



## Planning Successful Meetings and Events

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By Ann J. Boehme

AMACOM/American Management Association. Paperback. Book Condition: New. Paperback. 128 pages. Dimensions: 8.8in. x 5.9in. x 0.2in. Planning a meeting or event is no easy task. Just ask any of the administrative staffers who are increasingly being asked to do it. One minor mistake -- a plane ticket that doesn't arrive on time, not enough vegetarian meals at the luncheon, the wrong kind of audiovisual equipment -- can mean big trouble. Now this handy little how-to guide takes secretaries and assistants through the entire process step-by-step. From site selection and registration dos and don'ts to negotiating with vendors and food and beverage planning, this book gives them everything they need to get a meeting planned right. Packed with floor plans, checklists, glossaries of industry-specific terms, lists of resources, and more, Planning Successful Meetings and Events is sure to transform any take-charge assistant into the Martha Stewart of meeting and event planning. It's a good thing. This item ships from multiple locations. Your book may arrive from Roseburg, OR, La Vergne, TN. Paperback.



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