

WORD**DESCRIPTION**

执行委员会

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

管理委员会

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

指导委员会

Group which decides on the order of the procedures.

组织委员会

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

协调委员会

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

财务委员会

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

顾问委员会；咨询委员会

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

学术委员会

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.

常务委员会

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

特别委员会

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

小组委员会

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.

名誉顾问委员会

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

地方委员会；国内委员会

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

地方/国内组织委员会

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

资格认定委员会

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

论文审定委员会

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

主席

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

联合/共同主席

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

总干事

Permanent head of the general organization.

执行干事

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

常务办公室

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

专业会议组织人员/公司

Company or individual professionally engaged in organizing meetings.

顾问

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

会议召集人

Member of committee in charge of convening participants.

会议管理负责人

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

管理

Organization and management.

理事会

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

执行理事会

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

会议筹备秘书处

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

会议接待人员

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.

导游

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

交通运输协调员

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

学术秘书处

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

名誉秘书

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

名誉主席

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.

主席

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

副主席

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

讲演人（发言人）

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

特邀讲演人（发言人）

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

基调发言人

Speaker who sets forth the theme of the meeting.

撰稿人

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

专题演讲讨论主持人

Person who presides over panel discussions and forums.

研讨负责人

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

听众发言人

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

会议发言人

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

汇报人

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

发言人

Person who speaks on behalf of a group.

参与者

Person taking part in the activities of a meeting.

代表

Voting representative at a meeting.

代表团

Representatives of a particular country or organization at a meeting.

观察员

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

陪同人员

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.

会议主办单位

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

会议主办国

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

辅助人员

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).

咨询顾问

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.

主办国委员会

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

官员

Appointed personnel with specific tasks.

赞助人

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

认可指导委员会

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

团队

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

提名

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

大会事务局

A non profit umbrella organization that represents a city or geographic area in the solicitation and servicing of all types of travelers to that city or area... whether they visit for business, pleasure or both.

监察委员会

A committee of inspection, control.

公司主管

Principal executive officer of a company.

会议秘书处

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

现场负责人

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

餐饮销售经理

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

总执行长官

The principal officer responsible for overall administration of an organization.

财务总监

Executive responsible for financial affairs of an organization.

营运总管

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

认可会议专业人士 2.
会议中心提供的住宿、
饮食等一揽子服务

1. Certified Meeting Professional: accredited designation offered by the US Convention Liaison Council. This designation certifies competency in 2 areas of meeting management through application

and examination. 2. Complete Meeting Package: an all-inclusive plan offered by conference centers: includes lodging, all meals and support services

委员会

A group of people appointed for a specific purpose.

接待员

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

海关报关员

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

销售负责人

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

信托管理局

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

出口运输公司

A business which handles export shipments.

陆地运输公司

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

专业会议组织者

Professional Conference Organizer

租借人

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

出租人

Person or organization which offers a lease.

终点管理人/目的地管理
公司

Destination Management Consultant.

名誉主席

Senior member of the committee of honour.

衣物存放管理员

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

车场服务生

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

舞台设施负责人

Employee of the venue in charge of stage facilities.

行业

Relating to groups whose members work in common fields.

行业展览主办者

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

会议辅助人员

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.

保安人员

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

辅助服务

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

学院

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

财务手续

Outline of accounting and banking systems.

成本估算

Preliminary calculation of the cost of work to be undertaken.

预算

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

阶段性预算

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

报价

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

成本控制/管理

Process of maintaining levels of expenditure within the budget.

支出

Money paid out.

收入

Money received.

收支表

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

往来账目决算书

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

财务报告

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

财务总监

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

财务审计

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

合法署名

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

支出承诺授权；购货订单

Signed authority to proceed with an item of expenditure.

固定成本

Fixed payment with no extra costs to be added.

注册登记费

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

正式发票

Official acknowledgement of money received.

酬金

Payment made in token of personal involvement in an event.

退款

Money repaid.

付款授权

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

付款通知

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

预付款

Money received on account for payment.

定金

Partial payment to secure product or service

未结帐户

Outstanding invoice not yet paid.

付款不足

Insufficient payment/funds received for items ordered.

付款方式

Method of settling a bill/account.

银行汇票

Payment format issued by a bank.

银行过户

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

电子付款

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

可兑换性

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

银行担保

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.

无息贷款

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

加值税

Government tax levied on goods and services.

契约；合同

Legal agreement between two or more parties.

说明书

Complete description of requirements.

否认条款/声明

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

解约条款

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

募集资金

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

捐赠

Sum of money or items of value received as gifts.

赠款；补助金

Money obtained from bodies or authorities to underwrite expenditure.

资助团体；资助者

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

赞助团体；赞助者

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

受到...的资助

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

在...大力支持下

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

赠送的

Offered at no cost.

保证金

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

银行汇款

Money forwarded by or to a bank.

追加条款

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

赞助

Donated financial or material support.

借记

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

借贷

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

催款单/发票

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

赞助

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

银行业务

The carrying out of financial operations.

财务审查

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

时间与材料

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

预算外支出

Unbudgeted expense.

变更

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

出关税

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

邮寄催款单

Accounts receivable mailed to individuals or firms with established credit.

远期合同

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

信用证

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

退款标准

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

实际成本

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

租赁成本

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

免责条款

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

不可抗力条款

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

定期汇票

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

提前注册登记

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

注册登记

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

姓

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

名

Name given to identify individual family members.

国籍

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

出生地

Denotes place of birth (not necessarily nationality).

出生国

Denotes country of parental nationality.

称号

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

职位；头衔

Function or job description within an organization.

联系地址

Address to which correspondence is sent.

登记截止日

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.

登记确认

Official acknowledgement of receipt of registration and fees.

登记不全

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

规定期限后登记

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

会议期间登记

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

当场登记

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

早期登记

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

1. 在一定时间内的参会总人数 2. 在一定时间内的参展总人数

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

预登记名册

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

参会者动机

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

参会者过去参会情况

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

参会者出生地

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

会议举行日期

The time of the year when the meeting takes place.

开会时间

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

会议举行地点

The destination where the meeting takes place.

会议举行周期

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

会议主题

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.

会议举行场所

The building and environment area where the meeting takes place.

会议总称

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.

讲演

Discourse given before an audience, especially for educational purposes.

会议

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.

会议

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.

会议

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.

大会

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.

展览会

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

研讨会

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.

学术会议

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

讨论会

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.

学习日

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

工作会

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

论坛

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

圆桌会议

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.

非正式会议

Informal gathering, not necessarily social.

集思广益会

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

辩论会

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

通报会

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.

电话会

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.

电话会

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.

电视会

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.

