

WORD**DESCRIPTION**

à la carte

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

Abster

to decline to use ones vote

acessível a deficientes

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

acesso Internet

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

acetato

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

acompanhante

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.

acontecimento de trabalho informal

A meeting organized through Open Space Technology.

acontecimento local

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

acontecimentos;
eventos

All non-intellectual oriented meetings.

acreditação

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

actas

Formal written record of a meeting.

atividade exterior

Conference Terminology

atividades
recreativas

Activities performed for the enjoyment of others.

adiamento de sessão

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

Adiar

to postpone proceedings

adido de imprensa

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

administração

Organization and management.

adornos; cortinados

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

Advogar

one who speaks in favour of another

agência de transportes

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

agência de viagens

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

agência noticiosa

Agency that collects and distributes information to the news media.

agente de segurança

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

Algoritmo

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.

Aliança

joining in pursuit of common interest

allotment

Number of rooms reserved for one group.

almoço

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

almoço de trabalho

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

alojamento

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

alojamento e pequeno-almoço; APA

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.

alojamento noutra hotel

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

alterações

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

aluguer

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

aluguer de automóveis

Facility to hire a car.

aluguer de espaço;
aluguer de stand

Process of assigning space to exhibiting companies.

aluguer de stands

Complete booth package offered to exhibitors on a rental basis.

aluguer temporário

Short-term rental space.

Amigos

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.

amplificação

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

amplificador

Device enabling sound to be intensified.

Anais

a narrative of events, year by year

Análise da Web

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

Anfiteatro

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

anfitrião

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

animação

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

animação

Activity to liven up the audience prior to show time.

animador (do debate)

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

anteprojecto

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

anúncio da reunião

Leaflet or brochure with essentials on forthcoming event.

anúncio preliminar;
primeiro anúncio

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

aparelhador de navios

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

apelido

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

Aplicação de Telemóvel

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

apólice de seguro

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

apontador laser

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

apresentação de produtos; mostra de produtos

Display of products.

apresentação magistral

Top level presentation.

apresentação oral

Contribution made verbally.

apresentador

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

ar condicionado

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

área bruta (m2)

Total amount of space in exhibition hall or meeting room.

área líquida (m2)

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

área polivalente

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

armazém

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

armazém; depósito;
bastidores

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

arte final

Materials ready for photographic reproduction.

artigos opcionais

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

assembleia geral

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.

assembleia plenária

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

assentos fixos

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

assinatura autorizada

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

atenções do hotel

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

Atrito

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

audioconferência

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.

auditoria

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

auscultador com
microfone
incorporado

Headphone with a built-in microphone.

auscultadores

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

autor de uma
comunicação

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

autorização de
despesa

Signed authority to proceed with an item of expenditure.

autorização de
pagamento

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

balanço de receitas e
despesas

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

balanço final

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

balcão

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

balcão de informações

Stand at which an official gives information.

balcão de inscrição

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

banquete

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

bar aberto

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

bar pago

Private room bar setup where guests pay for drinks individually.

bastidores

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

Beneficiário

a receiver of benefits

bengaleiro

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

bilhete aberto

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

bilhete de entrada

Ticket to be used for admission to an event.

Blog de Video

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.

Blogs/Forums do Evento

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

boletim de inscrição

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.

boletim de inscrição;
acreditação

Document for official authorization.

Boletim de voto

recording of votes

boletim diário de
informações

Daily information sheet for participants during event.

boletim informativo;
boletim de informação

Update information sheet, generally used for promotional purposes.

boneco

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.

brochura

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

Busca do Twitter

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

Cabaret

entertainment provided at which guests are at a table;

cabeça de apoio

Pan-tilt device on which a camera is mounted.

cabina de interpretação

Soundproof cabin in which the interpreter works.

cabina de som

Area from which technician operates sound system in a room.

cadeira

Armless chair.

cadeira tipo carteira

Chair with an attached writing surface.

cadeiras empilháveis

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

caderno de encargos

Complete description of requirements.

Cafeteria

restaurant at which customers fetch the food and drink

cama dupla

Bed normally measuring 130 x 32cm (5x 78 inches) for 2 persons. "Standard double bed" is referred to in UK as 4'6" x 6'6"

cama grande

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

Câmara Web

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

campanha publicitária

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

campanha publicitária nos meios de comunicação

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

canal

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

candidatura; convite

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

capacidade

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

capacidade de carga

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

Capítulos

divisions of a book or a membership association

cargo permanente

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

cargo; função

Function or job description within an organization.

carrossel

Circular holder used for projecting 35mm slides.

Carruagens

means of transport

carta de crédito

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

cartão de identificação

Identifying card worn by attendees to a meeting.

cartão de participante

Admission card confirming a booking and registration.

cartão de participante

Admission card confirming a booking and registration to a meeting.

