

WORD	DESCRIPTION
авансцена	Area of a stage closest to the audience, as opposed to upstage.
Аватар	An avatar is an image or username that represents a person online within forums and social networks.
автореферат; тезисы; план-конспект	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.
Адвокат	one who speaks in favour of another
административный комитет	Committee to carry out policy and strategy for the organization of an event.
администратор конференции	Title generally conferred upon the chief administrator of the entire event.
Адрес веб-страницы / URL адрес	A URL is most popularly known as the "address" of a web page on the web (e.g. <a href="http://www.example.com">http://www.example.com</a> )
Айпад	See tablet
Айтюнс	See media player
Айфон	See smartphone
аккредитационная форма	Document for official authorization.
аккредитационный бейдж	Identifying tag used for official authorization.

аккредитация	Official authorization to cover an event. The process of granting such authorization.
аккредитив	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
аккредитованный наблюдательный комитет	Committee who supervises all the matters relevant to the official authorization to cover an event.
активный язык	The language being used by the speaker.
Алгоритм	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.
альтернативные возможности	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.
американский прием	Stand-up social function with beverage and sufficient food to replace a main meal.
Амфитеатр	a circular building with seats rising in tiers around a central open space
анаморфный объектив	Lens adapter designed to produce a wide-screen image.
Андроид	Android is an operating system for mobile devices such as smartphones and tablet computers.

Андроид Маркет (Хранилище приложений)	A service for Smartphone users operating on the Android platform which allows them to browse and download mobile applications
анимационные эффекты	Slide technique which creates an illusion of movement when used in rapid sequence.
аппаратная звукорежиссера	Area from which technician operates sound system in a room.
арендатор	One to whom a lease is granted; holder of a lease.
арендная плата; арендные тарифы	Total cost of hiring an exhibition space, whether or not it includes ancillary services (security, connection to water, electricity supply, etc.).
арендная ставка	Cost per square metre/foot for exhibition space.
арендодатель	Person or organization which offers a lease.
Аугментированная реальность	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
Аудио ретрансляция / переключение	Used to overflow from one session hall to another hall with audio only
аудио-видео	Using both sight and sound eg combining radio and television techniques.

аудиовизуальные средства	Audio and visual support for meeting, usually taking the form of film, slides, overhead projection, flip charts and blackboards.
аудиоконференция	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.
аудит	An examination, by qualified persons, of accounts of a business.
аудитор	Person or auditing body authorized to examine statements of account for accuracy.
аудитория в виде амфитеатра	Conference seating where chairs are arranged in rows facing head table, stage or speaker.
аудитория с расстановкой стульев полукругом	Same as auditorium or theatre style except chairs are in a semicircle.
банкет	Normally a formally seated dinner in the evening with sometimes speeches given in the presence of or by a VIP (Very Important Person).
банкет в честь открытия	Reception/party where welcome drinks are served.
банковое дело	The carrying out of financial operations.
банковские гарантии	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.

банковский перевод	Movement of funds between banks or from one bank account to another.
банковский перевод	Money forwarded by or to a bank.
банковский переводной вексель; банковский чек; банкирский чек	Payment format issued by a bank.
баннер	Suspended panel for decor or graphics. May be cloth or rigid material.
бегущая строка	Text moving horizontally across the bottom of a video screen.
бейдж, карточка с именем	Identifying card worn by attendees to a meeting.
белая доска, доска для письма маркерами	Hard smooth white surface used for drawing or writing in water-soluble felt pen.
бесплатные номера	Complimentary rooms which a facility provides without charge based on the number of rooms picked up and occupied by a group.
бесплатный	Offered at no cost.
бесплатный бар	Private room bar setup where drinks are paid for by a sponsor or are included in the fee paid.
Беспроводной микрофон	Wireless microphone, to allow the speaker free movement around the stage during his/her presentation
Беспроводной Интернет	A wireless internet connection

беспроводной микрофон; микрофон без шнура	Portable microphone operating on its own power source.
беспроцентная ссуда	Money received by way of a loan to be refunded in due course and not subject to any interest charges.
билет с открытой датой	Ticket valid for transportation, indicating no minuted or specific travel details.
Битли	Bitly is a free URL shortening service that provides statistics for the links users share online. Bitly is popularly used to condense long URLs to make them easier to share on social networks such as Twitter.
бланк заказа на перевозку	Form for exhibitor requesting handling of materials.
бланк заказа оборудования	Preprinted document on which facilities can be ordered.
бланк заказа площадей	Form for official request to utilize a particular space.
бланк; распечатанная форма	Printed or typed document with blank spaces for insertion of specific required or requested information.
Блог	Blog is a word that was created from two words: "web log." Blogs are usually maintained by an individual or a business with regular entries of commentary, descriptions of events, or other material such as graphics or video. Entries are commonly displayed in reverse-chronological order. "Blog" can also be used as a verb, meaning to maintain or add content to a blog.

Блог Ток Радио

Blog Talk Radio is a free web application that allows users to host live online radio shows.

Блоггер

Blogger is a free blogging platform owned by Google that allows individuals and companies to host and publish a blog typically on a subdomain. Example: yourblogname.blogspot.com

Блоги мероприятий / Форумы

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

блок

Number of rooms reserved for one group.

Блэкберри

See smartphone

Блютуз

wireless technology for exchanging data over short distances using fixed or mobile devices

Бокси

Boxee is a social video application that allows users to watch online videos on their TVs and computers. Users can share and watch videos from a variety of online videos sources for free.

Большинство

the greater number of

БордРидер

BoardReader is a free search engine that allows users to search for keywords only in posts and titles of online forums, a popular form of social networking.

брифинг (короткое заседание)

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.

бронирование большего количества мест, чем имеется в наличии

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

бронирование на случай опоздания

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

бронировать

To make a reservation.

брошюра

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

брошюровка, переплет

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

Будки / кабины переводчиков

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

буфет, шведский стол

Assortment of foods, offered on a table, self-served.

БэкТайп

BackType is a social media analytics company that helps companies measure their social engagement. Previously, the service started as a blog comment search engine.

бюджет

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

бюджетный план-график

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



Бюллетень	recording of votes
бюро находок (отдел находок)	Stand where lost items may be recovered.
бюро по расселению	Division of a convention bureau responsible for assisting organizers handling hotel reservations for meeting attendees.
Веб 2.0	Second generation of the World Wide Web incorporating new features and functions to allow for more user generated content
Веб Аналитика	Web analytics is the measurement, collection, analysis, and reporting of internet data for purposes of understanding and optimizing web usage.
Вебинар	Web-based Seminar, a presentation, lecture, workshop that is transmitted over the Web and is more likely to be interactive (audience participation)
Вебинар	A webinar is used to conduct live meetings, training, or presentations via the internet.
Вебкамера	Is a video camera that feeds its images in real time to a computer or computer network, often via USB, ethernet, or Wi-Fi
Вебкаст	A media presentation broadcast over the Internet either live or on demand
ведущий	Person explaining a given topic in an informational session either verbally or in visual form (e.g. poster).
ведущий дискуссии	Person who introduces topic of discussion and controls the discussion in the group.

вентиляция	Process of supplying or removing air by natural or mechanical means to or from any space.
веранда	Room with a patio or balcony overlooking a garden or water.
Вероятность	planning for an uncertain event
вес брутто	The full weight of a shipment, including goods and packaging.
Ветвь, ветка	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
вечеринка	An informal social gathering.
взаимодействие	A close collaboration for smooth coordination.
Взрыв	splitting of a larger group into a number of smaller ones
Взрывная вебволна Граундсвелл	A social trend in which people use technologies to get the things they need from each other, rather than from traditional institutions like corporations.
видео демонстрация	Projection of video productions whether by monitors or on large screen.
Видео ретрансляция / переключение	used to relay from one session hall to another hall with both video and audio

Видеоблог

A video blog is a blog that 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.

Видеовстреча

A Hangout is a video service on Google+ that allows you to video chat with up to 10 Google+ users at a time. You can name these chats, watch YouTube videos during them, open a Google Doc with colleagues, and much more.

видеодиск

Recorded disc containing images and sound.

видеоконференция

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.

видеомагнитофон

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

видеоплеер

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

видео пленка

Magnetic tape used in video equipment.

Виджет

A widget is an element of a graphical user interface that displays an information arrangement changeable by the user, such as a window or text box.

Видлер

Viddler is a popular video sharing site similar to YouTube and Vimeo in which users can upload videos to be hosted online and shared and watched by others.

Вики	A wiki is a website that allows the easy creation and editing of any number of interlinked web pages via a web browser, allowing for collaboration between users.
Википедиа	Wikipedia is a free, web-based, collaborative, multilingual encyclopedia project supported by the non-profit Wikimedia Foundation. Its millions of articles have been written collaboratively by volunteers around the world, and almost all of its articles can be edited by anyone with access to the site.
вилочный погрузчик; автопогрузчик с вилочным захватом	Vehicle with a power-operated pronged platform for lifting and carrying loads.
Вimeo	Vimeo is a popular video sharing service in which users can upload videos to be hosted online and shared and watched by others. Vimeo user videos are often more artistic, and the service does not allow commercial video content.
Виртуальный мастер церемоний	The interface to the virtual audience during a Live Streamed event
Вирусный маркетинг	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.
вице-председатель	Person selected to deputize for, or assist, the chairman in controlling and managing either a committee or a meeting session.
Вместимость	Maximum number of people allowed in any given area, or maximum number of people

that a setup can accommodate in a function room.

Внутренняя оптимизация  
технологического процесса

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

возбуждение микрофона

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

возврат денежных средств

Money repaid.

вознаграждение; гонорар

Payment made in token of personal involvement in an event.

ВордПресс

WordPress is a content management system and contains blog publishing tools that allow users to host and publish blogs.

временно арендованная площадь

Short-term rental space.

время выступления

Time given to a particular speaker to make his presentation.

время заезда

Preferred time for guests to arrive at hotel.

время на демонтаж оборудования

Dates) set for dismantling.

время на монтаж; период установки

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

время на установку оборудования

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

время расчета

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

всемирные конференции	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.
вспомогательные службы	The services which accompany a meeting (stewards, technicians, interpreters, etc).
встречающая/проводящая музыка	Music accompanying the arrival or departure of guests.
Вторая жизнь	Second Life is an online virtual world developed by Linden Lab that was launched on June 23, 2003. Users are called "residents," and they interact with each other through avatars. Residents can explore, meet other residents, socialize, participate in individual and group activities, create and trade virtual property and services with one another, and travel throughout the world.
входной билет; билет, дающий право на посещение мероприятия	Ticket to be used for admission to an event.
Входной маркетинг	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.