电话会

Telephone conversation involving a number of subscribers simultaneously.

专题讨论会

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

讨论小组

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

工作组

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.

学习组

Meeting of experts with the purpose of being analysis alone.

专家组

Group of specialists in a particular field.

分组会

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

分组会

Sessions scheduled at the same time.

分组会

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

视展会

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

口头发言

Contribution made verbally.

额外会议

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

非正式会议

Informal session with no specific agenda.

自由交流会

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.

实际示范

Special sitting for the demonstration of particular practical methods.

工作会

Every prearranged session of a meeting.

筹备会

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

全会

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.

临时会议

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

问答会

Question and answer period.

多组会

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.

董事会

A meeting of the governing body of an organization.

分组讨论会

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.

教育有关会议

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

教育方面的会议

The educational aspects of an event.

大会

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

地方活动

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

强化培训

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

海报展

Area with display of posters.

研究生进修课程

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.

卫星会议, 附属会议

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

事前打招呼会议

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

讨论会

A discussion within a forum (cf forum).

研讨会

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

互动会议; 选举会

Session where participants take an active part in the work.

交流会

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

全体会议

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

分组研讨会

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

分组讲座会

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

大会分组会

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

分组讲座会

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

基调发言

Top level presentation.

参会总人数

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

临床实习

Workshop-type educational experience where students learn by doing.

公司会议

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.

商务旅游

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.

国内会议；地方会议

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.

国际会议

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.

国外/国家会议

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

参加人数至少四个国家,
代表100名以上的国际
会议

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

国内会议

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

世界会议

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.

开放空间技术

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.

用开放空间技术举办的会议

A meeting organized through Open Space Technology.

政府会议

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

海外会议

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

预备会议

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

科学会议

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

技术会议

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

事务活动

That which happens, an occurrence.

奖励会议

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

智囊团

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

顾问团

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

政府间会议

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

熟悉会场, 熟悉之旅

Hosted trip to assess facilities, locations or services.

场地视察

Inspection to assess facilities or location.

预演

Practice run held in advance of an event.

座位顺序

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.

座位卡

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

参会者身份卡

Identifying card worn by attendees to a meeting.

文件夹

Container for meeting documentation.

会议文件夹

Generally a comprehensive collection of meeting documentation within its container.

开幕式

The formal opening of a meeting.

开幕式会议

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

开幕式讲话

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

基调发言

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

闭幕式讲话

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

闭幕式会议

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

闭幕式

Formal closing of a meeting.

方案设想

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

议题

Subjects to be discussed at a meeting.

讲演时间

Time given to a particular speaker to make his presentation.

讲演限制时间

Duration of the time accorded to speakers.

会议中断

Definite break in meeting for a specific and unprogrammed reason.

休会

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

参会确认卡

Admission card confirming a booking and registration.

批准书

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

选择

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

可选服务项目

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

联络

A close collaboration for smooth coordination.

加班

Work performed on overtime.

成人教育学分

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.

个人单独行动

Departure of individual passenger from established group itinerary.

海报张贴者指南

Guidelines for those presenting a poster.

会议中断

Temporary break in meeting for a specific and unprogrammed reason.

登记者帐页

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

出席人数

Actual number of people attending a function.

市场段

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

服务设施

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.

会议安排指南

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.

邮寄

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.

会场

Meeting site. Premises where the meeting will be held.

会议中心

Premises built specifically for holding meetings and exhibitions.

会议室

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

可容人数

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

有便利伤残人设施

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

大厅

Public area in hotel or hall for assembly or registration.

接待服务台

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

咨询台

Stand at which an official gives information.

登记台

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

通知栏；通知板

Board displaying one or more notices or warnings.

会议细目栏

Board or video screen listing the days events.

留言栏

Board on which messages are displayed.

会议移动通知栏

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

信息指南标记

All informational and directional signs required for an event.

传真机

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.

复印机

Machine for photocopying documents.

邮电局

Agency handling the transmission of mail.

保安服务

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

急救室

Place where emergency care is provided.

急救

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

失物招领处

Stand where lost items may be recovered.

紧急出口

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

衣帽间

Room in which outer garments may be left temporarily.

厕所; 洗手间

Sanitary convenience.

舞台周边区域

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

拆除

Action required to dismantle a function setup.

拆除再设

Action required to break down and reset a room.

(会议室) 设置

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

固定设施

Fixed equipment.

场地设置平面图

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

会议室

Room where an assembly meets.

委员会会议室

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

固定席位

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

会场式样

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

半圆形会场

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

型

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

马蹄形

Horse-shoe shaped table.

E型

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.

V型

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

教室安排型

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

垂直安排型

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

T型

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

会议型

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

口字型

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

主席台

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

讲坛

Raised platform on which a speaker stands or sits.

讲台

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

贵宾席

Seating location for honoured guests and/or meeting presenters.

半圆型

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

无扶手椅子

Armless chair.

摞叠椅

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

带写字板椅子

Chair with an attached writing surface.

黑板

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

白板

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

图表纸板

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

移动壁

Movable interior wall.

移动墙板

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

隔音板

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

电插座

Mechanical electrical connector.

照明

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".

荧光灯

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

聚光灯

Adjustable lamps with direct or high intensity light.

弧光灯

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

调光装置

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

通风

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

空调

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

商务中心

Area in hotel or meeting venue offering various office facilities.

目的地城市

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

信息中心

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

集合地点

Meeting place in venue for individual appointments of delegates.

讲演者预备休息室

Lounge for speakers to relax and to prepare their presentations.

装饰

That which adorns, an ornament.

讲演准备室

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

舞台前方

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

会场后方

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

清洁打扫

Ä^S^#fi(L)

信号系统

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

会议场所

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

会场设备

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.

医疗服务

First aid provision.

海报张贴板

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

通信中心

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

视听觉设备

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

闭路接线回路

Closed electric circuit.

助听传送器

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

屏幕

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

抛物线屏幕

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

电子笔

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

电子提词器

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

电子黑板

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.

投影机

Optical instrument for projecting an image onto a screen.

幻灯投影机

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

后方投影

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

前方投影

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

玻璃珠屏幕

Type of screen surface used for front projection.

幻灯片

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

幻灯投影机

Apparatus used for projecting photographic slides onto a screen.

转盘投影机

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

幻灯片转盘盒

Circular holder used for projecting 35mm slides.

录像、录音磁带盒

Plastic box containing a video- or sound recording tape.

录音机

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

录像机

Magnetic tape used in video equipment.

录像机

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

录像机

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

录音、录像机

Machine designed only for playback of recorded magnetic tapes.

录音复制机

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

光盘

Recorded disc containing images and sound.