Cartaz

a large outdoor board for advertising

cassete

Plastic box containing a video- or sound recording tape.

catálogo da exposição

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

caução; confirmação

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

cavalete; suporte

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

centro de
comunicações

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

centro de congressos

Premises built specifically for holding meetings and exhibitions.

centro de exposições

Venue at which exhibitions are held.

centro de mensagens

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

centro de negócios

Area in hotel or meeting venue offering various office facilities.

cerimónia de abertura;
cerimónia inaugural

The formal opening of a meeting.

cerimónia de
encerramento

Formal closing of a meeting.

chamada em
conferência

Telephone conversation involving a number of subscribers simultaneously.

Chat do Twitter

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.

chefe de mesa

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

chegada antecipada

Guests arrival before confirmed reservation date and/or time.

cheque bancário

Payment format issued by a bank.

Cimeira

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

circuito fechado

Closed electric circuit.

circuito; visita
turística

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

classificação hoteleira

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

cláusula adicional

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

cláusula de
cancelamento

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

cláusula de
desresponsabilização

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

cláusula de exclusão
de responsabilidade

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

cláusula de força maior

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

cocktail de boas-vindas

Drink served as an introductory gesture of welcome.

cocktail reforçado

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

co-expositor

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

Colegas

those persons of the same status as yourself

colóquio

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.

Comentário / comente

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.

comércio; negócio

Relating to groups whose members work in common fields.

comissão de controlo

A committee of inspection, control.

comissão de controlo
de credenciais

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

comissão de honra

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

comissão de selecção
de comunicações

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

comissão de
verificação de poderes

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

comissão directiva

Group which decides on the order of the procedures.

comissão
organizadora local

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

comissão permanente

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

comissão; comité

A group of people appointed for a specific purpose.

comité ad hoc

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

comité científico;
comissão científica

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.

comité consultivo;
comissão consultiva

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

comité de
coordenação;
comissão
coordenadora

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

comité de gestão;
comité de direcção

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

comité executivo;
comissão executiva

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

comité financeiro;
comissão financeira

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

comité local

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

comité organizador
local

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

comité organizador;
comissão
organizadora

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

Compra

the obtaining of quotations and proposals

computador portátil

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.

Computador Tablet

See tablet

comunicação

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

comunicação livre

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

comunicação por
convite

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

comunicado de imprensa

Prepared statement released to the news media.

Comutador

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

Concordância

a ruling to which you should abide

Concurso

competition

condições gerais de acreditação

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

Conexões

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.

conferência

Discourse given before an audience, especially for educational purposes.

conferência

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.

conferência de imprensa

Meeting held to communicate information to media representatives.

conferência governamental

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

conferência inaugural; discurso de apresentação

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

confirmação da inscrição

Official acknowledgement of receipt of registration and fees.

confirmação de encomenda

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

confirmação de prova; pode imprimir-se

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

confirmação de reserva

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.

confirmação de reserva

Reservations confirmed in writing.

congresso

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.

conselho

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

conselho de administração

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

conselho de administração

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

consultor

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

consultor

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.

Consultor

one who provides specialist advice

consultor de destinos

Destination Management Consultant.

Contigência

planning for an uncertain event

contratante exclusivo

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

contratante geral

Company which provides services to exhibition management and exhibitors.

contrato

Legal agreement between two or more parties.

contrato a prazo

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

contrato de aluguer

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

controlo de custos

Process of maintaining levels of expenditure within the budget.

controlo remoto

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

convenção

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.

convertibilidade

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

convite

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

convite

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

convite à apresentação
de comunicações

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

coordenador da
conferência

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

cópia

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

co-presidente

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

Core PCO

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

corn o patrocínio de

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

corredor central

Distance between rows of seats on an aircraft.

correio

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.

correios; estação de
correios

Agency handling the transmission of mail.

crachá; cartão de credenciação

Identifying tag used for official authorization.

crédito

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

critério de aluguer

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

Critérios

a principal or standard by which something is judged

Cronologia

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.

Crowdsourcing

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.

Cultura

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

cursos de actualização para pós-graduados

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.

custo de aluguer (das instalações)

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

custos não orçamentados

Unbudgeted expense.

data da reunião

The time of the year when the meeting takes place.

data limite de inscrição

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.

dead line

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

débito

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

decisão-quadro

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

decoração

That which adorns, an ornament.

delegação

Representatives of a particular country or organization at a meeting.

Delegação de turismo

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

delegado

Voting representative at a meeting.