выбор	The act of choosing; the power or opportunity of choosing; alternative.
вывеска; фирменная эмблема; фирменный знак	Board giving exhibitor's name in an exhibition or indicating the purposes of service desks in a conference reception area.
вывески, графические и текстовые таблички	All informational and directional signs required for an event.
выездное мероприятие	Conference Terminology
выписка о расходах	Form on which all charge transactions incurred by a registered guest are recorded.
высота потолка	Height of the ceiling of the exhibition hall.
выставка на открытом воздухе	Space/stands located outdoors.
выставка постеров	Area with display of posters.
выставка-ярмарка	Exhibition of products or services in a specific area of activity held with the objective of promoting business.
выставки, экспозиции	Event at which products and services are displayed.
выставление счетов напрямую	Accounts receivable mailed to individuals or firms with established credit.
выставочная витрина; прилавок-витрина	Glass-enclosed case for articles on display.

выставочная подставка	Three or four-legged stand with a rack used to hold a blackboard, corkboard, magnetic board, sign, chart, etc.
выставочная продукция	Material exhibited by the various exhibitors; such material is usually insured or has its value stated in writing for insurance purposes.
выставочный зал	individual room within an exhibition venue.
выставочный каталог; выставочный справочник; каталог ярмарки	Complete alphabetical list of exhibitors, their products and, often, their headquarters and sales points; usually incorporates a floor plan and advertising.
выставочный павильон для показа в помещениях	Exhibition space with booths at back on each side.
выставочный план	Plan showing space to be occupied by the exhibition: the areas intended for stands/booths and those for passageways and services.
выставочный проспект	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.
выставочный центр	Venue at which exhibitions are held.
газетная или журнальная вырезка	Article cut from a newspaper or magazine.
гарантийный взнос	The number of servicings to be paid for, whether or not they are actually consumed; usually required 48 hours prior to the event.



гардероб	Room in which outer garments may be left temporarily.
гардеробщик	A person who is employed to take care of people's coats, hats or luggage in the cloakroom (cf cloakroom).
генеральная ассамблея; общее собрание	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.
генеральный подрядчик; генподрядчик; господрядчик	Company which provides services to exhibition management and exhibitors.
генеральный секретарь	Permanent head of the general organization.
гид	Person accompanying a tour and giving detailed knowledge of places of interest.
главный авиаперевозчик	Airline designated by a country to serve international routes (Convention Liaison Council).
главный исполнительный директор	Executive responsible for day-to-day operations of an organization.
главный финансовый директор	Executive responsible for financial affairs of an organization.

Главы	divisions of a book or a membership association
Глобальная система позиционирования	Global Positioning System – allows the user to navigate to a certain destination
Гобо	Any device which produces patterns of light and shadow or various pieces of equipment that go before a light
Говалла	Gowalla is a social network in which friends share their locations and connect with others in close psychical proximity to each other.
головная микротелефонная гарнитура	Headphone with a built-in microphone.
головной отель	Where several hotels are used for one event, the hotel where the main administrative and hospitality functions are located.
Голосовая связь по Интернет протоколу	Voice over Internet Protocol – Is a Web based application that allows users to make free voice and video calls over the internet
городской транспорт	The means of travelling within a city.
гостиничная классификация	The classification of a hotel in terms of its amenities, facilities, level of service and cost. Qualifications and terms may vary by country.
гостиничные подарки	Complimentary items in sleeping rooms such as special toiletries, morning newspaper, flowers, fruit, sweets or small gifts provided for guests.

гость, отправленный в другой отель

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

гражданство

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

гранты и субсидии

Money obtained from bodies or authorities to underwrite expenditure.

Груз

shipment of goods

грузчик-монтажник

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

групповое совещание

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

групповой заказ

Block reservation of rooms specifically for a group.

групповой инклюзив-тур

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

губной микрофон

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

Гугл Ридер

Google Reader is an RSS reader that allows you to aggregate various blogs and sites and collect updates to new content in one location. You can log on whenever you choose, and the latest content from multiple blogs will be in one stream so you don't have to navigate to each site individually.

Гугл Хром

Google Chrome is a free web browser produced by Google that fully integrates into its online search system as well as other applications.

Гугл+

Google+ is Google's new social network. It differs in that it promotes social sharing that is more similar to how people share in real life by providing features such as one that limits who you are talking to, creating 1-on-1 conversation.

дата истечения срока пребывания  
отеля

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

дата проведения конференции

The time of the year when the meeting takes place.

двойное бронирование

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

Дворец

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

двуспальная кровать

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"

двуспальный номер

Room containing two single beds.

двуспальная кровать «квин сайз

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

двусторонний перевод

Interpreting both ways: from and into the foreign language.

двух или четырехместный номер	Room with two double-size beds suitable for two or four persons.
двухместный номер для одного человека	Twin/double room occupied by one person, paid for at a negotiated rate.
дебаты	Presentation given by two or more experts in a certain field who must sustain their points of view.
дебет	An item entered on debtor side of an account (oppos. of "credit"). To take one sum away from another.
дежурный администратор	Individual representing show management responsible for managing the exhibition area on-site (enforcing rules, responding to requests, etc.).
делегат	Voting representative at a meeting.
делегация	Representatives of a particular country or organization at a meeting.
деловая встреча	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.
деловой центр	Area in hotel or meeting venue offering various office facilities.
демонтаж	Action required to dismantle a function setup.

демонтаж; разборка

Take-down and removal of exhibits.

день для заключения сделок

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

депозит

Partial payment to secure product or service

Джумла

Joomla is a content management system (CMS) that enables users to build websites and online applications.

диапроектор

Apparatus used for projecting photographic slides onto a screen.

диапроектор-карусель с круговой кассетой для 35-мм слайдов

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

Дигг

Digg is a social news website that allows members to submit and vote for articles. Articles with the most votes appear on the homepage of the site and subsequently are seen by the largest portion of the site's membership, as well as other visitors.

Дилишес

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.

Дирижер

director of an orchestra

Дискус

Disqus is a comment system and moderation tool for your site. This service lets you add next-gen community

	management and social web integration to any site on any platform.
дискуссионная группа	Group of participants debating separately within some types of meeting. Similar to a working group but with no expectation of reports or papers.
дисплей; монитор	Physical computer device usually based on a cathode-ray tube or liquid crystal display on which information is displayed.
диспут-семинар	An intensive session specially instituted for the application of such modifications and additions as are necessary to keep a particular subject up-to-date.
Дистанционное присутствие (имитация присутствия на конференции посредством датчиков)	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
дистанционное управление	Control of apparatus, such as audio visual equipment, from a distance.
дистанционный микрофон	Microphone designed for use at a substantial distance from the mouth of the person speaking.
длительность конференции	The number of days from the opening session to the closing session. Additional days for optional excursions are not included.
для всех приглашенных	A fixed price covering all consumption within a given time frame; sometimes includes snacks or hors d'oeuvres.

Добавление в закладки

AddThis is a social bookmarking service that provides a code users can put on their websites so that when people visit that site, they have the option to share via Facebook, Twitter, etc. Its analytics service can show you which pages are trending, where people are interacting with your brand, and what they're saying about your content on Twitter.

договор аренды

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

доклад; стендовая презентация

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

докладчик

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

докладчик; лектор

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

Документы Гугл

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.

Долг

money or goods owing

должность

Function or job description within an organization.

дополнительная экскурсия

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



дополнительные расходы	Expenses other than room and tax, billed to a guest's account.
дополнительные услуги	Additional services/tours, etc. which may be booked or not according to preference.
доска для письма	Hard smooth dark surface used for drawing or writing in chalk.
доска объявлений	Board displaying one or more notices or warnings.
доступ в Интернет	A connection to Internet through a local access provider. It can be an analogue, a digital or an Ethernet network access.
доступный для людей с ограниченными физическими возможностями; доступный для инвалидов	Free of obstacles hindering the movement of disabled persons to all public areas within a building.
дотации	Sum of money or items of value received as gifts.
доходы	Money received.
драпирование	Decorating with drapes – Hollow metal pipes are used for support; booth drape is usually 8 feet high.
Друзья	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.
дуговые лампы	High-intensity light source for large screens or long projection distances.

европейский вариант проживания	Room rate with no meals included.
единая стоимость номера	One rate for each room in a guest room block.
Ежегодник	a narrative of events, year by year
ежедневный информационный листок	Daily information sheet for participants during event.
Елп	Yelp is a social network and local search website that provides users with a platform to review, rate, and discuss local businesses.
Е-постер	electronic poster
Е-публикация	electonic publishing
Живая / прямая трансляция	The transmission over the Internet of video of an event as it happens – real time
Жидкокристаллический проектор (Жидкокристаллический дисплей)	Is a type of video projector for displaying video, images or computer data on a screen or other flat surface.
Жидкокристаллический экран	Is a type of flat panel display
Жизнеспособность	the ability to keep going continuously or to leave a lasting legacy that will continue
журавль; штатив для микрофона или освещения	Adjustable support for positioning microphones or lighting fixtures.

за бутылку	(Liquor) drink served and charged for by the full bottle. Organizer owns any bottle on which the seal has been broken.
за порцию	Food purchased by the piece, usually for a reception. Prices may be quoted individually, by the dozen, or for 50 or 100 pieces.
за рюмку (бокал или стакан)	(Liquor) drink served and charged for by the number of drinks served.
завтрак для обсуждения деловых вопросов	Light meal for small discussion groups, without a break from working sessions.
заглавные буквы; прописные буквы	Type larger than that used in body of page.
заголовок	A phrase at the top of the newspaper, magazine article, indicating the subject of the article.
задержавшийся гость	Guest who stays at facility beyond stated departure date.
задняя часть сцены	Part of the stage farthest from the audience or camera, as opposed to downstage
Заинтересованные лица	those persons or organisations who have an interest in a given project or investment
заказ на поставку; поручение на покупку	Signed authority to proceed with an item of expenditure.
заказ театральных билетов	Reservation of seats at a theatre.
заказ, оформляемый на месте	Exhibited goods and/or services ordered on-site.