电影机

Equipment for projecting cine film.

录像投影机

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

电视屏幕

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

复制

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

焦点调节

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

动画

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

图像、声音、色彩调节器

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

多影像多屏幕投影

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

重叠投影

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

分离屏幕

Horizontally or vertically separated video pictures shown simultaneously.

灭灯

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

宽影像镜头调节器

Lens adapter designed to produce a wide-screen image.

多频道

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

指示灯

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

字幕显示

Text moving horizontally across the bottom of a video screen.

摄像机座

Pan-tilt device on which a camera is mounted.

话筒或灯具位置调节器

Adjustable support for positioning microphones or lighting fixtures.

音响

Audible effects.

公共视听系统

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

扩音器

Device enabling sound to be intensified.

扩音

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

音响死角

Area where sound is muffled or absent.

接受器

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

无线传送系统

System for message transmission by radio.

电波传送装置

Apparatus for transmitting radio waves through space.

广播装置

Speaker system that connects the control room with the studio.

技术指导

Person who calls cues from the control room.

技术员

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

话筒；麦克风

Instrument which converts sound into electrical signals.

耳机

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

耳机

Headphone with a built-in microphone.

带架麦克风

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

随身麦克风

Microphone designed for positioning on the clothing of the user.

衣领麦克风

Portable microphone that hooks around the neck.

台式麦克风

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

讲台式麦克风

Microphone attached to a lectern.

立式麦克风

Microphone fixed on a support-stand.

移动式麦克风

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

全方位麦克风

Microphone that picks up sound from all directions.

单向麦克风

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

枪型麦克风

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

小型麦克风

Small microphone.

无绳麦克风

Portable microphone operating on its own power source.

无线电波麦克风

Microphone used for transmitting radio waves.

唇式麦克风

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

近讲话筒

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

远距离麦克风

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

双向通话机

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

音响调节室

Area from which technician operates sound system in a room.

电脑控制立体音响系统

Sound balance control assisted by computer.

提示

A speaker's prompt

互动回应系统

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.

遥控

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

录像投影

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

幻灯片

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

视听

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

中央控制台

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

频道

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

音响反馈

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

室内照明

Lighting of room separate from stage lighting.

对讲装置

Audio system permitting two-way communication.

多频道

With two or more communication bands (receivers).

多媒体

Use of two or more audiovisual media in one presentation.

舞台边内区域

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

技术彩排

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

舞台照明

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

电子白板

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.

电脑投影

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

激光指示器

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

互联网设施

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

笔译服务

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

会议指定语言

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

工作语言, 会议使用语言

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

原文语言

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

原语

Language from which a speech or document is translated.

矢语

Language into which a speech or document is translated.

口译

Oral translation from one language to another.

会议口译员

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

会议笔译员

Person who translates meeting documents into other languages.

会议用语专家

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

连续翻译（口译） / （交替口译，交传）

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.

连续翻译口译员 / （交替口译员）

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.

同声传译员

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

双向口译

Interpreting both ways: from and into the foreign language.

耳语翻译

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

接力翻译

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.

单语接力翻译

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.

联络式翻译

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

电脑辅助翻译

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

同声传译的语言数

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

有线口译系统

System for the transmission of interpreting by cable or wire.

无线红外线译系统

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

电话同传；远距离同传

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

同声传译室

Soundproof cabin in which the interpreter works.

移动同传系统

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

同传翻译团组

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

使用语言

The language being used by the speaker.

翻译语言

Language into which interpretation is provided.

印刷物；出版物

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

材料复印

Reproduction of documents.

材料分发

Handing out or mailing of documents.

邀请信

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

邀请函

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

印刷表格

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

设施申请表

Preprinted document on which facilities can be ordered.

申请确认书

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

登记表

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.

入场券

Ticket to be used for admission to an event.

登记确认卡

Admission card confirming a booking and registration to a meeting.

入场许可证

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

电影播放申请表

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

论文发表申请表

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”.

海报张贴申请表

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

示范表演申请表

Form requesting authorization to give a demonstration.

讨论参与申请表

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.

参会者纲要

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.

发言人指南

Guidelines for those presenting an oral presentation.

写作规范指南

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

论文征稿通知

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

第一次通知

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

单页会议通知、广告

Single-sheet printed announcement or advertisement.

临时会议安排表

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.

会议安排一览表

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

学术安排表

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

会议最终安排表

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

会议活动安排表

Schedule of events, giving details of times and places.

会议时间表

Timetable of meeting content.

会议手册

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.

会议手册

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

代表名单

List of delegates registered to attend an event.

与会者名单

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

会议宣传简报

Update information sheet, generally used for promotional purposes.

会议报告

Official summary of meeting events.

终结报告

Final summary of meeting events.

会议发言人讲稿集

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

会议发言人讲稿分集

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

会议摘要；会议备忘录

Formal written record of a meeting.

论文集

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

发言文稿录笔

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

建议

Strongly suggested course of action; sometimes has binding force.

动议

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

提议

Plan put forward for consideration or acceptance.

决议

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

大框架

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

草案

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

摘要

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

讨论摘要

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

简报

Short account of a speech, debate or discussion.

摘要集

Printed volume containing summaries of accepted papers.

论文

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

讲演

Usually formal discourse delivered before an audience.

应邀讲演

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

普通论文

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

讲演纪录

Written copy of spoken material.

讲演原稿

Prepared version of a speech.

海报

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.

组织标志

Symbol identifying an organization or event.

电脑制作原稿

Lettering generated by a computer.

设计布局

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

草样

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.

排版

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

原稿

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".

制版原稿

Materials ready for photographic reproduction.

校印

Printing process.

校样

Final copy for approval before printing.

出版许可

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

印刷数量

Number of copies printed.

正片

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

负片

Reversed form of original art or type.

电脑印刷

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.

文字处理器

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

数据解读器

Electronic device that modulates and demodulates signals transmitted over data communications facilities. Most commonly seen as an interface between computers and telephone networks.

手提电脑

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.

显示屏

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

键盘

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

键

Button on a computer keyboard.

大写

Type larger than that used in body of page.

小写

Small letter, as distinguished from a capital letter.

说明书

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

每日简报

Daily information sheet for participants during event.

会议事务细目表

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.

票券

A negotiable ticket or voucher; a pass or ticket.

综合消息

Information of interest to all participants.

全文

The complete version of a text

参展信息卡

Cards collected from attendees, requesting information about exhibitors.

装订

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

黏胶装订

Binding process by which pages are glued together.

线装订

Binding process using wire staples.

平叠装订

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

投标书

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

投标手册

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

保险证书

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

名片

A name card which identifies you.