Delicious

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.

delimitação do espaço

Method of marking booth/stand space.

demonstração prática

Special sitting for the demonstration of particular practical methods.

depósito; pré-pagamento

Partial payment to secure product or service

descer de categoria

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

Desconferência

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

desfile horizontal de
texto

Text moving horizontally across the bottom of a video screen.

desmontagem

Take-down and removal of exhibits.

desmontagem

Dates) set for dismantling.

despachante

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

despesas

Money paid out.

destino

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

desvio

Departure of individual passenger from established group itinerary.

determinação dos
custos

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

dia para profissionais

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

diapositivo

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

Diapositivos

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

director de vendas

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

director financeiro

Executive responsible for financial affairs of an organization.

director operacional

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

director tecnico

Person who calls cues from the control room.

director-geral

Principal executive officer of a company.

director-geral

The principal officer responsible for overall administration of an organization.

direito pago por
bebida trazida de fora

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

discurso

Usually formal discourse delivered before an audience.

discurso

A formal and dignified public discourse.

discurso de abertura

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

discurso de encerramento

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

disposição com mesa central

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

disposição da sala

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

disposição em auditório

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

disposição em cabaret

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

disposição em E

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.

disposição em
ferradura

Horse-shoe shaped table.

disposição em
hemiciclo

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

disposição em
quadrado

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

disposição em sala de
aula

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

disposição em sala de
aula em V

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

disposição em sala de
aula perpendicular

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

disposição em T

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

disposição em U

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

distribuição de
documentos

Handing out or mailing of documents.

distribuição de lugares

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.

distribuição do tempo
para intervenções

Time given to a particular speaker to make his presentation.

Diversificação

alternative direction in business from your core activity

Dívida

money or goods owing

divisória amovível

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

Documentos Google

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.

donativo

Sum of money or items of value received as gifts.

dossier de imprensa

62press release; press communiqué

duração da reunião

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

écran

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

écran

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

Ecrã 3D

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

Ecrã de Plasma

Type of display screen

Ecrã de Púlpito

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

Ecrã de speaker

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

écran fraccionado;
“split screen”

Horizontally or vertically separated video pictures shown simultaneously.

Ecrã HD

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

Ecrã LCD

Is a type of flat panel display

Ecrã panorâmico

Any screen with an aspect ratio greater than 4:3

écrã parabólico

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

écrã perolado

Type of screen surface used for front projection.

Ecrã Táctil

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

edição assistida por computador

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.

educacional; formação

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

efectivo; número de participantes

Actual number of people attending a function.

Embaixada

national representation in another country

emissor para
receptores auriculares

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

empréstimo sem juros

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

encadernação

Binding process by which pages are glued together.

encadernação
agrafada

Binding process using wire staples.

encadernação cosida

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

encadernação;
coleccionar

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

encenador

Employee of the venue in charge of stage facilities.

encomenda antecipada

and/or services ordered up front.

Encontro

meeting point

encontro informal

An informal social gathering.

encontros sociais

Gatherings for social purposes.

endereço postal

Address to which correspondence is sent.

ensaio

Practice run held in advance of an event.

ensaio técnico

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

entidades
patrocinadoras

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.

entrada no hotel;
(check-in)

Procedure for guest arrival and registration.

época alta; estação
alta

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

época baixa; estação
baixa

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

equipa

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

equipamento do stand

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

equipamento fixo

Fixed equipment.

escrita computadorizada

Lettering generated by a computer.

escurecimento gradual

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

Espaço de stand

a specified area in which an individual company can exhibit

especificações sobre o evento

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.

espectáculo

Organized performance for entertainment, usually in the evening.

estação baixa

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

Estafeta

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

estante de leitura; atril

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

estimativa; orçamento

Preliminary calculation of the cost of work to be undertaken.

estrado; palco

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

etiqueta pessoal;
etiqueta de
identificação

A name card which identifies you.

Étnico

belonging to a different race from your own

Evento Híbrido

An event with both live and virtual attendees

Evento itinerante

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

evento; acontecimento

That which happens, an occurrence.

excursão

Organized outing to a specific place of interest.

excursões pré e pós-conferência

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

Expedir

shipment of goods

exposição

Event at which products and services are displayed.

Exposição

Large trade exhibition

exposição de cartazes

Area with display of posters.

exposição no exterior

Space/stands located outdoors.

exposição sobre mesas

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

expositor

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

expositor no interior

Exhibition space with booths at back on each side.

expositor periférico

Exhibition space located on an outside edge of exhibition area.

expositor permanente

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

expositor sobre mesa

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

extras

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

facilidades propostas

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.

facilitador; moderador

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).

factura

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

facturação directa

Accounts receivable mailed to individuals or firms with established credit.

Feed de Notícias

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).

feira aberta ao público

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

feira para profissionais

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

feira temática

A special reception or banquet designed around a central motif.

filiação

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

Fitas

ribbon or string around the neck holding a badge or identification

focagem

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

folha de serviço

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.

folheto; prospecto

Single-sheet printed announcement or advertisement.

fólio

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

forma de pagamento

Method of settling a bill/account.

formulário

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

formulário de reserva
de alojamento

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

formulário de reserva
de stand

Form for official request to utilize a particular space.

formulário para
requisição de serviços

Preprinted document on which facilities can be ordered.

fornecimento de água;
abastecimento de água

Temporary supply of water to a stand.

fórum

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

fórum de discussão;
debate

A discussion within a forum (cf forum).

Fóruns

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.

fotocopiadora

Machine for photocopying documents.

frente de palco

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

frequência da reunião

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

frontão

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

fundido encadeado

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

fundo de palco

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

gabinete de imprensa

Space reserved for media representatives.

garantia

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

garantia bancária

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.

gestor da dispensa

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

Gosto

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.

gratificação; gorjeta

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”.

gratuito

Offered at no cost.