заказанная речь; выступление приглашенного лица	Speech submitted on a specific topic at the request of a committee.
заказной авиарейс	Officially designated airline that handles meeting transportation at preferential prices.
заключительное заседание; заключительная сессия	Last session of a meeting in which the subjects which have been discussed are summarized and conclusions may be announced.
заклучительное слово; заключительная речь	Speech given to close a meeting. This may often include the result(s) of the meeting (recommendations).
закрытая выставка-ярмарка; закрытая выставка-продажа	Exhibition of products and services that is not open to the general public.
Закупочная деятельность	the obtaining of quotations and proposals
зал заседаний комитета; зал заседаний правления	Meeting room set up with a permanent conference table and suitable seating.
зал заседаний; комната для деловых встреч	Room where an assembly meets.
зал конгрессов; дворец съездов; центр проведения конференций	Premises built specifically for holding meetings and exhibitions.
запасной выход; пожарный выход	Door, clear of obstructions, designed for egress in the event of fire or panic.
записывающий плеер	Machine which can be used both for recording tapes and for playing back prerecorded tapes.

заполняемость гостиницы	In hotel industry, the percentage of total number of available sleeping rooms actually occupied.
заседание в секциях	Small group sessions within a meeting organized to discuss specific subjects.
заседание правления	A meeting of the governing body of an organization.
заседание с возможностью обмена информацией с участниками другого заседания, проводимого параллельно	A session which is similar to another session involving the exchange of information (cf parallel session).
заседание с целью представления дополнительных докладов	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.
зачисление денег на сче	Money received on account for payment.
заявка на выступление с докладом	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".
заявка на показ видеопрезентации	Identification card to enable exhibitors to gain access to an exhibition.
заявка на показ демонстрационных материалов	Form requesting authorization to give a demonstration.
заявка на презентацию стендового доклада	Form for presentation of a poster for inclusion in a poster session; submitted for assessment and screening by a selection committee.

звук	Audible effects.
звуконепроницаемая стена	Barrier that prevents sound from carrying to and from adjacent rooms. Usually a permanent wall.
Зохо	zoho is a suite of online web applications geared toward business productivity and collaboration.
Зумр	zoomr is a online photo sharing service similar to Flickr.
Ивентбрайт	Eventbrite is a provider of online event management and ticketing services. Eventbrite is free if your event is free. If you sell tickets to your event, Eventbrite collects a fee per ticket.
изменения	Changes made by the client after any part of the production process has begun. Usually billed as extra charges.
Износ	the process of reducing something's strength or effectiveness through sustained attack or pressure
именная карточка	A name card which identifies you.
импровизированные междусобойчики	All non-intellectual oriented meetings.
имя	Name given to identify individual family members.
инвентаризация	Total amount of furniture and equipment available for show.

инвойс; счет

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

индуктивный передатчик для звуковой аппаратуры; индукционный контур

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

индустрия организации деловых встреч

–

инспектирование места проведения мероприятия

Inspection to assess facilities or location.

Инстаграм

Instagram is a photo sharing application that lets users take photos, apply filters to their images, and share the photos instantly on the Instagram network and other social networks like Facebook, Flickr, Twitter, and Foursquare. The app is targeted toward mobile social sharing, and in just over one year, it has gained almost 1 million users. Currently, it is only available for iPhone devices.

институт

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

инструктивное заседание

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

инструкции для готовящих стендовые доклады

Guidelines for those presenting a poster.

инструкции для докладчиков

Guidelines for those presenting an oral presentation.

инструкции для участников	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.
инструкции по оформлению докладов, направляемых на рассмотрение отборочной комиссии	Document containing detailed instructions for submission of papers for assessment and selection by the committee.
инструкции по подготовке письменных докладов; руководство для авторов письменных сообщений	Instructions regarding the required format to be used for the version of the paper to be published.
интегрированное заседание	A meeting which forms part of a larger event (cf meeting).
интегрированный семинар	A seminar which forms part of a larger event (cf seminar).
интегрированный симпозиум	A symposium which forms part of a larger event (cf symposium).
Интерактивное взаимодействие с аудиторией через SMS	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
интерактивное заседание	Session where participants take an active part in the work.
Интерком	A device commonly used for closed communication



интерком, селекторная связь,  
внутренняя телефонная связь

Audio system permitting two-way  
communication.

Интернет кафе – Кибер кафе

An area where computers are stationed to  
allow delegates to access the internet

Интерфейс программирования  
приложений

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

Информационная технология

Information Technology is the area of  
managing technology and encompasses  
wide variety of areas that include computer  
software, information systems, computer  
hardware and programming languages

информационное агентство

Agency that collects and distributes  
information to the news media.

информационное табло;  
информационная панель

Board or video screen listing the days  
events.

информационный бюллетень;  
информационное письмо

Update information sheet, generally used for  
promotional purposes.

инфракрасная система беспроводной  
трансляции синхронного перевода

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

исполнительный комитет

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

исполнительный орган

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

исследовательская группа	Meeting of experts with the purpose of being analysis alone.
итого	1. Total number of attendees for a given period 2. Total number of exhibitors for a given period.
итоговый отчет	Final summary of meeting events.
Кабаре	entertainment provided at which guests are at a table;
кабинка переводчика	Soundproof cabin in which the interpreter works.
казначей	Person appointed to control the finances of an event or organization; normally chairman of a finance committee or its equivalent.
калькуляция	Process of obtaining the true price of an item of expenditure.
кампания в средствах массовой информации; рекламная кампания	Media campaign, normally consisting of a series of publicity and advertising activities, aimed at ensuring optimal attendance by focussing attention on an event.
Кампит	Compete is a web-based application that offers users and businesses web analytics and enables people to compare and contrast the statistics for different websites over time.
канал	A special line reserved to a specific usage (language, speech on walkie talkies, etc).
карманная программка	Shortened version of the meeting programme giving basic information in a way

which is easy to refer to and convenient to carry.

Картинка в картинке

A system which allows more than one picture to be shown on the screen at any one time.

карточка делегата

Admission card confirming a booking and registration.

карточка с именем

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

карточки с вопросами

Cards collected from attendees, requesting information about exhibitors.

кассета

Plastic box containing a video- or sound recording tape.

Каталог Крэйга

Craigslist is a popular online commerce site in which users sell a variety of goods and services to other users. The service has been credited for causing the reduction of classified advertising in newspapers across the United States.

кафедра

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

Кафетерий

restaurant at which customers fetch the food and drink

Кванткаст

Quantcast provides website traffic and demographics for websites. The tool is primarily used by online advertisers looking to target specific demographics.

Кик

Qik is an online video streaming service that lets users stream video live from their mobile phones to the web.

кинопроектор

Equipment for projecting cine film.

клавиатура

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

клавиша

Button on a computer keyboard.

клеевой переплет; бесшвейное скрепление

Binding process by which pages are glued together.

клиент, не имеющий брони

Guest requesting accommodation or service without a prior notice.

Клоут

Social media analytics to measure a user's influence across their social network

Клоут

Klout is a measure of social influence. The service allows users to connect various social accounts such as Facebook, Flickr, YouTube, etc., and then provides every user with his or her Klout score. The score is out of 100—the higher the score, the more influence you have on the social world.

Код быстрого отклика

A QR code (abbreviated from Quick Response code) is a type of matrix barcode (or two-dimensional code) The system has fast readability and large storage capacity. The code consists of black modules arranged in a square pattern on a white background.

количество деловых встреч

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

количество языков для синхронного перевода

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

Коллекта

Collecta is a real-time search engine that includes results from blogs, microblogs, news feeds, and photo sharing services as they are published.

коллектив; команда

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

коллективное обсуждение

Informal session with no specific agenda.

Коллективный Интеллект

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.

коллоквиум

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.

команда переводчиков

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

КОМИТЕТ

A group of people appointed for a specific purpose.

комитет по проверке полномочий

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

Комментарий	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.
коммерческий директор	Individual at a meeting facility responsible for overall direction of sales staff.
коммуникационный центр, центр связи	Area in meeting venue for telephone, fax, telex or teleconferencing facilities.
комната для докладчиков	Lounge for speakers to relax and to prepare their presentations.
комната для журналистов; комната прессы	Space reserved for media representatives.
комната для предварительного просмотра презентаций	Room where speakers can check their slides, overhead sheets and video tapes.
комната оказания первой помощи, медпункт	Place where emergency care is provided.
комнаты для переговоров и мероприятий; комнаты для деловых встреч	Spaces or areas where meetings, banquets, exhibitions or other group events are held.
Комплаенс	a ruling to which you should abide
компьютерные письма	Lettering generated by a computer.
компьютерный перевод; машинный перевод; перевод с помощью компьютерных программ	Translation technique that uses the computer as a tool for the solution of problems.

компьютерный проектор;  
мультимедийный проектор

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

Комфортный монитор / Монитор докладчика

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

конвенционное бюро

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.

конвертируемость

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

конгресс

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.

конгресс-тур

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

кондиционер	System that controls the temperature and humidity of the air in a room.
конспект	Written short version of speech or paper.
консультант	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.
Консультант	one who provides specialist advice
консультант по вопросам управления	Destination Management Consultant.
консультативный комитет; комиссия экспертов	Usually an honorary body which does not meet frequently (if at all) and can be called upon for advice as necessary.
контракт; договор; соглашение	Legal agreement between two or more parties.
контроль затрат	Process of maintaining levels of expenditure within the budget.
контрольный сигнал	A speaker's prompt
контур, замкнутая цепь	Closed electric circuit.
конференция	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.

координатор	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).
координационный комитет	Committee in charge of co-ordinating the organization of the event.
копир	Machine for photocopying documents.
копирование документов	Reproduction of documents.
копия	Film or tape which has been printed from the original copy.
копия	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".
короткий перерыв для подкрепления и восстановления сил	Time between sessions when refreshments are served.
корпоративная конференция	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.
корпоративный туризм; корпоративные поездки	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.

кофе-брейк

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

краткий отчет; сводный отчет

Short account of a speech, debate or discussion.

кредит

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

кресло без подлокотников

Armless chair.

кресло с широким подлокотником

Chair with an attached writing surface.

Критерий

a principal or standard by which something is judged

Криэйтив Коммэнс

Creative Commons is a nonprofit corporation dedicated to making it easier for people to share and build upon the work of others, consistent with the rules of copyright. It provides free licenses and other legal tools to mark creative work with the freedom the creator wants it to carry, so others can share, remix, use commercially, or any combination thereof.