会议通知书

Leaflet or brochure with essentials on forthcoming event.

概要

Written short version of speech or paper.

标题

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

确认书

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

新闻媒体室

Space reserved for media representatives.

新闻媒体部

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

新闻代理

Agency that collects and distributes information to the news media.

新闻官员

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

报刊材料剪裁

Article cut from a newspaper or magazine.

新闻资料

62press release; press communiqué

新闻发布；新闻公告

Prepared statement released to the news media.

记者招待会

Meeting held to communicate information to media representatives.

公共关系

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

公共关系官员

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

宣传

Publicizing and supporting an event.

宣传负责人

Person

公共宣传活动

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

公共宣传材料

Brochures or other items needed for promotional purposes.

媒体广告

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

材料收取人地址名单

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

申请正式确认材料

Document for official authorization.

确认书规章

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

官方确认标识

Identifying tag used for official authorization.

有关单位

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

展览会; 博览会

Event at which products and services are displayed.

参展者

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

联展商

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

参展者名单

List of exhibiting firms, usually with locations.

观展人

Person attending an exhibition to view the exhibits.

行业观展人

Visitor to an exhibition representing a specific trade or profession.

贸易展览会

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

贸易日

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

大众展览会, 公众博览会

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

产品展览会

Display of products.

开放时间

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

展览延长时间

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

展览中心

Venue at which exhibitions are held.

展览厅

individual room within an exhibition venue.

展览说明书

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.

参展者指南

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

出展目录

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

展览计划

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

展览举办负责人

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.

展览负责公司

Company which provides services to exhibition management and exhibitors.

展览专门负责公司

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

展览外包公司

Company retained by general contractor to provide services.

展览场地施工公司

Contractor or agent responsible for providing an exhibition shell scheme.

租赁契约

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

展览场地要求

Amount of stand/booth space required by individual exhibitors.

展位划分

Process of assigning space to exhibiting companies.

展位保留申请表

Form for official request to utilize a particular space.

展位划分优先制

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

展位费

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

每平方米展位费

Basic charge for a square metre of exhibition space.

展览会所平面图

Scale plan of the floor area of an exhibition.

地面最大载重负荷

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

天花板高度

Height of the ceiling of the exhibition hall.

展览间

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

通道, 走道

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.

展览间面积

Space in which stands are laid out.

违法使用面积

Use of floor space outside exclusive booth area.

展览间空间

Dimensions of assigned space.

犄角展览间

Exhibit space with aisles on two sides.

排头展览间

Stand at the head of a row.

并排展览间

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

半岛型展览间

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

独立展览间

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

全套展览间

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

空间

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

三和板展览间

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

简易间

Exhibit or display built for one use only.

拼装式展览间

Unassembled exhibit material requiring on-site assembly.

组合式展出

Exhibit constructed with interchangeable components.

组合式墙板

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

展览间装饰物

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

展览台

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

展览柜

Glass-enclosed case for articles on display.

架

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

出展物

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

展品目录

Total amount of furniture and equipment available for show.

招牌

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

旋转台

Motorized rotating platform.

叉车

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

货架

Wooden platform used to carry goods.

电话接线板/插头

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

临时供电

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

供水

Temporary supply of water to a stand.

展间安装

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

准备时间

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

拆除

Take-down and removal of exhibits.

拆除期限

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

展览间清扫

Cleaning services to individual stand areas.

垃圾处理

Removal of rubbish from building or stand areas.

展区周边展示面积

Exhibition space located on an outside edge of exhibition area.

悬挂装置

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

展品运送保险

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

火险

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

悬挂条幅，旗帜

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

运送

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

展览服务负责人

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

耐火材料

Material that is flame resistant.

展览会负责人

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

总面积

Total amount of space in exhibition hall or meeting room.

额外选择1.展间临时保留
2. 额外活动服务费

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.

室外展示

Space/stands located outdoors.

负责贸易展览的专业公司

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

每平方米费用

Cost per square metre/foot for exhibition space.

展品台

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

预订

and/or services ordered up front.

通道标识

Signs, usually suspended, indicating aisle numbers or letters.

设备存放区

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

陈列制作商

Company which fabricates displays.

装饰管

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

运送

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

运送指示表

Form for exhibitor requesting handling of materials.

展览区划分

Method of marking booth/stand space.

在展览会上直接订货

Exhibited goods and/or services ordered on-site.

自由造型

self-supporting and independent exhibit material.

硬壁式展间(美国); 欧式展间

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

货物搬入口

Area on premises where goods are received.

一揽子展览承包计划

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

长设展览位

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

展间租赁

Complete booth package offered to exhibitors on a rental basis.

桌面陈列

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

短期展位租赁

Short-term rental space.

画架/黑板架

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

出口许可证

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

毛重

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

展览安装日

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

展览拆卸日

Dates) set for dismantling.

展示净面积

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

升降台

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

夹在中间的展间

Exhibition space with booths at back on each side.

娱乐活动

Activities performed for the enjoyment of others.

娱乐节目

Programme of events organized for the entertainment of participants.

社交游览节目, 社交活动

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

陪同人员节目, 伴侣节目

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

鸡尾酒会欢迎仪式

Drink served as an introductory gesture of welcome.

欢迎招待会

Reception/party where welcome drinks are served.

晚宴

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

庆祝宴会

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

公务晚餐, 会议晚餐

Evening meal forming part of the official programme.

娱乐节目

Organized performance for entertainment, usually in the evening.

开戏前活跃观众的准备工作

Activity to liven up the audience prior to show time.

客人入/出场音乐

Music accompanying the arrival or departure of guests.

外出游览, 观光

Organized outing to a specific place of interest.

旅程路线

Detailed programme of a visit or tour.

观光游, 市内观光

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

会前游览, 会后游览

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

会后活动

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

访问

Organized outing to a local place of interest.

视察, 学习访问

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

技术视察, 实地考察

Tour to a workplace of interest to meeting participants.

生产厂家视察

Tour to a manufacturing plant of interest to the meeting.

时装表演

Choreographed display of garments by models.

供选择的游览活动

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

会场外的活动

Conference Terminology

托儿设施

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

夜礼服, 正装

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

西装, 商业装

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

剧场预定

Reservation of seats at a theatre.

旅游局, 观光局

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

聚会

An informal social gathering.

贵宾席次

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

仪典

Customs and procedures dealing with formalities, precedence and etiquette.

演说

A formal and dignified public discourse.

休闲服

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

晚宴用正装, 燕尾服

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

(会议, 活动) 预约

Booking for events taking place at a future time.

正式(官方)招待会

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

社交晚宴

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

社交会议

Gatherings for social purposes.

鸡尾酒会, 招待会

Stand-up social function with drinks and snacks.