Gravador de DVD

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

gravador de som;
magnetofone

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

gravador vídeo;
magnetoscópio

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

gravador-reprodutor

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

grupo de discussão

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

grupo de especialistas

Group of specialists in a particular field.

grupo de estudo

Meeting of experts with the purpose of being analysis alone.

grupo de intérpretes

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

grupo de peritos

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

grupo de reflexão

A group of specialists organized by a business enterprise, governmental body, etc. and commissioned

to undertake intensive study and research into specified problems.

grupo de trabalho

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.

guarda de parque de
parqueamento

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

guia

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

guia do expositor;
manual do expositor

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

guião

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

Hackear

by way of breaking into someone else's computer programme

hall

Public area in hotel or hall for assembly or registration.

honorários

Payment made in token of personal involvement in an event.

hora de entrada

Preferred time for guests to arrive at hotel.

hora de saída

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

horário

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

horas extraordinárias

Work performed on overtime.

hospedeira

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.

hotel principal

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

ignífugo; no inflamável

Material that is flame resistant.

iluminação geral

Lighting of room separate from stage lighting.

imposto sobre o valor acrescentado; IVA

Government tax levied on goods and services.

impresso de pedido de intervenção

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.

indústria de congressos

–

informação geral

Information of interest to all participants.

informações aos participantes; instruções de participação

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.

inquilino

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

inscrição

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

inscrição antecipada; pré-inscrição

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

inscrição no local

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

inscrição provisoria

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

inscrição tardia;
inscrição fora de prazo

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

instalação móvel de
interpretação
simultânea

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

instalações e serviços

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.

instituto

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

instruções para os
oradores

Guidelines for those presenting an oral presentation.

Inteligência Colectiva

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.

Interface de
Programação de
Aplicativos

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

interfone

Speaker system that connects the control room with the studio.

interfone;
intercomunicador

Audio system permitting two-way communication.

Intermediário

someone acting between parties

Internert sem fios

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

Internet Wireless /
internet sem fios

A wireless internet connection

interpretação

Oral translation from one language to another.

interpretação
consecutiva

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.

interpretação em
"relais"

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.

interpretação
segredada

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

interpretação
simultânea

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

intérprete “pivot”

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.

intérprete consecutivo

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.

intérprete de
conferência

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

intérprete de ligação

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

interrupção da sessão

Definite break in meeting for a specific and unprogrammed reason.

interrupção da sessão

Temporary break in meeting for a specific and unprogrammed reason.

instruções sobre
apresentação de
cartazes

Guidelines for those presenting a poster.

inventário

Total amount of furniture and equipment available for show.

itinerário

Detailed programme of a visit or tour.

jantar

Evening meal for a group; not usually ceremonial.

jantar (social)

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

jantar de gala;
banquete de
cerimónia

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

jantar oficial

Evening meal forming part of the official programme.

jornadas

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

lâmpada de arco
voltaico

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

lâmpada de aviso

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

lâmpadas
fluorescentes

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

Largura de banda

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

leitor de cassetes

Machine designed only for playback of recorded magnetic tapes.

Leitor de Código de
Barras

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

leitor vídeo;
magnetoscópio de
leitura

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

lentes anamórficas

Lens adapter designed to produce a wide-screen image.

letra maiúscula

Type larger than that used in body of page.

letra minúscula

Small letter, as distinguished from a capital letter.

letra pagável a prazo

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

licença de exportação

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

ligação eléctrica

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

ligação telefónica

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

limitação do tempo
para intervenções

Duration of the time accorded to speakers.

limpeza dos stands

Cleaning services to individual stand areas.

língua activa

The language being used by the speaker.

língua de chegada;
língua-alvo

Language into which a speech or document is translated.

língua de partida;
língua-fonte

Language from which a speech or document is translated.

língua de trabalho

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

língua oficial

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

língua original

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

língua passiva

Language into which interpretation is provided.

lista de delegados

List of delegates registered to attend an event.

lista de difusão; lista
de endereços

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

lista de espera

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

lista de inscritos

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

lista de participantes

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

lista dos expositores

List of exhibiting firms, usually with locations.

Listagens

list of people, registrations, or items

livre serviço

Waiter offers food platter to guests who help themselves.

livre-trânsito; salvo-conduto

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

livro de actas

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

livro de resumos

Printed volume containing summaries of accepted papers.

Livro Digital

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.

local

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

local da reunião

The building and environment area where the meeting takes place.

local de nascimento

Denotes place of birth (not necessarily nationality).

local do congresso

Meeting site. Premises where the meeting will be held.

Logística

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

logótipo

Symbol identifying an organization or event.

lugar; localização

The destination where the meeting takes place.

luz ambiente

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".

Maestro

director of an orchestra

Maioria

the greater number of

manual de candidatura

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

manual do congresso

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.

mão-de-obra e materiais

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

maqueta

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

Marcador

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.

