**DO NOT WRITE ON TEST**



**BUSINESS MEETING MANAGEMENT CONCEPTS**

**~OPEN EVENT~**

(590)

**REGIONAL 2022**

**TOTAL POINTS \_\_\_\_\_\_\_\_\_\_\_\_100 Points**

**Test Time: 60 minutes**

**MULTIPLE CHOICE**

Identify the choice that *best* completes the statement or answers the question.

1. Meeting minutes should be shared in advance of a meeting so participants can come prepared and ready to discuss topics.
2. True
3. False
4. A(n) \_\_\_\_\_\_ is a list of all matters to be brought up at a meeting.
5. agenda
6. meeting minutes
7. proxy
8. debate
9. Backup plans for outdoor events are unnecessary and expensive.
   1. True
   2. False
10. An electronic meeting which takes place in an office or in a conference room is called \_\_\_\_\_\_.
    1. board meeting
    2. formal meeting
    3. teleconferencing
    4. panel discussion
11. A(n) \_\_\_\_\_\_ is the amount a car rental agency charges when a car is rented at one location but returned to another.
    1. drop off charge
    2. IFTA tax charge
    3. state border fee
    4. toll charge
12. \_\_\_\_\_\_ is the department responsible for cleaning guest rooms and public areas at a hotel.
    1. Venue
    2. Keynote
    3. Bell Hop
    4. Housekeeping
13. \_\_\_\_\_\_ is used to get the word out about an event.
    1. Marketing
    2. A business plan
    3. A contract
    4. Force majeure
14. \_\_\_\_\_\_ is the location selected for an event.
    1. Hospitality Suite
    2. Retreat
    3. Venue
    4. Catering
15. During an event, tables will often have \_\_\_\_\_\_, which is fabric draped around the tables.
    1. fringe
    2. skirting
    3. catering
    4. dais
16. “On consumption” for bottled beverages or packaged foods means \_\_\_\_\_\_.
    1. you only pay for what you use
    2. you pay for what you order
    3. you pay for what was opened, plus 5%
    4. you must consume all food and beverages ordered
17. When determining a location for an event, it is important to consider \_\_\_\_\_\_.
    1. a budget
    2. ventilation
    3. purpose of meeting
    4. all should be considered
18. According to the US Department of Labor, the definition of event planning is the coordination of every detail of meetings and conventions, from the speakers and meeting location to arranging for printed materials and audio-visual equipment.
    1. True
    2. False
19. A buffet is usually less expensive on a per-person basis than a plated meal.
    1. True
    2. False
20. A chairperson ends a meeting by \_\_\_\_\_\_, or closing the meeting, after all debate and business are finished.
    1. nominating
    2. rescinding
    3. adjourning
    4. campaigning
21. The envelope size for a No. 10 envelope is \_\_\_\_\_\_.
    1. 3 ½ by 6 ½ inches
    2. 3 ⅞ by 8 ⅞ inches
    3. 4 ½ by 9 ½ inches
    4. 4 ⅛ by 9 ⅛ inches
22. What is a typical business-to-business event?
    1. Continuing Education
    2. Convention
    3. Trade show
    4. Exhibition
23. Which of the following is not one of the SMART objectives?
    1. Achievable
    2. Measurable
    3. Specific
    4. All are SMART objectives
24. What is a type of corporate gathering?
    1. Management meeting
    2. Training meeting
    3. Board meeting
    4. All are types of corporate gatherings
25. The A/V provider is always in-house.
    1. True
    2. False
26. When you send out the invitation or event notice, include a welcome message to let invitees know they can contact the planner regarding accommodations.
    1. True
    2. False
27. When looking for potential sponsors or donors for an event, they may want to know “*WIIFM*” before donating.
    1. What’s In It For Me
    2. Why It Is Free Material
    3. What Is It Financing Materials
    4. None of the above
28. \_\_\_\_\_\_ is the process of evaluating a meeting in terms of value to the stakeholders involved in it.
    1. DIY
    2. RFP
    3. BUY
    4. ROI
29. Volunteers should be a last resort choice for assistance with an event or conference.
    1. True
    2. False
30. The \_\_\_\_\_\_ is the date which the hotel releases your room block back to general inventory.
    1. event date
    2. registration date
    3. contingency date
    4. cutoff date
31. Name badges can include which of the following types of information:
    1. Attendee name only
    2. Attendee name, meeting information, logo
    3. Attendee first name only
    4. None of these are correct
32. When looking for an event speaker you can connect with the \_\_\_\_\_\_.