主题晚会

A special reception or banquet designed around a central motif.

体育运动服务

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

旅游服务

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

休闲活动服务

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

文化活动服务

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

所有其他类型活动

All non-intellectual oriented meetings.

旅行社, 旅行代理

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

票证, 交换票证, 代金券

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

全包括在内的旅行

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

官方班机

Officially designated airline that handles meeting transportation at preferential prices.

超额预订

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

旅行保险

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

运输工具

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

输送程序

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

接送班车, 班车服务

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

租车服务

Facility to hire a car.

宾馆入宿

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

房间预订

Booking of a particular type of room for specific dates.

宾馆预订表格

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

房间确认; 预定确认(书)

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.

住房登记表

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

食宿全包

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

包两餐食宿

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

包早餐食宿

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

单人房间

Room containing one bed for one person.

双人房间

Room containing one bed for two persons.

双人房间单人入住

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

一房二床

Room containing two single beds.

套间

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

双连房

Rooms with common walls which do not have connecting doors.

连房

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

房间价格

Amount charged for the occupancy of a room.

日价

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

平价

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

特殊价,小组价

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

全价

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

服务费

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

杂费

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

小费

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".

设施

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

优惠房间

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

集体预定的一组房间

Number of rooms reserved for one group.

小组房间预定

Block reservation of rooms specifically for a group.

截止日期

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

没能兑现

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

旺季

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

淡季

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

餐饮服务

The provision of food and beverages.

餐饮清单

Actual number of meals served at a food function.

餐桌, 座位安排

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

领班

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

法式服务

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

按菜谱点菜

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

组菜单

Full-course meal menu at a fixed price.

欧陆式早餐

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

午餐

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

工作午餐

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

晚餐

Evening meal for a group; not usually ceremonial.

点心饮料

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

休息加茶点

Time between sessions when refreshments are served.

休息加咖啡

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

喝茶休息

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

酒水免费供应吧; 酒水赞助吧

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

自付酒水吧

Private room bar setup where guests pay for drinks individually.

自助餐

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

招待会

Stand-up social function with only canapés and beverages.

预订

To make a reservation.

预订确认

Reservations confirmed in writing.

双人床

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'^"

两个双人床房间

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

减低标准

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

提前到达

Guests arrival before confirmed reservation date and/or time.

英式早餐

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

欧式不含三餐的房间

Room rate with no meals included.

家庭价

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

迟到房间预付保证

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

确认房间保证

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.

日期未确定的票

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

未做预约

Guest requesting accommodation or service without a prior notice.

整套旅行计划

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

未付帐离开的客人

Departing guest who fails to pay for accommodation.

逾期住店的客人

Guest who stays at facility beyond stated departure date.

按瓶结算与结帐

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

按杯结算与结帐

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

按人头结算与结帐

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

按单数结算与结帐

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

客人到达宾馆时间

Preferred time for guests to arrive at hotel.

客人离开/退房

Procedure for guest departure including account settlement.

客人退房时间

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

开瓶费

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

双重预订

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

官方航空公司

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

均价

One rate for each room in a guest room block.

升级

To change to a superior standard.

俄罗斯式服务

Waiter offers food platter to guests who help themselves.

会议总部宾馆

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

招待间

Room or suite of rooms used to entertain guests.

宾馆按等级设施条件分类

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

1. 客房占有率
2. 参加者人数

1. Number of sleeping rooms actually occupied during a particular night.

客人住房负责部门

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

自愿/无偿升舱

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

带有阳台的房间

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

法定飞机连机间隔时间

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

淡季

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

客房占有率

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

美式接待会

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

客人到达前将食物摆上桌

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

带大号床的客房

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

大号床

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

临时票

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

房间预订超额将客人迁入另一家宾馆

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

列幅, 前后座位间隔距离

Distance between rows of seats on an aircraft.

出席会议者整体旅行

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

参会人住宿天数

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

会期外住宿

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

城市间旅行

The means of travelling between two cities.

城市内旅行

The means of travelling within a city.

客人到达手续

Procedure for guest arrival and registration.

小组旅行计划

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

立体投影机

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

立体投影幕

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

安卓

Android is an operating system for mobile devices such as smartphones and tablet computers.

安卓市场

A service for Smartphone users operating on the Android platform which allows them to browse and download mobile applications

手机应用软件

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

苹果软件应用商店

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

观众回应系统

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.

伴音传输

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

条形码阅读器

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

黑莓

See smartphone

蓝光

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

蓝牙

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

建筑投影

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

云技术

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

刷色

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

演示者讲台演示显示器

A screen placed on the lectern or top table at a meeting which displays the presentation as it appears on the screen allowing the speaker to face the audience without turning around to see their slides

多功能数字讲台

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

数字标识标牌

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

云储存服务软件

A Cloud based application for sharing file downloads

DVD录像机

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

电子会议 / 活动

Conference which is held electronically via the internet

电子壁报

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

会议博客 / 论坛

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

脸书

A social media forum where people can join, make friends, post comments, videos and other items to allow interaction and comment,

移动储存盘

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

文件传输协议

File transfer protocol – a Web based application for sharing large file downloads

镜头挡光板

Any device which produces patterns of light and shadow or various pieces of equipment that go before a light

定位器

Global Positioning System – allows the user to navigate to a certain destination

手提话筒

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

高清投影机

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

高清投影幕

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

耳麦

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

混合型会议

An event with both live and virtual attendees

内部对讲装置

A device commonly used for closed communication

网吧

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

同声传译室 / 同传箱

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

同声传译接受耳机 / 同传接受器

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

爱派德

See tablet

爱疯手机

See smartphone

信息技术

Information Technology is the area of managing technology and encompasses wide variety of areas that include computer software, information systems, computer hardware and programming languages

爱疯音乐

See media player

社交影响力平台

Social media analytics to measure a user's influence across their social network

佩戴式麦克风 / 领夹式
麦克风

A wireless microphone attached to either the tie or jacket

液晶投影机

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

液晶投影幕

Is a type of flat panel display

发光二极管 / LED 屏幕

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

职业社交网站

A business orientated Social Networking site

实时播放

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

媒体库

Media library application for playing audio, video and viewing files

网络分段

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

画中画

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

Ping 技术

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

等离子显示屏

Type of display screen

播客

A series of digital media files (either audio or video) that are downloaded via the web

帖子

A type of social media

二维条码

A QR code (abbreviated from Quick Response code) is a type of matrix barcode (or two-dimensional code)

The system has fast readability and large storage capacity. The code consists of black modules arranged in a square pattern on a white background.

投资回报率

Return on Investment Methodology used for measuring the effectiveness of meetings and events. A planning and evaluation tool.