Marketing de Conteúdo

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.

Marketing Viral

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.

material exposto

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

material publicitário

Brochures or other items needed for promotional purposes.

Mediação

a form of reconciliation between disagreeing parties

meia-pensão

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

meios audiovisuais

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

mensagemiro

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

Mensagem instantânea

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.

menu fixo

Full-course meal menu at a fixed price.

mesa da presidência

Seating location for honoured guests and/or meeting presenters.

mesa de controlo;
régie

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

mesa em meia lua

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

mesa-redonda

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.

microfone

Instrument which converts sound into electrical signals.

microfone “shotgun”

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

microfone com
suporte

Microphone fixed on a support-stand.

microfone de alta
sensibilidade

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

Microfone de Cabeça

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

mícrofone de lapela

Microphone designed for positioning on the clothing of the user.

Microfone de Lapela /
Microfone de gravata

A wireless microphone attached to either the tie or jacket

microfone de leitura

Microphone attached to a lectern.

Microfone de Mão

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

microfone de mesa

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

microfone de
proximidade

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

microfone de vara;
microfone de girafa

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

microfone labial

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

microfone miniatura

Small microphone.

microfone
omnidireccional

Microphone that picks up sound from all directions.

microfone sem fios

Portable microphone operating on its own power source.

microfone
unidireccional

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

microfone volante

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

microfone-gravata

Portable microphone that hooks around the neck.

Mídia Social

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

Ministério

the body of ministers of a government

moção

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

moderador

Person who presides over panel discussions and forums.

monítor

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

Monitorização dos
Mídia Sociais

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

monta-cargas

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

montador de stands

Company which fabricates displays.

montagem

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

montagem;
composição

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

montagem; instalação

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

movimentação interna

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

multicanal

With two or more communication bands (receivers).

multicanal; canais
múltiplos; multiplex

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

multimédia

Use of two or more audiovisual media in one presentation.

multivisão

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

música de fundo;
música ambiente

Music accompanying the arrival or departure of guests.

nacionalidade

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

necessidades de
espaço

Amount of stand/booth space required by individual exhibitors.

negativo

Reversed form of original art or type.

Nível

level of seating, eg in a cinema or theatre

nocturno

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

noites extras

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

nome; nome próprio

Name given to identify individual family members.

nomeação;
candidatura

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

nova inscrição

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

número de línguas de
interpretação
simultânea

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

número de noites

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

número total de
participantes

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

Nuvém

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

objectos perdidos;
perdidos e achados

Stand where lost items may be recovered.

Obrigatório

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

Obrigatório

compulsory

observador

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

obtenção de fundos;
recolha de fundos

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

ocupação indevida de
espaço

Use of floor space outside exclusive booth area.

opção (ões)

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.

operações bancárias

The carrying out of financial operations.

orador convidado

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

orador principal

Speaker who sets forth the theme of the meeting.

orador; conferencista

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

orçamento

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

ordem de pagamento

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

ordem de pagamento
(bancário)

Money forwarded by or to a bank.

ordem de trabalhos

Subjects to be discussed at a meeting.

ordem protocolar;
ordem de precedência

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

organizador da
exposição

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.

organizador da
exposição

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

organizador de feiras
comerciais

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

organizador
profissional de
congressos

Company or individual professionally engaged in organizing meetings.

organizador
profissional de
congressos (PCO)

Professional Conference Organizer

origem do participante

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

original

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”.

overbooking”

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

pagamento em débito

Outstanding invoice not yet paid.

pagamento
insuficiente

Insufficient payment/funds received for items ordered.

pagamento por conta

Money received on account for payment.

painéis modulares

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

painel; debate de
especialistas

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

painel; divisória

Movable interior wall.

pais anfitrião

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

pais de origem

Denotes country of parental nationality.

Palácio

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

Palavra-Chave

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.

Palestrantes

Group of those qualified to teach

palette

Wooden platform used to carry goods.

Pano de fundo

background staging

parede à prova de som

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

parque (cargas e descargas)

Area on premises where goods are received.

Partes interessadas

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

participação em reuniões anteriores

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

participante no debate

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

participante;
congressista

Person taking part in the activities of a meeting.

partir sem ter pago

Departing guest who fails to pay for accommodation.

passagem de modelos

Choreographed display of garments by models.

passagem; corredor

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.

pasta da
documentação

Generally a comprehensive collection of meeting documentation within its container.

pasta para
documentação

Container for meeting documentation.

patrocinado por

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

patrocinador

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

patrocínio

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

patrocínio

Donated financial or material support.

pausa para café;
intervalo para café

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

pausa para chá;
intervalo para chá

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

pausa para refrescos

Time between sessions when refreshments are served.

pedido de
apresentação de um
filme

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

pedido de
apresentação de um
poster

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

pedido de
apresentação de uma
comunicação

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".

pedido para efectuar
uma demonstração

Form requesting authorization to give a demonstration.

pé-direito

Height of the ceiling of the exhibition hall.

