	Temporary supply of water to a stand.
vandremikrofon	Small microphone, with or without wire, which can be moved easily.
vandrettekst	Text moving horizontally across the bottom of a video screen.
varemodtagelse	Area on premises where goods are received.
Ved hjælp af en underleverandør	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
vejledning for foredragsholdere	Guidelines for those presenting an oral presentation.
velkomstcocktail; velkomstdrink	Drink served as an introductory gesture of welcome.

velkomstreception	Reception/party where welcome drinks are served.
velkomstrum	Room or suite of rooms used to entertain guests.
Venner	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.
venteliste	Person attempting to travel on a flight without a confirmed reservation.
ventilation; udluftning	Process of supplying or removing air by natural or mechanical means to or from any space.
verdenskonference	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.
videnskabelig komité; videnskabeligt udvalg	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.
videnskabeligt mode	Groups whose members are involved in research or applied sciences and suppliers to those groups.
videnskabeligt program	The content of the meeting described in chronological order and generally including the full list of speakers and the titles of their papers.
videnskabeligt sekretariat	Administrative staff appointed to process all aspects of the scientific programme of a meeting.
videoafspiller	Equipment for playing back video and audio signals on magnetic tape.
videobånd	Magnetic tape used in video equipment.
videobåndoptager; video	Equipment for the recording of images and sound on a magnetic tape in the form of a video.
videofremvisning	Projection of video productions whether by monitors or on large screen.

videomode	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.
videoplade; videodisk	Recorded disc containing images and sound.
videreuddannelse	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.
virksomhedsbesøg	Tour to a manufacturing plant of interest to the meeting.
Virtuel MC	The interface to the virtual audience during a Live Streamed event
vitrine; glasmontré	Glass-enclosed case for articles on display.
Vogne	means of transport
voucher; værdibevis	Ticket which travellers exchange for prepaid services such as accommodation, meals and tours.
Walkie talkie	Is a hand-held, portable, two-way radio transceiver.
white board	Hard smooth white surface used for drawing or writing in water-soluble felt pen.
Wi-fi/Trådløst internet	technology that allows electronic devices to connect to a wireless LAN (WLAN) network,
workshop	Working meeting aiming at finding a solution and a result to some problems or questions pending.