会议 / 演示倒计时系统

A technology to control the duration of a presentation

Skype 视频通话

See VOIP

演示文档分享平台

A web based community for sharing presentations, documents, videos and webinars

智能电话

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

短信互动

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

社交媒体

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

社交网络

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

会议寻人器

a device that allows delegates to find other delegates while at the same event.

控制网络平台

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

切换软件

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

平板电脑

See tablet

平板

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

触摸屏

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

推文

A post on Twitter of no more than 140 characters

推特

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

推特更新屏

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

用户评论

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

音视屏传输

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

模拟主持人

The interface to the virtual audience during a Live Streamed event

VOIP 网络通信软件

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

会议投票系统

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

对讲机 / 无线电话机

Is a hand-held, portable, two-way radio transceiver.

Web 2.0 网站

Second generation of the World Wide Web incorporating new features and functions to allow for more user generated content

网络摄像头

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

网络广播

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

网络视频培训

Web-based Seminar, a presentation, lecture, workshop that is transmitted over the Web and is more likely to be interactive (audience participation)

宽屏幕

Any screen with an aspect ratio greater than 4:3

无线上网

A wireless internet connection

分享家

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

算法编程

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

应用编程接口

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

头像功能

An avatar is an image or username that represents a person online within forums and social networks.

社交媒体分析公司

BackType is a social media analytics company that helps companies measure their social engagement. Previously, the service started as a blog comment search engine.

短网址服务

Bitly is a free URL shortening service that provides statistics for the links users share online. Bitly is popularly used to condense long URLs to make them easier to share on social networks such as Twitter.

网络电视服务商

Blip.TV is an online video sharing site that provides a free and paid platform for individuals and companies who host an online video show.

博客

Blog is a word that was created from two words: "web log." Blogs are usually maintained by an individual or a business with regular entries of commentary, descriptions of events, or other material such as graphics or video. Entries are commonly displayed in reverse-chronological order. "Blog" can also be used as a verb, meaning to maintain or add content to a blog.

博客

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

博客谈话广播

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

BoardReader 搜索引擎

BoardReader is a free search engine that allows users to search for keywords only in posts and titles of online forums, a popular form of social networking.

Boxee 智能电视机顶盒

Boxee is a social video application that allows users to watch online videos on their TVs and computers. Users can share and watch videos from a variety of online videos sources for free.

书签

Bookmarking online follows the same idea of placing a bookmark in a physical publication—you're simply marking something you found important, enjoyed, or where you left off to continue reading later. The only difference online is that it's happening through websites using one of the various bookmarking services available, such as Delicious.

交谈

Chat can refer to any kind of communication over the internet but traditionally refers to one-to-one communication through a text-based chat application commonly referred to as instant messaging applications.

社交圈

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.

实时搜索引擎

Collecta is a real-time search engine that includes results from blogs, microblogs, news feeds, and photo sharing services as they are published.

集体智慧

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.

评论实体

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.

市场研究公司

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

网络管理软件

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.

信息分类网站

Craigslist is a popular online commerce site in which users sell a variety of goods and services to other users. The service has been credited for causing the reduction of classified advertising in newspapers across the United States.

知识共享组织

Creative Commons is a nonprofit corporation dedicated to making it easier for people to share and build upon the work of others, consistent with the rules of copyright. It provides free licenses and other legal tools to mark creative work with the freedom the creator wants it to carry, so others can share, remix, use commercially, or any combination thereof.

美味书签

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.

美国新闻聚合网站

Digg is a social news website that allows members to submit and vote for articles. Articles with the most votes appear on the homepage of the site and subsequently are seen by the largest portion of the site's membership, as well as other visitors.

网络评论平台

Disqus is a comment system and moderation tool for your site. This service lets you add next-gen

community management and social web integration to any site on any platform.

电子书

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

在线票务网站

Eventbrite is a provider of online event management and ticketing services. Eventbrite is free if your event is free. If you sell tickets to your event, Eventbrite collects a fee per ticket.

脸书

Facebook is a social utility that connects people with friends and others who work, study, and live around them. Facebook is the largest social network in the world with more than 800 million users.

火狐

Firefox is an open-source web browser. It has emerged as one of the most popular web browsers on the internet and allows users to customize their browser through the use of third-party extensions.

快闪族

A flash mob is a large group of people who assemble suddenly in a public place, perform an unusual and pointless act for a brief time, then quickly disperse. The term flash mob is generally applied only to gatherings organized via telecommunications, social media, or viral emails.

图片分享网站

Flickr is a social network based around online picture sharing. The service allows users to store photos online and then share them with others through profiles, groups, sets, and other methods.

网络论坛

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.

周五跟随 (#ff)

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

四方

Foursquare is a social network in which friends share their locations and connect with others in close physical proximity to each other. The service uses a system of digital badges to reward players who “check in” to different types of locations.

网络通讯簿软件

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.

谷歌浏览器

Google Chrome is a free web browser produced by Google that fully integrates into its online search system as well as other applications.

谷歌文档

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

谷歌新社交网站 谷歌+

Google+ is Google's new social network. It differs in that it promotes social sharing that is more similar to how people share in real life by providing features such as one that limits who you are talking to, creating 1-on-1 conversation.

谷歌阅读器

Google Reader is an RSS reader that allows you to aggregate various blogs and sites and collect updates to new content in one location. You can log on whenever you choose, and the latest content from multiple blogs will be in one stream so you don't have to navigate to each site individually.

地理位置社交网站

Gowalla is a social network in which friends share their locations and connect with others in close physical proximity to each other.

海啸

A social trend in which people use technologies to get the things they need from each other, rather than from traditional institutions like corporations.

网络社区

A Hangout is a video service on Google+ that allows you to video chat with up to 10 Google+ users at a time. You can name these chats, watch YouTube videos during them, open a Google Doc with colleagues, and much more.

新增热门话题标签

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.

青年交友网站

hiis a social network focused on the youth market. It is a social entertainment destination, with a focus on delivering a fun and entertainment-driven social experience online to users around the world.

社交媒体管理平台

HootSuite is a social media management system that helps brands streamline campaigns across social networks such as Twitter, Facebook, LinkedIn, and Google+ Pages. Teams can collaboratively monitor, engage, and measure the results of social campaigns from one secure, web-based dashboard.

HTML 网络编程

HyperText Markup Language (HTML) is a programming language for web pages. Think of HTML as the brick-and-mortar of pages on the web. It provides content and structure while CSS supplies style. HTML has changed over the years, and it is on the cusp of its next version: HTML5.