Pen Drive

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

pendão

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

pensão completa; PC

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

pequeno almoço
continental

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

pequeno almoço inglês

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

period° de montagem;
período de instalação

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

período de
desmontagem

Action required to dismantle a function setup.

período de perguntas
e respostas

Question and answer period.

período de
remontagem

Action required to break down and reset a room.

peso bruto

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

Pesquisa em tempo
real

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

peçoal auxiliar de
congressos

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.

placa identificadora

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

plano de disposição da
sala

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

planta

Scale plan of the floor area of an exhibition.

planta da disposição
das mesas

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

planta da exposição

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

plataforma rotativa

Motorized rotating platform.

plataformas
praticáveis

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

Podcast

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

política de reembolso

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

ponteiro luminoso

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

ponto de encontro

Meeting place in venue for individual appointments of delegates.

por copo

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

por garrafa

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

por pega; por unidade

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

por pessoa

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

Por toda a cidade

throughout the city

porta-voz

Person who speaks on behalf of a group.

pós-conferência

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

positivo

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

Poster Digital

electronic poster

Poster Electrónico

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

poster; cartaz

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.

posto de primeiros socorros

Place where emergency care is provided.

prateleiras

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

prazo de
desmontagem

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

preço da inscrição

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

preço de “day use”

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

preço de contrato

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

preço do quarto

Amount charged for the occupancy of a room.

preço especial

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

preço líquido

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

preço por m²; custo
do espaço

Cost per square metre/foot for exhibition space.

preço por metro
quadrado

Basic charge for a square metre of exhibition space.

preço total; preço global

Fixed payment with no extra costs to be added.

preço tudo incluído

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

preparação da comunicação; orientações para os autores

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

pré-registo

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

pré-servido

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

presidente

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

presidente da sessão

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

presidente de honra

Senior member of the committee of honour.

presidente honorário

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.

previsão de “cash-flow”

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

primeiros socorros

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

procedimentos financeiros

Outline of accounting and banking systems.

processador de texto

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

produtor da exposição

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

programa

Schedule of events, giving details of times and places.

programa científico

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

programa da conferência

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

programa de trabalho

Timetable of meeting content.

programa definitivo

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

programa educativo;
programa de formação

The educational aspects of an event.

Programa
independente

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

programa para os
acompanhantes

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

programa provisório;
programa preliminar

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.

programa recreativo

Programme of events organized for the entertainment of participants.

programa social;
actividades sociais

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

projecção de vídeo

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

projecção dupla;
sobreposição

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

Projecção em Edifícios

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

projecção frontal

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

projector

Optical instrument for projecting an image onto a screen.

Projector

projector to which a laptop is connected

Projector 3D

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

projector de carrossel

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

projector de diapositivos

Apparatus used for projecting photographic slides onto a screen.

projector de filmes

Equipment for projecting cine film.

projector de vídeo

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

Projector HD

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

Projector LCD

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

projector multimédia

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

projectores

Adjustable lamps with direct or high intensity light.

prologamento de estadia

Guest who stays at facility beyond stated departure date.

promoção

Publicizing and supporting an event.

promotor

Person

proposta

Plan put forward for consideration or acceptance.

prospecto da
exposição

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.

protocolo

Customs and procedures dealing with formalities, precedence and etiquette.

provas tipográficas

Final copy for approval before printing.

Publicação Digital

electronic publishing

publicações

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

quadro branco
electrónico

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.

quadro de anúncios

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

quadro de folhas
móveis

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

quadro de
informações

Board displaying one or more notices or warnings.

quadro de
informações diárias

Board or video screen listing the days events.

quadro de mensagens

Board on which messages are displayed.

quadro de porcelana
para escrita com
marcador; quadro
branco

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

quadro luminoso;
“placard” luminoso

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

quadro preto

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

quadro preto
electrónico

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.

quarto com 2 camas
duplas

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

quarto com duas
camas

Room containing two single beds.

quarto com varanda

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

quarto duplo

Room containing one bed for two persons.

quarto duplo para uso
individual

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

quarto individual

Room containing one bed for one person.

quartos "free"

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

quartos comunicantes

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

quartos contíguos

Rooms with common walls which do not have connecting doors.

questionário
informativo

Cards collected from attendees, requesting information about exhibitors.

Radio
Intercomunicador

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

radiomicrofone

Microphone used for transmitting radio waves.

Ramo

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

razões/motivos de
participação

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

Realidade Aumentada

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

Receita

income

receitas

Money received.

recepção

Stand-up social function with drinks and snacks.

recepção

Stand-up social function with only canapés and beverages.

recepção de boas-vindas

Reception/party where welcome drinks are served.

recepção oficial

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

recepção; balcão de recepção

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

Repcionista

a front of house welcoming representative

receptor

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

Receptor/Auscultador de Tradução Simultânea

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

recibo oficial

Official acknowledgement of money received.

recolha de lixo; recolhimento dos detritos

Removal of rubbish from building or stand areas.

recomendação

Strongly suggested course of action; sometimes has binding force.

recorte de imprensa

Article cut from a newspaper or magazine.