Круги

Circles are clusters of a user's friends on Google+, meaning you can group certain people you choose to connect with on your Google+ into a certain Circle—such as colleagues, college connections, family, etc. When you want to share content with only these individuals, you include that specific Circle in your post's sharing options.

круглый стол

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.

круговая кассета	Circular holder used for projecting 35mm slides.
Культура	the development of individual national heritage eg music, science, art etc
купон	A negotiable ticket or voucher; a pass or ticket.
курсы повышения квалификации	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.
лазерная указка	A compact instrument consisting of a visible light laser, used for pointing out features on a projected visual display.
Лайфкастинг – Жизнь в прямом эфире	Lifecasting is a continual broadcast of events in a person's life through digital media. Typically, lifecasting is transmitted through the internet and can involve wearable technology.
Ланьярд	ribbon or string around the neck holding a badge or identification
легкая уборка	Ä^S^#fi( L )
легкие закуски и напитки; буфет	Food or beverages, whether or not for sale, for informal consumption.

лёгкий завтрак

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

лекция

Discourse given before an audience, especially for educational purposes.

Лента новостей

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).

Ленты сообщений в Твиттере

A screen with live tweets grouped around a hash tag or twitter account to capture and show live social media activity

линейный микрофон;  
остронаправленный микрофон

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

ЛинкедИн

A business orientated Social Networking site

ЛинкедИн

LinkedIn is a business-oriented social networking site. Founded in December 2002 and launched in May 2003, it is mainly used for professional networking. As of June 2010, LinkedIn had more than 70 million registered users, spanning more than 200 countries and territories worldwide.

ЛинкедИн Тудэй

LinkedIn Today is LinkedIn's own version of a social news service. Every industry on LinkedIn (marketing, journalism, technology, etc.) has its own LinkedIn Today. Stories are selected based off which ones are posted and shared the most by users of LinkedIn.

лицензия на экспорт	A government document which permits the "licensee" to engage in the export of designated goods to certain destinations.
Логистика	the art of moving people and/or resources from one place to another
логотип	Symbol identifying an organization or event.
локальный микрофон; микрофон ближнего действия	Microphone designed particularly for use close to the mouth of the speaker.
Льготник	a receiver of benefits
магнитофон	Magnetic recording/reproduction apparatus in which the recording medium takes the form of a magnetic tape.
МайСпэйс (Мое пространство)	MySpace is a social networking website owned by News Corporation. MySpace became the most popular social networking site in the United States in June 200and was overtaken internationally by its main competitor, Facebook, in April 2008.
макет публикации	Artist's or designer's indication of how a printed piece should look.
макет сборника	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.
макетирование; форматирование, верстка	Definitive placement of text and illustrations on the page in accordance with the predetermined layout.

максимальная нагрузка на перекрытие;  
(наибольшая) допустимая нагрузка

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

Мандат

compulsory

Манифест (акт, декларация)

list of people, registrations, or items

мастерская

Workshop-type educational experience where students learn by doing.

Медиа плеер

Media library application for playing audio, video and viewing files

Медиация/процедура примирения и посредничества

a form of reconciliation between disagreeing parties

медицинское обслуживание

First aid provision.

междугородный транспорт

The means of travelling between two cities.

международные конференции;  
международные совещания

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.

Мем

A meme on the internet is used to describe a thought, idea, joke, or concept to be shared online. It is typically an image with text above and below it, but can also come in video and link form. A popular example is the "I Can Has Cheezburger?" cat meme that turned into an entire site of memes.

менеджер по организации питания	Hotel staff person responsible for selling group and local food and beverage functions.
менеджер по транспорту; координатор по перевозкам	Person in charge of planning and managing transportation arrangements for participants.
меню бизнес-ланча	Full-course meal menu at a fixed price.
меню на заказ	Menu with price stated for each item offered, as opposed to a fixed price for an entire meal.
мероприятие	That which happens, an occurrence.
мероприятие, организованное по технологии «Открытого пространства»	A meeting organized through Open Space Technology.
мероприятие, организованное после конференции	Any event which is arranged for the period immediately following the conference proper.
мертвая зона	Area where sound is muffled or absent.
мертвый сезон	That time of year when travel and hotel rates are at their lowest.
меры по обеспечению безопасности	Service providing security arrangements, such as checking delegates' credentials, searching hand luggage, protecting equipment and patrolling congress and exhibition areas.
места для Кабапе	seated at round tables, either fully occupied; or half occupied facing stage/screen

местное мероприятие	An event, such as a graduation ceremony, local festival, etc., that draws its audience primarily from local market.
местные совещания; конференции на уровне страны/региона	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.
местный комитет	Board for a geographical area of a society or federation, often synonymous for host committee.
местный организационный комитет	A group of people, geographically local to the venue, who carry out the strategies and policies established for the organization of an event.
местный транспортный оператор	Company that provides transportation in a locale, i.e. motorcoaches, rental cars, railroads, etc.
местный/национальный организационный комитет	Group of people from the host country, city or region of an event.
место встречи	Meeting place in venue for individual appointments of delegates.
место жительства участника	The residence of the participant (town, region, country). If residence and nationality do not coincide, they may be registered separately.



место назначения	A city, area or country which can be marketed to groups or individuals as a place to visit or hold a meeting.
место проведения конгресса; место проведения конференции	Meeting site. Premises where the meeting will be held.
место проведения мероприятия	The destination where the meeting takes place.
место рождения	Denotes place of birth (not necessarily nationality).
место; площадка	Area, property or specific facility to be used for meeting.
метрдопель	Floor manager or head waiter at a restaurant or catered function.
меценат; почетный представитель	Eminent person who, for endorsement purposes, heads an event, an organization or a list of supporters.
микрофон (микр)	Instrument which converts sound into electrical signals.
микрофон на стойке	Microphone fixed on a support-stand.
микрофон с шейным ремешком; микрофон-подвеска	Portable microphone that hooks around the neck.
микрофон, установленный на трибуне	Microphone attached to a lectern.
микширование наплывом; рассеивание изображения	Gradual changing of one picture or sound or colour to another.

минимальное время, необходимое для пересадки	Prescribed minimum time to leave one flight and board another. Set by airlines to allow time to transfer baggage.
минимикрофон	Small microphone.
Министерство	the body of ministers of a government
многоканальный	With two or more communication bands (receivers).
многоканальный; мультиплексный	With two or more communication bands (e.g. receiver).
многонациональные конференции	International meeting with a minimum of 100 participants from at least four countries.
мобильная система для синхронного перевода	System which can be transported and set up in any venue without the need for built-in booths or electric circuits.
Мобильное приложение	A mobile application that can be downloaded and used directly from the users personal mobile device or it can be a web-based application that can be accessed via a smartphone that is specifically formatted for smartphones
модем; модулятор-демодулятор	Electronic device that modulates and demodulates signals transmitted over data communications facilities. Most commonly seen as an interface between computers and telephone networks.
модератор	Person who presides over panel discussions and forums.

модульное выставочное оборудование	Exhibit constructed with interchangeable components.
модульные панели	Partition units (walls, doorframes, etc.) in standard sizes, used for building stands in the sizes desired in a given context.
мозговой трест	A group of expert advisors assembled especially to answer questions of immediate or current interest.
мозговой центр	A group of specialists organized by a business enterprise, governmental body, etc. and commissioned to undertake intensive study and research into specified problems.
мозговой шторм	Group session in which all participants contribute creative ideas which are not initially judged for merit.
монитор; ресивер	Television set with direct audio and video input used for checking on the operation of a transmitter.
Мониторинг социальных медиа	Social media monitoring is a process of monitoring and responding to mentions related to a business that occur in social media.
монтажная	Area adjacent to main event area for set up, dismantling and temporary storage.
мотивация участника	The ultimate reason impelling a person to turn up for the meeting called together by the organizer.
мультимедийная презентация	Use of two or more audiovisual media in one presentation.

Мультимедийный проектор	projector to which a laptop is connected
Мэшап	A content mashup contains multiple types of media drawn from pre-existing sources to create a new work. Digital mashups allow individuals or businesses to create new pieces of content by combining multiple online content sources.
наблюдатель	Delegate to an assembly who observes and reports but does not participate officially in its activities.
наблюдательный комитет	A committee of inspection, control.
набор звукоусилительной и видеопередающей аппаратуры; трансляционная аппаратура; широковещательная система	Audio and/or visual system used for the purpose of broadcasting or visualizing speech, music or other sounds or images to a large audience.
нагрудный микрофон	Microphone designed for positioning on the clothing of the user.
Нагрудный микрофон / Галстучный микрофон	A wireless microphone attached to either the tie or jacket
Найди меня	a device that allows delegates to find other delegates while at the same event.
налог на выезд	Fee collected from traveler by host country at time of departure.
налог на добавленную стоимость (НДС)	Government tax levied on goods and services.
Наложение обязательств (принудительная мера)	obligatory or requirement to abide by the rules of the association/meeting

Наращивание ссылочной массы

Link building is an aspect of search engine optimization in which website owners develop strategies to generate links to their site from other websites with the hopes of improving their search engine ranking. Blogging has emerged as a popular method of link building.

наружный стенд/павильон

Exhibition space located on an outside edge of exhibition area.

наслаивание; двойное экспонирование

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

настольная презентация

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

настольный микрофон

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

настольный экран

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

научная программа

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

научные конференции

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

научный комитет

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.

научный секретариат	Administrative staff appointed to process all aspects of the scientific programme of a meeting.
наушники	Device that converts electrical energy into sound waves and is worn over or inserted into the ear.
Наушники с трансляцией перевода/ Приемники	A device that allows the audience to listen to the speaker in simultaneous interpreted languages
национальные конференции	Meeting participation available to organizations or individuals from one nation, meeting in that nation.
национальные конференции, проводимые за границей	Membership or meeting participation available to organizations or individual from one nation, but able to meet in another nation.
негатив; обратная копия	Reversed form of original art or type.
недобросовестный клиент гостиницы	Departing guest who fails to pay for accommodation.
недоплата	Insufficient payment/funds received for items ordered.
Неконференция	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
ненаправленный микрофон	Microphone that picks up sound from all directions.