入境营销

Inbound marketing is a style of marketing that essentially focuses permission-based marketing techniques that businesses can use to get found by potential customers, convert those prospects into leads and customers, and analyze the process along the way. Inbound marketing leverages tactics such as SEO, blogging, social media, lead generation, email marketing, lead nurturing, and analytics. It is in direct contrast to outbound marketing, which utilizes traditional interruptive marketing tactics such as direct mail, trade shows, print and TV advertising, and cold calling.

热门应用

Instagram is a photo sharing application that lets users take photos, apply filters to their images, and share the photos instantly on the Instagram network and other social networks like Facebook, Flickr, Twitter, and Foursquare. The app is targeted toward mobile social sharing, and in just over one year, it has gained almost 1million users. Currently, it is only available for iPhone devices.

即时通讯

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

网络技术

Joomla is a content management system (CMS) that enables users to build websites and online applications.

社交影响力平台

Klout is a measure of social influence. The service allows users to connect various social accounts such as Facebook, Flickr, YouTube, etc., and then provides every user with his or her Klout score. The score is out of 100—the higher the score, the more influence you have on the social world.

生活直播

Lifecasting is a continual broadcast of events in a person's life through digital media. Typically, lifecasting is transmitted through the internet and can involve wearable technology.

Like 喜欢

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.

链接建设

Link building is an aspect of search engine optimization in which website owners develop strategies to generate links to their site from other websites with the hopes of improving their search engine ranking. Blogging has emerged as a popular method of link building.

职业社交网站

LinkedIn is a business-oriented social networking site. Founded in December 2002 and launched in May 2003, it is mainly used for professional networking. As of June 2010, LinkedIn had more than 70 million registered users, spanning more than 200 countries and territories worldwide.

专业人士社群新闻网站

LinkedIn Today is LinkedIn's own version of a social news service. Every industry on LinkedIn (marketing, journalism, technology, etc.) has its own LinkedIn Today. Stories are selected based off which ones are posted and shared the most by users of LinkedIn.

潜伏者

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

糅合应用程序

A content mashup contains multiple types of media drawn from pre-existing sources to create a new work. Digital mashups allow individuals or businesses to create new pieces of content by combining multiple online content sources.

雅虎探索社交网络

A meme on the internet is used to describe a thought, idea, joke, or concept to be shared online. It is typically an image with text above and below it, but can also come in video and link form. A popular example is the "I Can Has Cheezburger?" cat meme that turned into an entire site of memes.

MySpace 社交网站

MySpace is a social networking website owned by News Corporation. MySpace became the most popular social networking site in the United States in June 2008 and was overtaken internationally by its main competitor, Facebook, in April 2008.

排队策划网站

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

新闻订阅

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).

歌剧世界

Opera is an open-source web browser. While not as popular as Firefox, Opera is used as the default browser on some gaming systems and mobile devices.

谷歌交友网站

Orkut is a social networking website that is owned and operated by Google. The website is named after its creator, Google employee Orkut Büyükkökten. Although Orkut is less popular in the United States than competitors Facebook and MySpace, it is one of the most visited websites in India and Brazil.

潘多拉网络电台

Pandora is a social online radio station that allows users to create stations based on their favorite artists and types of music.

永久链接

A permalink is an address or URL of a particular post within a blog or website.

播客

A podcast, or non-streamed webcast, is a series of digital media files, either audio or video, that are released episodically and often downloaded through an RSS feed.

社交博客

Posterous is a blogging and content syndication platform that allows users to post content from any computer or mobile device by sending an e-mail.

社交网络分析服务

PostRank monitors and collects social engagement related to content around the web. Essentially it helps publishers understand which type of content promotes sharing on the social web.

移动视屏服务商

Qik is an online video streaming service that lets users stream video live from their mobile phones to the web.

网络分析公司

Quantcast provides website traffic and demographics for websites. The tool is primarily used by online advertisers looking to target specific demographics.

实时搜索

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

新闻聚合应用网站

Reddit is similar to Digg. It is a social news site that is built upon a community of users who share and comment on stories.

锐推

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

RSS Feed 编辑器

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

RSS 阅读器

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

在线文档分享网站

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

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

第二人生

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

视频在线微博客平台

Seesmic is a popular desktop and mobile social application. Using APIs, Seesmic allows users to share content on social networks such as Twitter and Google Buzz from the same application.

Sentiment is normally referred to as the attitude of user comments related to a brand online. Some social media monitoring tools measure sentiment.

演示文档分享平台

SlideShare is an online social network for sharing presentations and documents. Users can favorite and embed presentations as well as share them on other social networks such as Twitter and Facebook.

Skype 视频通话

Skype is a free program that allows for text, audio, and video chats between users. Additionally, users can purchase plans to receive phone calls through their Skype account.

社交媒体

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

社交媒体监控

Social media monitoring is a process of monitoring and responding to mentions related to a business that occur in social media.

浏览器

StumbleUpon is a free web-browser extension that acts as an intelligent browsing tool for discovering and sharing web sites.

标签云

A tag cloud is a visual depiction of user-generated tags, or simply the word content of a site, typically used to describe the content of web sites.

网志搜索引擎

Technorati is a popular blog search engine that also provides categories and authority rankings for blogs.

时间轴

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.

观潮网

A trend is seen on every social network. Facebook shows what is trending when multiple users are sharing the same link or discussing the same topic. Google+ highlights trending topic when a user conducts a search. Twitter has a section to the bottom right of its home feed which clearly shows what topics and hashtags are trending in tweets. And LinkedIn shows what industries (in LinkedIn Today) that a certain story is popular.

兴趣社交网站爆棚

Tumblr lets users share content in the form of a blog. Users can post text, photos, quotes, links, music, and videos from your browser, phone, desktop, or email.

客户端平台

TweetDeck is an application that connects users with contacts across Twitter, Facebook, MySpace, LinkedIn, and more.

广告服务提供商

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

推特

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

推特聊天

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

推特搜索

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

商业博客平台

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

颠覆会议 / 非正式会议

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

现场网播

USTREAM is a live interactive broadcast platform that enables anyone with an internet connection and a camera to engage and stream video online.

统一资源定位器

A URL is most popularly known as the “address” of a web page on the web (e.g. <http://www.example.com>)

视频博客

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

视频分享网站

Viddler is a popular video sharing site similar to YouTube and Vimeo in which users can upload videos to be hosted online and shared and watched by others.

视频网站

Vimeo is a popular video sharing service in which users can upload videos to be hosted online and

shared and watched by others. Vimeo user videos are often more artistic, and the service does not allow commercial video content.

病毒式营销

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

网站分析

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

网络视频培训

A webinar is used to conduct live meetings, training, or presentations via the internet.