    1. NSA
    2. CVT
    3. NTC
    4. BRS
33. Microsoft Publisher would be the best choice to create and maintain budget information.
    1. True
    2. False
34. A \_\_\_\_\_\_ is a packet of meeting materials, including maps, agendas and additional pertinent information for event attendees
    1. press packet
    2. amenity
    3. registration kit
    4. none of the above
35. One meeting that is part of a series of meetings is called a \_\_\_\_\_\_.
    1. menu
    2. benefit
    3. break
    4. session
36. People will volunteer to assist during an event for the following reason(s) \_\_\_\_\_\_.
    1. they care about the cause or event
    2. they want to attend for free
    3. they hope to get a job
    4. they are hoping to get a tip
37. A \_\_\_\_\_\_ is a device that projects moving copy from the script in front of the speaker so that the talent can read it without losing eye contact with the audience.
    1. pack of note cards
    2. teleprompter
    3. lavalier
    4. telescopic pipe
38. A panel discussion is a structured discussion among group members facilitated by a moderator that takes place in front of an audience.
    1. True
    2. False
39. \_\_\_\_\_\_ is the movement of visitors through an exposition or exhibit; also, how the guests will move from one area or room to another.
    1. TBA
    2. Stanchions
    3. Traffic flow
    4. Station
40. A partial payment to secure a venue or service to be paid upfront; usually part of the larger sum of the venue; sometimes refundable, but read your agreement carefully. This is called a \_\_\_\_\_\_.
    1. guarantee
    2. invoice
    3. DOS
    4. deposit
41. A “no-show” is someone who has a reservation for a hotel room and does not show up.
    1. True
    2. False
42. \_\_\_\_\_\_ continues to be one of the best free promotional channels.
    1. Direct mail
    2. Social media
    3. Mailing brochures
    4. Newspaper ads
43. A keynote speaker is someone with a wealth of expertise about the subject at hand.
    1. True
    2. False
44. \_\_\_\_\_\_ can be collected during event registration and also during the post-event evaluations to obtain market research.
    1. Mailing address information
    2. Primary data
    3. Secondary data
    4. None of these
45. Communication for the event or meeting should occur \_\_\_\_\_\_.
    1. early and often
    2. infrequently - less is more
    3. only the week prior to the event
    4. All of the above
46. During an event or meeting it is important to schedule \_\_\_\_\_\_ for attendees.
    1. breaks
    2. meals (if needed)
    3. none are correct
    4. breaks and meals (if needed)
47. When selecting food items for an event it is important to remember carbohydrates will typically cause the attendee to \_\_\_\_\_\_.
    1. keep alert
    2. relax
    3. feel sluggish
    4. none are correct
48. A/V equipment is usually rented by the \_\_\_\_\_\_.
    1. hour
    2. day
    3. week
    4. one fee per event no matter the length
49. Event planning is a complex profession requiring a great deal of knowledge.
    1. True
    2. False
50. \_\_\_\_\_\_ was established in 1972 and had held the distinction of being the largest association of planners and suppliers in the meetings industry.
    1. MPI
    2. BPA
    3. PBA
    4. IAAP
51. A stakeholder is someone who has a vested interest in the success of the meeting or event. A stakeholder could be a(n) \_\_\_\_\_\_.
    1. attendee
    2. sponsor
    3. suppliers
    4. All of these are stakeholders
52. The planned budget compared to \_\_\_\_\_\_ is how you measure the financial success of the event or meeting
    1. estimated expenditures
    2. actual expenditures
    3. evaluations from attendees
    4. None are correct
53. After a meeting or event is booked at a facility, either a \_\_\_\_\_\_ or both, will handle the details of the event.
    1. CM or CSM
    2. CEO or AP
    3. RFP or ESP
    4. EPS or AP
54. Name tags are not really a necessity at an event, they are a nice addition but rarely are used.
    1. True
    2. False
55. You must demonstrate the \_\_\_\_\_\_ of attending the meeting or event to the audience.
    1. costs
    2. hazards
    3. benefits
    4. all of these
56. An announcement of an event, performance, or other newsworthy item that is issued to the press is called a \_\_\_\_\_\_.
    1. press release
    2. press announcement
    3. press request
    4. press reminder