необорудованный стенд; неоснащенный стенд; необорудованный павильон	Stand with no services or facilities, meaning that these all have to be hired at an additional cost.
неоплаченный счёт	Outstanding invoice not yet paid.
несоблюдение границ	Use of floor space outside exclusive booth area.
неформальная встреча	Informal gathering, not necessarily social.
неявившийся	Person who has booked a room or a place at a meeting but does not arrive to take up the room or place.
новая регистрация	Registration received at the meeting and generally incurring payment of a penalty fee.
номер для приема гостей	Room or suite of rooms used to entertain guests.
номер с двуспальной кроватью	Room with one queen-size bed suitable for one or two person(s).
номер-люкс	Combination of interconnecting rooms generally containing a sitting room and double/twin bedroom(s), as well as a bathroom.
номинация; выдвижение кандидатов	Submission of a name (person, organization or company), for election or appointment to a specific role or function.
Нравится	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.
обед	Midday meal; sometimes with speeches or presentations during meetings of professional associations.
обзорная экскурсия; городская экскурсия	Outing to landmarks. Note that a "city tour" will necessarily be confined to a given city, whereas a "sightseeing tour" may range more widely.
Облако- Клауд сервис	Provides the delivery of applications and centralised access to information via a centralised platform via the Internet based around the concept of infrastructure convergence
Облако тегов	A tag cloud is a visual depiction of user-generated tags, or simply the word content of a site, typically used to describe the content of web sites.
Облачное хранилище данных	A Cloud based application for sharing file downloads
Обмен мгновенными сообщениями	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.
оборудование площадки и средства обслуживания	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.
оборудование стендов	Items which can be supplied on hire to stands, e.g. lighting, shelves, carpet, etc.



образовательная программа	The educational aspects of an event.
образовательная экскурсия	Educational visit to a workplace or manufacturing plant of interest to meeting participants.
обращение; приветственное слово	A formal and dignified public discourse.
обслуживание официантом в «русском стиле»	Waiter offers food platter to guests who help themselves.
обсуждение на форуме; дискуссии на форуме	A discussion within a forum (cf forum).
общая информация	Information of interest to all participants.
Общегородской	throughout the city
общее заседание	A meeting open to all those in attendance at a convention.
общее количество квадратных футов/общее количество квадратных метров	Total amount of space in exhibition hall or meeting room.
Общение в социальных сетях	The use of a dedicated website to communicate informally with other members of the site, by posting messages, photographs, etc
объединение	Union of a society, firm, or political party with another, but without loss of identity.
Объединение	joining in pursuit of common interest
огнестойкий материал	Material that is flame resistant.

ограничение времени выступления	Duration of the time accorded to speakers.
одновременные заседания	Sessions scheduled at the same time.
одноместный номер	Room containing one bed for one person.
однонаправленный микрофон; кардиоидный микрофон	Microphone which picks up sound primarily from the direction in which it is pointed.
одноразовый стенд	Exhibit or display built for one use only.
ознакомительная экскурсия	Hosted trip to assess facilities, locations or services.
окончательная программа	Document containing the definitive meeting and social programme, circulated immediately prior to a meeting or distributed at the commencement of an event.
окончательная смета; итоговый отчет	Statement of income and expenditure following the end of an event.
окружающее освещение	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".
Окупаемость инвестиций	Return on Investment Methodology used for measuring the effectiveness of meetings and events. A planning and evaluation tool.
Опера	Opera is an open-source web browser. While not as popular as Firefox, Opera is used as the default browser on some gaming systems and mobile devices.

оплата за откупоривание и подачу вина	The charge placed on wine, beer and liquor brought into a facility but purchased elsewhere. The charge sometimes includes glassware, ice and mixers.
оплата услуг на основе «время и материалы»	Method of charging for services on a cost-plus basis.
оплаченное питание	Actual number of meals served at a food function.
организатор конференций; организатор мероприятий; организатор	Professional Conference Organizer
организатор специализированных выставок	The individual who plans a trade show, reserves the space, markets to exhibitors and promotes attendance by buyers.
организационный комитет	Group of people who decide or carry out the strategies and policies established for the organization of an event
организация досуга	A service concerned with the organization of free or unoccupied time.
организация и управление.	Organization and management.
организация питания	The provision of food and beverages.
оригинал-макет; оригинал, готовый к пересъемке	Materials ready for photographic reproduction.
Оркул	Orkut is a social networking website that is owned and operated by Google. The website is named after its creator, Google employee Orkut Büyükkökten. Although Orkut is less popular in the United States than

competitors Facebook and MySpace, it is one of the most visited websites in India and Brazil.

освещение аудитории; освещение зала

Lighting of room separate from stage lighting.

освобождение от ответственности

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

основная презентация; основной доклад

Top level presentation.

основной докладчик

Speaker who sets forth the theme of the meeting.

основной переводчик с редких языков

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.

особый тариф; корпоративный тариф; коммерческий тариф; групповой тариф

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

островной стенд; островной павильон

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

отборочный комитет по работе с представленными авторефератами или тезисами выступлений

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

ответственный за созыв

Member of committee in charge of convening participants.

ответственный секретарь	Person appointed to handle organizational functions and who is given certain administrative authority and responsibilities.
отдельно стоящий экспонат	self-supporting and independent exhibit material.
отказ от ответственности	Clause in a contract whereby a party explicitly refuses to accept responsibility for something.
Откладывать	to postpone proceedings
отклонение от плана группы	Departure of individual passenger from established group itinerary.
Отклонить	to decline to use ones vote
открытая выставка; открытая ярмарка; потребительская выставка	Exhibition open to the public, usually subject to payment of an entrance fee.
открытый форум; время, отведенное для вопросов и ответов	Question and answer period.
отложенная регистрация	Incomplete registration where the fees or full payment have not been received.
Отметка уровня	point of reference demonstrating a particular level
отправка по почте	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.
отчет о конференции	Official summary of meeting events.

отчет о прениях	Short report of discussions that have taken place in the meeting hall.
официальная расписка	Official acknowledgement of money received.
официальный прием	Reception for conference participants hosted by local or governmental authorities or other officials.
официальный ужин	Evening meal forming part of the official programme.
официальный язык	Language officially to be used for a meeting, e.g. for the publication of proceedings.
оформление, оборудование стендов	That which adorns, an ornament.
офсетная печать	Printing process.
оффшорные конференции	Meeting event not taking place in the country of the originating body.
охранник	A member of the security service who is employed to protect building, people, etc.
павильон с жесткой конструкцией; европейский павильон	Booth constructed with plywood or similar material (as opposed to booth formed by drapery only).
пакет документов; информационный пакет	Generally a comprehensive collection of meeting documentation within its container.
пакет заданий по организации конференции	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.
пакет услуг	Management providing furniture and/or services to exhibitors for a single fee.
паллет; поддон	Wooden platform used to carry goods.
Пандора	Pandora is a social online radio station that allows users to create stations based on their favorite artists and types of music.
Панчбоул	Punchbowl.com is a social site that facilitates party planning and provides members with ideas, invitations, favors, gift registries, photo/video sharing, and more.
параболический экран	Type of front projection screen surface which is rigid and allows only narrow-angle viewing.
параллельные заседания	Session which has some correspondence, similarity, or analogy of subject and aim and is simultaneous with another session.
парковщик	A person who is employed to assist people in parking their motor vehicle in a designated area.
пассажир на листке ожидания	Person attempting to travel on a flight without a confirmed reservation.
Пассивный пользователь	A lurker online is a person who reads discussions on a message board, newsgroup, social network, or other interactive system, but rarely or never participates in the discussion.

пассивный язык	Language into which interpretation is provided.
первая помощь	Emergency care or treatment given to an ill or injured person before a doctor arrives.
перевод	Oral translation from one language to another.
перевод шепотом	The process of interpreting on a simultaneous basis in a low voice to the participants, usually seated next to the interpreter.
перевод-толкование	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.
перевозка; переезд	Process of moving people or equipment from one point to another.
переговорное устройство; двусторонняя селекторная связь; система внутренней связи	Intercommunication system using headphones and microphones for communication between adjoining or nearby studios or offices.
перегородка	Movable interior wall.
передача документов	Handing out or mailing of documents.
передающее устройство; передатчик	Apparatus for transmitting radio waves through space.
переиздание отдельной статьи; печать отдельным оттиском	Separately issued reprint of a part of a publication or document.



Переключатель	A device used to allow for seamless switching between several devices and presentations
перенос заседания	Suspension of the meeting either indefinitely or until a later date.
переносной микрофон	Small microphone, with or without wire, which can be moved easily.
переплет втачку	Binding process by which folded sections of book or magazine are laced on top of one another and stiched together from top to bottom.
перерыв в заседании	Temporary break in meeting for a specific and unprogrammed reason.
перерыв на чашку чая	Short interval between sessions during the morning or afternoon at which tea is served.
перечень всего необходимого	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.
Перmalink (Постоянная ссылка)	A permalink is an address or URL of a particular post within a blog or website.
перпендикулярное расположение столов	Variant of schoolroom setup in which tables are perpendicular to the head table, and chairs are placed on both sides of the tables.
персонал, обслуживающий конференции	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.
Пинг технология	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
письменный переводчик на конференции	Person who translates meeting documents into other languages.
Плазменный Экран	Type of display screen
плакатный щит	Display area provided, particularly at scientific meetings, for presentation of work to participants.
план размещения участников в з	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.
план расстановки столов; план размещения гостей за столом	Plan showing location of tables at a banquet or dinner. Usually accompanied by an alphabetical listing showing at which tables individuals should be seated.
план этажа	Scale plan of the floor area of an exhibition.
план этажа; схема этажа	Floor plan with specific requirements (dais, tables, chairs, etc.) drawn to scale.
Планшетники	A complete mobile computer, integrated into a flat touch screen device
Планшетный компьютер	See tablet

платёжное поручение	Written authorization for payment to be made from a bank account.
платный бар	Private room bar setup where guests pay for drinks individually.
плеер	Machine designed only for playback of recorded magnetic tapes.
пленарное заседание	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.
пленарное заседание	Assembly composed of all the members; fully constituted; fully attended.
пленка-экран на стекловолоконной основе	Type of screen surface used for front projection.
плотный утренний завтрак	Breakfast usually consisting of juice, cereal, eggs, bacon, toasts and preserves, and hot beverages.
площадка для проведения мероприятия	The building and environment area where the meeting takes place.
площадка ярмарочного стенда; площадка ярмарочного павильон	Space in which stands are laid out.
П-образная расстановка столов	Series of tables set up in the shape of a U with chairs set all around.
повестка	Subjects to be discussed at a meeting.
поворотная платформа	Motorized rotating platform.