Recursos Humanos

personnel

reembolso

Money repaid.

Referência

point of reference demonstrating a particular level

relação; ligação

A close collaboration for smooth coordination.

relações públicas

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

relato integral

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

relator

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

relatório da
conferência

Official summary of meeting events.

relatório final

Final summary of meeting events.

relatório financeiro

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

relatório sumário

Short account of a speech, debate or discussion.

renovar; manutenção
das salas

Ä^S^#fi(L)

reóstato

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

representantes oficiais

Appointed personnel with specific tasks.

reprodução de
documentos

Reproduction of documents.

requisição de
transporte do material

Form for exhibitor requesting handling of materials.

requisição de última
hora

Exhibited goods and/or services ordered on-site.

requisição gratuita

self-supporting and independent exhibit material.

reserva de alojamento

Booking of a particular type of room for specific dates.

reserva de bilhetes
para o teatro

Reservation of seats at a theatre.

reserva de grupo

Block reservation of rooms specifically for a group.

reserva dupla

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

reserva garantida para
chegada tardia

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

reserva garantida por
adiantamento

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.

reserva; reservar

To make a reservation.

reservas futuras; pré-
reserva

Booking for events taking place at a future time.

resolução

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

responsável pela
exposição

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

responsável pelas
convocações

Member of committee in charge of convening
participants.

responsável pelas
relações públicas

Title given to the person in charge of and co-ordinating
the promotional activities of an event.

responsável pelo
aluguer de stands

Contractor or agent responsible for providing an
exhibition shell scheme.

responsável pelos
transportes;
coordenador dos
transportes

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

resposta interactiva

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.

restauração

The provision of food and beverages.

resumo

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

resumo das discussões

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

resumo do programa;
programa condensado

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

retour

Interpreting both ways: from and into the foreign language.

retroprojecção

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

retroprojector

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

Retwitar

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.

reunião

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.

reunião científica

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

reunião corporativa

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.

reunião de incentivos

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

reunião de
informação; "briefing"

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.

reunião do conselho
de administração

A meeting of the governing body of an organization.

reunião em grupos de
trabalho

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.

reunião informal

Informal gathering, not necessarily social.

reunião integrada

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

reunião
internacional/nacional

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

reunião multinacional

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

reunião mundial

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.

reunião nacional

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

reunião offshore

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

reunião preparatória

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

reunião satélite

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

reunião técnica

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

reuniões
governamentais

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

reuniões
internacionais

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.

reuniões nacionais

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.

revisor de contas;
auditor

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

Risco

hazard or exposure to potential danger

Roll-up

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

rooming list; listagem
de quartos

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

saída

Procedure for guest departure including account settlement.

saída de emergência

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

sala de convívio

Room or suite of rooms used to entertain guests.

sala de direcção

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

sala de exposição

individual room within an exhibition venue.

sala de projecção-
ensaio

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

sala de reunião

Room where an assembly meets.

sala dos oradores

Lounge for speakers to relax and to prepare their presentations.

Sala pequena

splitting of a larger group into a number of smaller ones

salão; feira

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

secretariado científico

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

secretariado da
conferência

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

secretariado
organizador

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

secretário executivo

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

secretario honorário

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

secretário-geral

Permanent head of the general organization.

Segmentação de Rede

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

segmentos de mercado

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

seguro contra incêndio

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

seguro de transporte e de exposição

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

seguro de viagem

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

selecção; escolha

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

sem reserva prévia

Guest requesting accommodation or service without a prior notice.

seminário

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.

seminário integrado

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

seminário satélite

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

senhorio

Person or organization which offers a lease.

separata

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

serviço

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

serviço de actividades
desportivas

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

serviço de baby sitting

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

Serviço de congressos

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.

serviço de reserva de hotel

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

serviço de restaurante

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

serviço de segurança

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

serviço de tradução

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

serviço turístico

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

serviços auxiliares

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

serviços culturais

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

serviços de imprensa

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

serviços de lazer

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

serviços médicos;
primeiros socorros

First aid provision.

sessão complementar

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

sessão de
"brainstorming"

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

sessão de abertura

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

sessão de
atualização; colóquio

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

sessão de
comunicações livres

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.

sessão de encerramento

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

sessão de informação

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

sessão de posters

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

sessão de trabalho

Every prearranged session of a meeting.

sessão em subgrupos

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

sessão extraordinária

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

sessão informal;
sessão sem agenda
prévia

Informal session with no specific agenda.

sessão interactiva

Session where participants take an active part in the work.

sessão paralela

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

sessão paralela

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

sessão plenária

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.

sessão plenária

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

sessão preparatória

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

sessões de prática
clínica

Workshop-type educational experience where students learn by doing.

sessões paralelas

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.

sessões simultâneas

Sessions scheduled at the same time.

shuttle; “navette”

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

simpósio

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

simpósio integrado

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

simpósio satélite

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

sinal de retorno;
feedback

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

Sinalética

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

sinalética de
arruamento

Signs, usually suspended, indicating aisle numbers or letters.

