

## Planning successful meetings and events: a take-charge assistant book

Boehme, Ann J., author

Deskripsi Lengkap: <https://lib.ui.ac.id/detail?id=20438132&lokasi=lokal>

---

### Abstrak

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 audio/visual 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 do's 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.