повседневная одежда; деловой костюм	Business or lounge suits and short day dresses; can include informal forms of national dress.
повышение класса	To change to a superior standard.
поголовный подсчет	Actual number of people attending a function.
под покровительством	Phrase used to indicate endorsement of an event by an eminent individual or body.
под эгидой / при содействии	Phrase used to indicate not only endorsement but normally also a measure of responsibility for, or guidance in, the organization of an event.
подборка для печати	press release; press communiqué
подведение воды; водоснабжение	Temporary supply of water to a stand.
подвесное оборудование	Attachment of devices to the frame work of an exhibition hall.
подготовительное заседание	Meeting of a restricted group before the official assembly in order to finalize preparations.
подготовка помещения	Layout of tables, chairs, other furniture, and equipment for functions.
Подкаст	A series of digital media files (either audio or video) that are downloaded via the web
Подкаст	A podcast, or non-streamed webcast, is a series of digital media files, either audio or

	video, that are released episodically and often downloaded through an RSS feed.
подкомитет	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.
подмости	Platform dimensions of width, length and height vary by facility used to create a stage.
подписано к печати	Word/phrase usually printed at back of title page and bearing signature and date on which publication was approved as ready for press.
подпись уполномоченного лица	Signature of person(s) with authority to sign cheques and contracts on behalf of the organization.
подрядчик выставки	A supplier of exhibition services or goods (eg stand fitting, electrics, furniture, floor covering, labor, drayage signs, etc.).
подрядчик по поставке выставочного оборудования	Contractor or agent responsible for providing an exhibition shell scheme.
подтверждение	To give approval or agreement to a certain subject matter or event.
подтверждение брони	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.

подтверждение заказа; подтверждение заявки	Written authority for a supplier to proceed or for an exhibitor: acceptance of order.
подтверждение регистрации	Official acknowledgement of receipt of registration and fees.
подтвержденное бронирование	Reservations confirmed in writing.
позитив	Exact image of copy as distinguished from reverse image or negative.
Поиск в Твиттере	Twitter Search is a search engine operated by Twitter to search for Twitter messages and users in real time.
Поиск в реальном времени	Real-time search is the method of indexing content being published online into search engine results with virtually no delay.
Поисковая оптимизация	Search engine optimization is the process of improving the volume or quality of traffic to a website from search engines via unpaid or organic search traffic.
показ мод	Choreographed display of garments by models.
показ продукции	Display of products.
покровительство / шефство	In the context of meetings and the like, "patronage" primarily means endorsement by eminent individuals (e.g. Royalty or ambassadors) or bodies.
политематическая конференция	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.

полиэкранное проецирование	Projection of different images on different screens at the same time.
полки	Thin wooden, or metal, boards fixed horizontally on a wall for displaying objects and sales materials.
полная цена	Fixed payment with no extra costs to be added.
полномочия производить платежи	Signed authority to proceed with the payment of an invoice or refund.
полностью оборудованный стенд; полностью оборудованный павильон	Stand equipped with all services and facilities such as electrics, fascia, carpet, lighting, etc.
полный пансион; проживание на условиях полного обслуживания	Rate inclusive of breakfast, lunch and dinner, in addition to room.
полный текст	The complete version of a text
полтика возвращения взноса	Policies which determine allowable reasons and time lines under which fee for a meeting or show will be refunded in whole or in part.
полуостровной стенд; стенд, открытый с трех сторон; павильон, открытый с трех сторон	One of two or more exhibit spaces back to back with an aisle on three sides.
полупансион	Rate inclusive of breakfast and any other meal, usually dinner, in addition to room.

поощрительное заседание	Meeting event as part of a programme which is offered to its participants to reward a previous performance.
портативный компьютер; ноутбук	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.
портфель	Container for meeting documentation.
посетитель	Person attending an exhibition to view the exhibits.
посетитель – покупатель; посетитель профессионал	Visitor to an exhibition representing a specific trade or profession.
посещение достопримечательности	Organized outing to a local place of interest.
последнее заседание в программе дня	Session added on to the end of the day's programme, usually after dinner, to accommodate extra papers or an extra plenary lecture.
последний день принятия заявлений на регистрацию	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.
последовательный перевод	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.
последовательный переводчик	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.

Посольство

national representation in another country

Посредник

someone acting between parties

постепенное затемнение

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

постер

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.

Постерус

Posterous is a blogging and content syndication platform that allows users to post content from any computer or mobile device by sending an e-mail.

постоянная должность

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

постоянно действующая выставочная площадка

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

постоянный комитет

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

ПостРэнк

PostRank monitors and collects social engagement related to content around the web. Essentially it helps publishers understand which type of content promotes sharing on the social web.

почетный комитет

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

почетный председатель

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.

почетный президент

Senior member of the committee of honour.

почётный секретарь

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

почта (почтовое отделение)

Agency handling the transmission of mail.

почтовый адрес

Address to which correspondence is sent.

правила аккредитации

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

правительственные конференции

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

праздничный ужин по окончании конференции

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

практикум

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

практическая демонстрация	Special sitting for the demonstration of particular practical methods.
пребывание в течение дополнительного срока	All extra nights spent by the participant other than overnight meeting stays.
предварительная продажа билетов	Booking for events taking place at a future time.
предварительная регистрация	Submitting an application/booking and/or payment to attend a meeting made prior to the opening day.
предварительная сервировка стола	Placement of food on banquet tables prior to seating of guests.
предварительное объявление о предстоящем событии; рекламная листовка; информационный листок	Initial notification of the event, generally outlining the basic framework of a meeting; a widely circulated document, sometimes called a flyer.
предварительные встречи организаторов	Meeting of event organizers and hotel personnel prior to arrival of guests, at which time details of the programme are reviewed.
предварительный заказ	and/or services ordered up front.
предварительный список участников	(Computer-generated) list of names pre-registered with a group.
предложение для обсуждения	Formal proposal to be discussed and voted on in a meeting.
предложение-план действий	Plan put forward for consideration or acceptance.

предложение-приглашение	The proposal submitted by a destination or a property inviting a group to meet in their venue.
предоставление мест в более высоком классе	Airlines moves passenger into higher priced seating at no extra charge.
председатель правления	The principal officer responsible for overall administration of an organization.
председатель; председательствующее лицо	Person selected to preside over a session or lead a committee.
председатель; президент	Person who presides over an organization or meeting. Chairman can also be used to describe the person presiding over a committee or meeting session.
представитель	Person who speaks on behalf of a group.
представитель туристического бюро	European term for a travel professional who supervises arrival details and escorts tours.
препринт; предварительная публикация	Printed volume of meeting papers available prior to or at an event.
пресс атташе	Title given to the person handling all press and media-related activities excluding advertising.
пресс служба	Department within an organization responsible for distributing information on the organization's activities to the press.
пресс-конференция	Meeting held to communicate information to media representatives.

пресс-релиз

Prepared statement released to the news media.

приблизительная программа;  
предварительная  
программа; намеченная программа

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.

приветственное слово;  
приветственная речь; вступительное  
слово

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

приветственный коктейль

Drink served as an introductory gesture of welcome.

привлечение субподряда

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

Привлечение широкой  
общественности

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.

пригласительный билет

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

пригласительный билет; карточка  
участника

Admission card confirming a booking and registration to a meeting.

приглашение

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

приглашение посетить конференцию	Leaflet or brochure with essentials on forthcoming event.
приглашенный докладчик	Speaker, specifically requested to speak to the audience on a given topic.
прием	Stand-up social function with only canapés and beverages.
приемник	Apparatus that converts electric currents or waves into visible or audible signals.
прилавок	Wooden or metal board fixed horizontally either on legs or on a wall. Usually with display material and possibility of making purchases.
приложение к запросу на подачу конкурсных предложений	Written document issued by an organization which contains requirements for their future events.
Применяемый самостоятельно	a function or activity that is not supported by any other function or activity
принимающая сторона	Association, corporate body, town or other party that invites an event to take place within or under its jurisdiction.
принимающее государство	Country that invites an event to take place within or under its jurisdiction.
приостановка заседания	Definite break in meeting for a specific and unprogrammed reason.
проволочный переплет внакидку	Binding process using wire staples.

программа	Schedule of events, giving details of times and places.
программа для гостей; программа для сопровождающих лиц	Educational and/or social events planned for spouses and guests of meeting participants.
программа конференции	Printed timetable of events at a meeting, including working sessions with locations and the names of speakers, and social events.
программа общественных мероприятий; светское мероприятие	Programme of organized events, not directly related to the subject of the meeting.
программная речь; основной доклад	Fundamental or leading speech made usually at the beginning of a meeting.
продюсер выставки	Company or individual who plans the logistical arrangements in connection with an exhibition.
проект документа; первый вариант документа	First version of a paper or document which is subject to further amendment.
проект решения	Preliminary decision setting out a framework within which detailed provisions may be established by means of later individual decisions.
проектор	Optical instrument for projecting an image onto a screen.
Проекция на здание	A production method that projects an image directly onto a building and can give the illusion of bringing the building to life

проецирование на светоотражающий экран, фронтальное проекцирование

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

проецирование на светопропускающий экран

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

проживание и завтрак

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.

производитель выставочного оборудования

Company which fabricates displays.

прокат автомобиля

Facility to hire a car.

промоутер

Person

пропуск участника выставки

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

Пропускная способность

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

пространство за кулисами

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

протокол

Customs and procedures dealing with formalities, precedence and etiquette.

протокол заседаний

Formal written record of a meeting.



Протокол передачи данных	File transfer protocol – a Web based application for sharing large file downloads
протокольный порядок размещения участников	A system which ranks dignitaries according to international protocol for purposes of seating, honours or ceremonies.
профессиональный	Relating to groups whose members work in common fields.
профессиональный организатор конференций; компания по профессиональной организации конференций	Company or individual professionally engaged in organizing meetings.
Профессорско-преподавательский состав	Group of those qualified to teach
проход; свободное пространство; проход между стендами и павильонами	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.
проходные номера	Two or more rooms with private connecting doors permitting access between them.
прошлое участие в конгрессах	The attendance of a participant to previous meetings undertaken by the same organization and by other organizations.
публикации	Printed items, such as books, magazines, newspapers and meeting documentation.
путевка; обменный ваучер	Ticket which travellers exchange for prepaid services such as accommodation, meals and tours.