Widget 组件

A widget is an element of a graphical user interface that displays an information arrangement changeable by the user, such as a window or text box.

维基百科

A wiki is a website that allows the easy creation and editing of any number of interlinked web pages via a web browser, allowing for collaboration between users.

维基百科

Wikipedia is a free, web-based, collaborative, multilingual encyclopedia project supported by the non-profit Wikimedia Foundation. Its millions of articles have been written collaboratively by volunteers around the world, and almost all of its

articles can be edited by anyone with access to the site.

WordPress 开源软件

WordPress is a content management system and contains blog publishing tools that allow users to host and publish blogs.

企业社交网站

Yammer is a business communication tool that operates as an internal Twitter-like messaging system for employees within an organization. It is used to provide real-time communication and reduce the need for e-mail.

点评网站

Yelp is a social network and local search website that provides users with a platform to review, rate, and discuss local businesses.

视频网站

YouTube is a video-sharing website on which users can upload, share, and view videos. Three former PayPal employees created YouTube in February 2005. In November 2006, YouTube, LLC was bought by Google Inc. for \$1.6 billion, and is now operated as a subsidiary of Google. YouTube is the largest video sharing site in the world.

卓豪

zoho is a suite of online web applications geared toward business productivity and collaboration.

网路相簿

zoomr is a online photo sharing service similar to Flickr.

Meetings Incentives Conferences & Exhibitions

弃权，放弃自己的那一票

to decline to use ones vote

休会，即推迟会议

to postpone proceedings

倡导某人

one who speaks in favour of another

为追求共同利益联合起来

joining in pursuit of common interest

古罗马式的露天圆形剧场，座位是阶梯式的

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

逐年事件的叙述，年鉴

a narrative of events, year by year

消耗，其结果取决于哪一方可以持续更长时间

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

增强现实（AR）是一种利用数字信息和媒体（例如3D模型和视频）丰富现实世界的技术，实时覆盖智能手机，平板电脑，PC或连接眼镜的相机视图

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

背景

background staging

投票记录，投票总数

recording of votes

可用或消耗的信息容量的比特率通常表示为每秒的测量倍数。

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

投影仪连接到笔记本电脑

projector to which a laptop is connected

基準，顯示特定水平的參考點

point of reference demonstrating a particular level

收益人

a receiver of benefits

广告牌，一个大牌户外广告板

a large outdoor board for advertising

副产品，衍生自制造过程或化学反应的二次产物

a secondary product derived from a manufacturing process or chemical reactio

分组，把一个大的群体分成几个小组

splitting of a larger group into a number of smaller ones

歌舞表演，观看者围坐在一张桌子旁观看表演

entertainment provided at which guests are at a table;

歌舞厅式的座位，坐在圆桌上，要么完全占用；或半占用面对舞台/屏幕

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

客户自行提取食物和饮料的自助餐厅

restaurant at which customers fetch the food and drink

车厢 / 四轮马车，交通工具

means of transport

书的章节或会员协会的分部

divisions of a book or a membership association

整个城市

throughout the city

合规性，你应该遵守的裁决

a ruling to which you should abide

强制或要求遵守协会/会议的规则

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

管弦乐乐团指挥

director of an orchestra

运送货物

shipment of goods

顾问，一个提供专家建议的人

one who provides specialist advice

竞赛

competition

应急，对不测事件所做
应对计划

planning for an uncertain event

核心-专业会议策划人，
他们与参与策划会议一
起移动

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

判断某事物的原则或标
准

a principal or standard by which something is judged

众包－通过征求大群人
（特别是在线社区），
而不是员工或供应商，
贡献来获取所需服务，
想法或内容的过程。

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.

文化－每个国家的遗产
，如音乐，科学，艺术
等

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

债务－欠钱或物

money or goods owing

多样化－您业务核心活
动外的发展方向

alternative direction in business from your core
activity

大使馆－在另一个国家
的国家代表

national representation in another country

电子海报

electronic poster

电子出版

electronic publishing

民族—属于与你自己不同的种族

belonging to a different race from your own

大型贸易展览会

Large trade exhibition

科／系，全体教员

Group of those qualified to teach

黑客—非法入侵他人计算机系统的人

by way of breaking into someone else's computer programme

人力资源

personnel

中介—介于双方的中间商

someone acting between parties

挂绳—串在脖子上丝绸带或绳，上面挂着名牌或身份牌

ribbon or string around the neck holding a badge or identification

后勤—将人和/或资源从一个地方移动到另一个地方的艺术

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

多数

the greater number of

强制性的

compulsory

人员，注册或项目的列表

list of people, registrations, or items

大型临时结构，例如帐篷，通常其墙壁不是坚实的，而是帆布。

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

调解—一种在不同意见各方之间实现和解的形式

a form of reconciliation between disagreeing parties

部—政府的部级单位

the body of ministers of a government

宫殿—皇室或者非常重要的人居住的建筑物; 或对公众开放的历史建筑

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

同行—那些与你身份相同的人

those persons of the same status as yourself

采购—获得报价和建议

the obtaining of quotations and proposals

前台接待员

a front of house welcoming representative

会面地点

meeting point

收入

income

风险—危险或潜在的危险

hazard or exposure to potential danger

路演—戏剧表演，小型展览或旅游宣传活动

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

卷成圆柱形，例如横幅

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

跑步者，经常在两点之间，例如一个信使

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

路标—给人提示该往哪走的信息工具

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

幻灯片／ppt集

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

小分枝—大会术语通常描述正式的餐桌布局，其中的一排排桌子与顶端的长桌摆放成直角，每行代表一个小分枝

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

利益相关者—对特定项目或投资有兴趣的个人或组织

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

摊位—公司可以展示的指定地区

a specified area in which an individual company can exhibit

独立—不受任何其他功能或活动支持的功能或活动

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

分包—接受指示或任务的公司或个人，其随后将该任务的全部或部分传递给第三公司或个人

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

峰会—最高级或通常在政府一级有关联的高级代表的国际会议

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

可持续发展的—能够持续不断地持续或留下持续的遗产

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

团队建设—使人们团结起来工作的团队活动

activity to bring people together to work as a team

远程呈现—此技术让人有身临其境之感，或者通过遥控器感受在现场之外实时地感知效果

technology which allows a person to feel as if they were present, to give the appearance of being present, or to have an effect, via telerobotics, at a place other than their true location

阶梯—阶梯式座位，例如，在电影院或剧院

level of seating, eg in a cinema or theatre

旅游业—将游客（游客）吸引到具有历史、文化或国家特色的地方（目的地）

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

Wi-Fi是一种允许电子设备连接到一个无线局域网（WLAN）的技术

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