Sinalética Digital

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

sinalização

All informational and directional signs required for an event.

Sistema de contagem regressiva da sessão

A technology to control the duration of a presentation

sistema de controlo de som computadorizado

Sound balance control assisted by computer.

sistema de intercomunicação

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

sistema de intercomunicadores

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

sistema de interpretação por cabo

System for the transmission of interpreting by cable or wire.

sistema de interpretação serf fios

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

Sistema de Televoto

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

sistema sonoro

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

sistema via rádio

System for message transmission by radio.

SMS de Interacção da Audiência

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

snack; ref rescos

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

só alojamento (EP)

Room rate with no meals included.

sob os auspícios de

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

som

Audible effects.

stand

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

stand da frente

Stand at the head of a row.

stand de canto

Exhibit space with aisles on two sides.

stand descartável

Exhibit or display built for one use only.

stand em fila; stand em linha

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

stand em módulos

Exhibit constructed with interchangeable components.

stand em painéis

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

stand em península

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

stand equipado

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

stand isolado

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

stand modular; stand europeu

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

stand não equipado

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

stand pré-fabricado

Unassembled exhibit material requiring on-site assembly.

Structured Networking Platform

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

StumbleUpon

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

sub-comité; sub-comissão

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.

Subcontratado

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

subcontratante; empresa subcontratada

Company retained by general contractor to provide services.

subir de categoria

To change to a superior standard.

subir de categoria serf
suplemento

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

Subproduto

a secondary product derived from a manufacturing process or chemical reactio

subvenções; subsídios

Money obtained from bodies or authorities to underwrite expenditure.

suite

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

sumário

Written short version of speech or paper.

superficie do stand

Dimensions of assigned space.

suporte

Adjustable support for positioning microphones or lighting fixtures.

suspensões

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

Sustentabilidade

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

talão; cupão

A negotiable ticket or voucher; a pass or ticket.

tarifa familiar

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

tarifa fixa

One rate for each room in a guest room block.

taxa de ocupação

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

Taxa de Retorno

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

taxas (de aeroporto)

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

Teambuilding

activity to bring people together to work as a team

Technorati

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

tecla

Button on a computer keyboard.

teclado

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

técnicas de trabalho
informais

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.

técnico

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

Tecnologia Ping

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

teia de iluminação

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

teleconferência

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.

telecopiadora; fax

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.

teleinterpretação

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

telepagamento; meios electrónicos de pagamento

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

teleponto

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

teleponto

A speaker's prompt

TelePresença

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

tema da reunião

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.

tempo mínimo de
escala

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

Tenda

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

Tendência

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.

terminologia da
indústria de
congressos

-

terminólogo de
conferência;
terminologista de
conferência

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

tesoureiro

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

texto integral

The complete version of a text

texto; guião

Prepared version of a speech.

tiragem

Number of copies printed.

tiragem preliminar

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

título

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

título

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

tomada

Mechanical electrical connector.

total de refeições

Actual number of meals served at a food function.

tradução assistida por computador

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

Tradução simultânea –
Cabine

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

tradutor de conferências

Person who translates meeting documents into other languages.

traje de cerimónia

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

traje de cerimónia;
smoking

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

traje de passeio

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

traje informal

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

transcrição

Written copy of spoken material.

transfer

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

transferência bancária

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

transitário

A business which handles export shipments.

Transmissão em
tempo real

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

transportador oficial

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

transportadora aérea oficial

Officially designated airline that handles meeting transportation at preferential prices.

transporte do material

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

transporte interurbano

The means of travelling between two cities.

transporte urbano

The means of travelling within a city.

transportes

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

tribuna

Raised platform on which a speaker stands or sits.

tudo incluído

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

Turismo

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

unidade de transmissão

Apparatus for transmitting radio waves through space.

unidades/créditos de formação contínua

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.

ventilação

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

vestiário

Room in which outer garments may be left temporarily.

viagem corporativa

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.

viagem de grupo

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

viagem de negócios

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

viagem organizada

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

viagem organizada

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

vice-presidente (da sessão)

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

videocassete; cassete de video

Magnetic tape used in video equipment.

Videoconference

Conference which is held electronically via the internet

videoconferência

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.

videodisco

Recorded disc containing images and sound.

visita

Organized outing to a local place of interest.

visita de familiarização

Hosted trip to assess facilities, locations or services.

visita de inspeção

Inspection to assess facilities or location.

visita de instalações

Tour to a manufacturing plant of interest to the meeting.

visita informativa

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

visita opcional;
excursão facultativa

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

visita técnica

Tour to a workplace of interest to meeting participants.

visitante

Person attending an exhibition to view the exhibits.

visitante profissional

Visitor to an exhibition representing a specific trade or profession.

vitrina

Glass-enclosed case for articles on display.

voucher

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

W.C.; sanitários

Sanitary convenience.

workshop

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

zona de exposição

Space in which stands are laid out.

zona morta

Area where sound is muffled or absent.