работа в параллельных группах	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.
рабочая группа	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.
рабочая программа; график работы	Timetable of meeting content.
рабочее заседание	Every prearranged session of a meeting.
рабочий сцены	Employee of the venue in charge of stage facilities.
рабочий язык	Language in which the various aspects of a meeting are conducted in practice.
радио система	System for message transmission by radio.
радиомикрофон	Microphone used for transmitting radio waves.
разборка оборудования и восстановление порядка	Action required to break down and reset a room.
развлекательная программа	Programme of events organized for the entertainment of participants.

развлечения	Activities performed for the enjoyment of others.
разгрузочная площадка	Area on premises where goods are received.
разделенный на зоны экран	Horizontally or vertically separated video pictures shown simultaneously.
размеры стенда; размеры павильона	Dimensions of assigned space.
разметка выставочной площадки	Method of marking booth/stand space.
Размещение публикаций	A type of social media
размещение в гостинице	Bedroom(s) at a hotel and rooming arrangements; usually specifying the hotel classification in terms of its amenities, facilities, level of service and cost.
размещение стендов и павильонов на территории выставочной площадки	Process of assigning space to exhibiting companies.
Разновидность	alternative direction in business from your core activity
разобранный стенд	Unassembled exhibit material requiring on-site assembly.
разогрев публики	Activity to liven up the audience prior to show time.
райдер; дополнительная статья договора	An additional clause in a contract stipulating special requirements, coverage or conditions.

Рандеву	meeting point
ранний приезд	Guests arrival before confirmed reservation date and/or time.
ранняя регистрация	Registration received before a pre-defined date, usually offering a lower fee.
расстановка в виде буквы «Т»	Series of tables set up in the shape of a T with chairs set all around except at head table.
расстановка мебели, как в комнате для заседаний совета директоров	Table set up in rectangle or oval shape with chairs on both sides and at both ends.
расстановка столов в виде буквы «Е»	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.
расстановка столов в виде подковы	Horse-shoe shaped table.
расстановка столов в виде полого квадрата	Tables set up in a square (or rectangle) with chairs placed around perimeter. Centre inside tables is hollow.
расстановка столов в форме полумесяца	Two quarter-round tables joined to make a half circle. Seating locations for honoured guests and/or meeting presenters.
расстановка столов и стульев, как в классной комнате	Tables lined up in a row, one behind the other on each side of centre aisle with chairs facing head table.
расстояние между креслами	Distance between rows of seats on an aircraft.
расходы; издержки	Money paid out.

Расцветивание	Lighting which can be coloured and creates a flood of light up/on the wall
расчет	Procedure for guest departure including account settlement.
расшифровка записи выступления	Written copy of spoken material.
Ревеню	income
регистрационная стойка	Area at a meeting to which delegates and others report for registration on arrival.
регистрационная форма	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.
регистрационный взнос	Amount payable for attendance at a meeting; may vary according to level of participation, type of membership, or date registration is submitted.
регистрация	Booking and or payment to attend a meeting. Inclusion as a participant in an event; booking and payment to attend a meeting.
регистрация на месте; регистрация в присутствии участника	Process of signing up for an event on the day of, or at the site of, the event.
регистрация по прибытию	Procedure for guest arrival and registration.
регистрация с опозданием	Booking received after the stated deadline, usually incurring payment of a penalty fee.

Реддит	Reddit is similar to Digg. It is a social news site that is built upon a community of users who share and comment on stories.
резервирование номера	Booking of a particular type of room for specific dates.
резервирование с предоплатой	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.
резолюция	Motion put forward for adoption; once adopted, has binding force.
реклама в средствах массовой информации	Advertising to the public in journals, newspapers or magazines or on radio, television or film.
рекламирование; популяризация	Publicizing and supporting an event.
Рекламное турне	theatrical performance, or small exhibition, or promotional activity on tour
рекламный материал	Brochures or other items needed for promotional purposes.
Рекламный щит	a large outdoor board for advertising
Рекомендательная пятница (#ff)	Follow Friday is a trend via the hashtag #ff every Friday on Twitter. Users select other usernames and tweet them with #ff in their post, meaning they recommend following those Twitter users. People tweet at their favorite brands, colleagues, celebrities—you name it!

рекомендации	Strongly suggested course of action; sometimes has binding force.
реостат, регулятор освещенности	Control that adjusts variations in the light level in a room.
репетиция	Practice run held in advance of an event.
Ресепшионист	a front of house welcoming representative
ресепшн, стойка администратора	Area at which delegates, guests or visitors are received on arriving at a venue.
ресторанный сервис	Each food item is served by waiter from platter to individual.
Ретвит	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.
референт, куратор, консультант	Person appointed to give specialist or expert information on a particular event, or generally.
Риск	hazard or exposure to potential danger
Ролл-ап	turn over and over on itself into a cylindrical shape, eg banner
руководство для участников выставки	Book of instructions and information for exhibitors regarding the exhibition venue and services offered by the organizing body.
руководящий комитет	Group which decides on the order of the procedures.

Ручной микрофон	A microphone that is held by the individual – can be wireless or wired
рыночные сектора	Categorization of organization or businesses by professional discipline or primary areas of interest for the purposes of sales analysis or assignment.
Ряд, ярус	level of seating, eg in a cinema or theatre
Саммит	top of, or an international meeting of senior representatives, normally associated at governmental level
сателлитное заседание	Meeting on a similar or related subject taking place either concurrently or, shortly before or after main event.
сателлитный семинар	A small or secondary meeting of specialists who have a specific common interest (cf seminar.)
сателлитный симпозиум	A small or secondary meeting of a number of experts in a particular field (see "symposium").
сбор средств	Process of obtaining money and funds from additional sources other than registration fees.
сборник авторефератов; сборник тезисов	Printed volume containing summaries of accepted papers.
сборник докладов	Published volume containing papers presented at a meeting. May or may not include details of discussion.
Сверстники	those persons of the same status as yourself



сверхурочная работа	Work performed on overtime.
светильники с изменяемым направлением освещения	Lights attached along a track mounted on a ceiling or wall permitting flexible spotlighting and other effects.
Светодиоды	Light Emitting Diode – Flat panel display which uses LED as a video display
светский прием	Gatherings for social purposes.
светский ужин	Non-working evening function at which a meal is served.
свободный стиль в одежде	Sport shirt (possibly with jacket) for men; resort wear for women.
Связи	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.
связь с общественностью, пиар	Presentation of an event via the media or other outlets, emphasizing its benefits and desirability.
сдаваемый в аренду павильон	Complete booth package offered to exhibitors on a rental basis.
Сегментирование сети	Splitting a computer network into subnetworks ie: Organisers, Speakers, Delegates, etc either to boost performance or to improve security.

сезон высокого спроса; пиковый сезон	Busy times of year during which hotels normally charge higher rates.
сезон низкого спроса	Time of year at which hotel occupancy is lowest and bargain rates are usually offered.
секретариат конференции	The office responsible for the administrative, clerical and secretarial affairs surrounding planning, and management of a conference (cf conference).
секретариат организационного комитета	Staff providing secretarial services in connection with the organization of a meeting or the like.
селекторное совещание; групповое телефонное совещание	Telephone conversation involving a number of subscribers simultaneously.
семейный номер	Room containing one bed for two persons.
семейный тариф	A discount price offered by hotels and resorts to second and successive members of families who travel together.
семинар	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.
Сенсорный экран	A screen that can be controlled by the touch of the screen.
Сентимент	Sentiment is normally referred to as the attitude of user comments related to a brand online. Some social media monitoring tools measure sentiment.

сертификаты о прохождении профессиональной переподготовки

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.

сигнальная лампочка на работающей камере

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

симпозиум

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

синхронный перевод

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

Сисмик

Seismic is a popular desktop and mobile social application. Using APIs, Seismic allows users to share content on social networks such as Twitter and Google Buzz from the same application.

Система счетчика с обратным счетом для контроля выступлений

A technology to control the duration of a presentation

Система голосования

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

система двусторонней связи

Speaker system that connects the control room with the studio.

система интерактивной связи	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.
система классификации приоритетов	System used to determine priorities in the assignment of booth space.
система проводной трансляции синхронного перевода	System for the transmission of interpreting by cable or wire.
Система реакции аудитории	Is a type of interaction associated with the use of audience response systems, to create interactivity between a presenter and his/her audience. Systems for co-located audiences combine wireless hardware with presentation software, and systems for remote audiences may use telephones or web polls for audiences watching through television or the Internet.
система связи	A system for communications between the speaker and the projectionist or between the chairman and the speaker.
Скайп	See VOIP
Скайп	Skype is a free program that allows for text, audio, and video chats between users. Additionally, users can purchase plans to receive phone calls through their Skype account.
Сканер штрихкода	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

склад	Equipment storage area at show site, usually draped off area in exhibition hall/unsold space.
складываемые друг на друга стулья	Chairs that nest on top of each other when in storage.
Скрибд	Scribd turns document formats such as PDF, Word, and PowerPoint into a web document for viewing and sharing online.
скрытые издержки	Unbudgeted expense.
слайд	Photographic transparency on a small plate or film arranged for projection.
слайд для эпидиаскопа	A print or inscription on a special transparent sheet of paper made visible by means of a overhead or slide projector.
СлайдШеа	A web based community for sharing presentations, documents, videos and webinars
СлайдШеа	SlideShare is an online social network for sharing presentations and documents. Users can favorite and embed presentations as well as share them on other social networks such as Twitter and Facebook.
Слайды	set of imagery et in a power point presentation, formerly a collection of slides
Случайно найти	StumbleUpon is a free web-browser extension that acts as an intelligent browsing tool for discovering and sharing web sites.

Сматфон	Is a mobile phone , with more advanced computing ability and connectivity than a contemporary feature phone.
смежные номера	Rooms with common walls which do not have connecting doors.
смета	Preliminary calculation of the cost of work to be undertaken.
Смешанное мероприятие	An event with both live and virtual attendees
смокинг; официальная одежда; вечернее платье	Dinner jacket and formal evening dress; can include national dress.
снижение категории	To move to a lesser accommodation or class of service – to change to an inferior standard.
совет попечителей; попечительский совет	An official body (cf board) which manages the affairs and administers the funds of an institution or organization.
совещание работников образования	Meetings comprised of people employed or working within the education industry.
совещания на правительственном уровне	Groups whose constituencies are made up of civil servants, elected officials and service providers to Government entities.
Создание закладок	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.

