MICE English

Meetings, Incentive Travel, Conventions, and Exhibitions

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According to the *Oxford English Dictionary*, one of the definitions of "meeting" is a gathering of people for a purpose. In Unit 1, the main topics and contents will be centered on meetings and some related issues.



1

Pre-Meeting Communication

Learning Goals

After completion of this unit, you should be able to:

- 1. Know what a meeting is.
- 2. Know different types of meetings.
- 3. Prepare for attending a meeting.

An Overview



 Ω

Meetings need to be planned and executed carefully to carry out a specific **mission**¹. If you google the word "meeting" or search for its meaning in books or dictionaries, you may find a great variety of definitions. In general, a meeting occurs when people come together for the purpose of discussing a usually **predetermined**² topic in a formal setting.

The types of meetings can be divided into many categories, such as annual association meetings, business **cooperation**³ meetings, **healthcare**⁴ and science meetings, finance and **insurance**⁵ meetings, and international organization meetings. Since a meeting can be held once or often, the meeting committee usually will decide how often the meetings will be held.

Options generally include a one-time meeting and a series of meetings. In addition to physically coming together, **e-meetings**⁶ are getting popular nowadays. Communication lines and equipment can be set up for a discussion between people at distant locations.

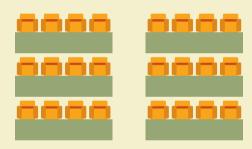
Cultural Corner

Meeting

On Wikipedia's website, you can learn that a career in professional meeting planning has emerged in recent years. The field of meeting facilitation has formalized with an internationally-recognized "Certified Professional Facilitator" designation through the International Association of Facilitators (IAF).

Source from: http://en.wikipedia.org/wiki/Meeting

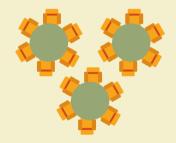




classroom style



2 theater style



banqueting style



3 u-shape style



6 boardroom style











Learn to Use Words Smartly



 $\bigcirc 02$

 \bigcirc 03

€04

_	
w	mission
	1111331011

(n.) the particular work which one believes it is one's duty to do

James Susan, do you know what **mission** we have in

this meeting?

Susan Sure. As the host, we shall introduce our keynote

speaker and facilitate the discussion.

James That's right.

2 predetermined

(a.) pp. of predetermine, to arrange in advance or to fix unchangeably from the beginning

Robert How come the color of your eyes has changed

to blue?

Anna Oh, that's the color of my new contact lens. The

color of one's eyes is **predetermined** by family genes. You can't change it. I needed a new pair of contacts, and I thought blue would be an

interesting change.

3 cooperation

(n.) the act to work together for a shared purpose

Cecilia Chris, did you know that this movie was

produced in **cooperation** with an Australian

TV station?

Chris No kidding! That's great!

4 healthcare

(n.) the prevention and treatment of illness or injury through the services offered by the medical and allied health professions Emily Did you read my **healthcare** magazine yesterday?

Hank No. I didn't feel like reading it.

Emily So, what would you like to read?

Hank I usually read newspapers.

insurance

(n.) coverage by contract in which one party agrees to reimburse another for any specified loss that occurs under the terms of the contract Billy Luisa, when is the due date to pay the car

insurance fee?

Luisa Sorry, I don't know, but I will call the garage and

find it out for you.

Billy Thank you.

6 e-meeting

(n.) a meeting that takes place via an electronic medium, as opposed to the traditional face-to-face meeting Vivian Why did our boss cancel our annual meeting

this year?

Richard No, she didn't cancel it. We will still have our

meeting, but the participants will be at different locations around the world.

Vivian Ah, I know. It's an **e-meeting** we're going to

have, right?

Richard You got it! That's right!



Dialog: Going to a Meeting



€05

Julie	Hello, Mark! I've heard a lot about our annual sales meeting. Have you decided to go?
Mark	I am not sure.
Julie	Why is that?
Mark	Well, it's a bit complicated to attend an international meeting, isn't it?
Julie	You're right. There are a lot of things to consider.
Mark	For instance?
Julie	Well, take our annual meeting as an example. If you decide to go, you would need to give the sales organization committee a confirmation of attendance via email, book the hotel, pay the meeting fee, study the map of the meeting location, and organize your trip.
Mark	Some countries require a letter of invitation when applying for a visa. It really sounds like a lot of work. What should I do first if I make up my mind to go?
Julie	Why don't we carefully make a checklist ⁷ for things we need to do beforehand?
Mark	A checklist?
Julie	Yes, a kind of list for things you have to do before certain important dates. It will help us to arrange things by priority.
Mark	All right. It sounds like a good idea. Let's do it.

7 checklist

(n.) a complete list of things to be checked off or things to be done

David What are we waiting for? It is time for takeoff now.

Judy I think the crew is still going through the safety checklist, so be patient.

David All right! Following a **checklist** is very important.

€06



- opposite to projector
- projection screen
- **6** whiteboard (interactive whiteboard)
- 4 laser pointer
- 6 flip chart

- 6 microphone
- markers
- eraser
- o cable
- laptop

- 1 tablet
- plug
- speaker
- @ memorandum
- lectern



Making a Checklist

To start out, you or your team should conduct an Internet search for an "ideal" meeting to attend. You need to fully understand the details of the things you have to prepare before going to the meeting. Find out what are the things you need to do and in what priority you should do them. Design your checklist, based on both the general and specific requirements of the meeting.

To design a useful checklist, you need to organize the details of the meeting and underline the important times and dates. The following form may be of some help. Of course, you may want to develop your own format for the checklist.