Созданный пользователями контент	Stands for User Generated Content and refers to a range of Media Content available in a range of communication technologies; mobile, web that enable the individual to create the content
Соперничество	competition
сопредседатель	One of two or more persons appointed as chairman/president on an equal footing.
сопровождающее лицо	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.
сотрудник по связям с общественностью	Title given to the person in charge of and co-ordinating the promotional activities of an event.
сотрудники	Appointed personnel with specific tasks.
Социальные Медиа	refers to the use of web-based and mobile technologies to turn communication into an interactive dialogue
Социальные медиа	Social media is media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques.
соэкспонент	Distributor or agent of main exhibitor sharing the same stand or booth.
специальный комитет	Committee formed on a temporary basis to discuss a specific item.

специальный секретарь	Person appointed to note and record the proceedings of sessions and to write précis (summaries) of the papers presented, for a final summation session.
список гостей с указанием требуемых номеров	Roster of individuals requiring guest room accommodations including type of accommodation and arrival and departure dates.
список делегатов	List of delegates registered to attend an event.
список для рассылки	Contains the names and addresses of the persons to whom publicity material or other information is to be sent.
список участников; список гостей	List of delegates and accompanying persons registered to attend an event.
список экспонентов	List of exhibiting firms, usually with locations.
спонсируемый	Supported by... (either financially or otherwise).
спонсирующие органы; спонсоры	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.
спонсорство	Donated financial or material support.
спортивное обслуживание	A service concerned with arranging sports activities or activities involving physical exertion and skill.



справочник конференции	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.
справочное бюро	Stand at which an official gives information.
срок выполнения демонтажа	Day and hour ( deadline) by which stands must be dismantled and exhibition area empty.
срок проживания	The nights spent by the participant: – during the meeting ;
срочный вексель	A draft which matures either a certain number of days after acceptance or a certain number of days after the date of draft.
стандартный тариф за номер	Facility's standard, pre-established guest room rates.
стационарная система	Fixed equipment.
стационарные места для сидения	Permanent, non movable seats in a meeting room or amphitheatre.
Стенд	a specified area in which an individual company can exhibit
стенд объявлений	Board on which messages are displayed.
стенд/павильон находящийся в ряду; стандартный стенд; стенд с одним проходом	Stand within a row of similar stands, i. e. with only the front opening onto an aisle and with other stands on either side.

стенд/павильон с жесткой конструкцией

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

стенд; павильон

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

стендовые доклады

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

стенографический отчет

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

стоимость аренды помещения

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

стоимость квадратного метра

Basic charge for a square metre of exhibition space.

стоимость номера

Amount charged for the occupancy of a room.

стол для почетных гостей

Seating location for honoured guests and/or meeting presenters.

страна происхождения

Denotes country of parental nationality.

страхование на случай пожара

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

страхование поездок; туристическое страхование

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

страховое свидетельство	Serve as evidence of the financial capability of an indemnitor (supplier) who has executed an agreement in favour of an organization.
строчная буква	Small letter, as distinguished from a capital letter.
Структурированная сетевая платформа	An online central forum that enables communication and interaction based of a pre-defined profile
субподрядчик	Company retained by general contractor to provide services.
Субпродукт	a secondary product derived from a manufacturing process or chemical reactio
сцена, подиум	A permanent or portable raised platform used for seats of honor or speakers lecterns.
сценарий	Outline of an event or a speech highlighting relevant items, sometimes showing different types of outcome.
съезд	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.
таблички с обозначением проходов	Signs, usually suspended, indicating aisle numbers or letters.

ТайпПад	TypePad is a free and paid blogging platform similar to Blogger. It allows users to host and publish their own blogs.
таможенный брокер	Person or company which provides customs clearing services to shippers of goods to and from another country.
тариф «все включено»	Rate covering all elements in the cost of a room, including gratuities and taxes.
тариф за неполные сутки	Reduced rate (often 1/2 of the regular rate) for a room used part of the day, including the period after check-out time.
тарифы за обслуживание	Inclusive gratuity specified by the restaurant/hotel management and shown in the bill.
Твитап	A tweetup is an organized or impromptu gathering of people that use Twitter.
Твиттер	A social media forum where people can join and "tweet" in no more than 140 characters what they are doing
Твиттер	Twitter is a platform that allows users to share 140-character-long messages publicly. User can "follow" each other as a way of subscribing to each others' messages. Additionally, users can use the @username command to direct a message toward another Twitter user.
Твиты	A post on Twitter of no more than 140 characters
тезисы выступления	Prepared version of a speech.

тезисы статьи	Written transcript given as a result of acceptance of the submitted abstract on a subject chosen by the author.
Тележка (повозка)	means of transport
телеконференция	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.
телеперевод; дистанционный перевод	Simultaneous interpreting using telecommunications facilities, e.g. via satellite.
телепроектор	Equipment used to project a video image on a large screen.
телесуфлер	Electronic device which displays script to the speaker, usually on a screen not visible to the audience.
телефакс, факс, факсимильный аппарат, телекопир	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.
телефонная розетка	Socket into which a telephone can be plugged for external communication.
тема встречи (конференции, конгресса, выставки и т.п.)	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.

тематическая вечеринка	A special reception or banquet designed around a central motif.
терминолог конференции	Person who conducts terminology work specifically in the context of meeting organization.
термиология, связанная с проведением деловых встреч; конференций; конгрессов и других мероприятий подобного рода	–
техник	Expert in particular craft or technique, usually in relation to audiovisual, mechanical or electrical equipment or appliances.
техническая репетиция	Run-through of technical aspects of a show such a lighting, sound, special effects. Sometimes called "tech-check".
техническая экскурсия	Tour to a workplace of interest to meeting participants.
технические конференции	Groups whose members and suppliers work in scientific, research or applied sciences. USA/Canada: Non-medical meetings of professional organizations.
технический директор	Person who calls cues from the control room.
технология «Открытое пространство»	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.

Технорати	Technorati is a popular blog search engine that also provides categories and authority rankings for blogs.
Тимбилдинг	activity to bring people together to work as a team
тираж	Number of copies printed.
титул (г-н, г-жа, мисс, миссис, профессор, сэр и т.п.)	Denotes person's rank, office, sex or, in women, matrimonial status.
торжественное открытие	Meeting(s) of a predetermined duration which begin an event and in which the principal items on the agenda are usually introduced.
точечные источники света	Adjustable lamps with direct or high intensity light.
транзитное страхование и страхование выставочных экспонатов	This insurance usually covers loss or damage caused deliberately or accidentally by third parties during loading, unloading, transshipment, transport and exhibition.
транспортировка и хранение выставочных экспонатов	Transfer of exhibits from point of arrival to exhibit site. May also include storage.
транспортная компания; грузоперевозчик	A business which handles export shipments.
транспортные средства	Means of transport, i.e. buses, coaches, cars, etc.
требование к размеру выставочных площадей	Amount of stand/booth space required by individual exhibitors.

Тренд	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.
трибуна	Raised platform on which a speaker stands or sits.
туалет, санузел, туалетная комната	Samtory convenience.
Тумблр	Tumblr lets users share content in the form of a blog. Users can post text, photos, quotes, links, music, and videos from your browser, phone, desktop, or email.
Туризм	functionality whereby visitors (tourists) are attracted to places (destinations) of historical, cultural or national interest
туристическая поездка с оплатой всех услуг; инклюзив-тур	Tour sold at a price covering all costs (transport, accommodation and related services) for the full duration of the trip.
туристическое агентство; туристический агент	Person or firm qualified to arrange for hotel rooms, transportation, cruises, tours, and other travel elements.
туристическое бюро	Organization which exists to promote a town or country to groups or individuals as a tourist destination.
турпакет	Tour arrangements combined and sold at a single all-inclusive price. All the



	arrangements are made by an agent at an inclusive price.
уборка мусора	Removal of rubbish from building or stand areas.
уборка стендов; услуги по уборке и поддержанию чистоты	Cleaning services to individual stand areas.
угловой стенд; угловой павильон	Exhibit space with aisles on two sides.
удлиненный режим работы	Evening on which the exhibition will remain open later than usual.
ужин	Evening meal for a group; not usually ceremonial.
Указатель	directional tool of indication providing information as to where people should go
Уоки Токи / Радио	Is a hand-held, portable, two-way radio transceiver.
управляемая компьютером система конференц-связи	Sound balance control assisted by computer.
управляющий; генеральный директор	Principal executive officer of a company.
усиление голосовых сообщений	Technique whereby, with the help of a microphone and an amplifier, the volume of the human voice is amplified.
усилитель	Device enabling sound to be intensified.

условия подряда; техническое задание; заявка на подачу предложений	Complete description of requirements.
условия расторжения договора	Provision in a contract stating the terms on which the contract may be cancelled.
услуги в области культуры и искусства	A service concerned with organizing activities which are mainly related to the artistic and intellectual side of civilization.
услуги и удобства	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.
услуги по письменному переводу	In the sense of a service provided, as distinct from an administrative unit, the translation of written material from one language to another.
услуги по присмотру за детьми	Arrangements for care of children during a short absence of the parents.
установка	Process of setting up exhibit booth and materials according to instructions and drawings.
устный доклад	Contribution made verbally.
устный переводчик	Person interpreting a conversation between two or more persons from one or more foreign languages into his mother tongue and vice-versa.
устный переводчик на конференции	Person who interprets into another language oral presentation(s) made during a meeting.

утвержденная копия	Final copy for approval before printing.
участник	Person taking part in the activities of a meeting.
участник дискуссии; человек, выступающий из зала; выступающий в прениях	Member of a meeting audience who participates in discussion during a meeting session.
учебный день	Day devoted to the study of a particular subject or subjects.
учёт доходов и расходов	Accurate account of the financial position at any given date showing all credits and debits within heads of income and expenditure.
Фаерфокс	Firefox is an open-source web browser. It has emerged as one of the most popular web browsers on the internet and allows users to customize their browser through the use of third-party extensions.
фактическая выставочная площадь	Actual amount of salable space available for or used by exhibit booths/stands.
фактическое количество	1. Number of sleeping rooms actually occupied during a particular night.
фамилия	Name by which all immediate family members are known. Women usually (but not always) adopt their husband's family name upon marriage.
Фейсбук	A social media forum where people can join, make friends, post comments, videos and other items to allow interaction and comment,

Фейсбук	Facebook is a social utility that connects people with friends and others who work, study, and live around them. Facebook is the largest social network in the world with more than 800 million users.
финансовые операции	Outline of accounting and banking systems.
финансовый комитет	Group of people who meet with responsibility for budgeting, cashflow, accounting and controlling finance and whose chairman is generally the treasurer of the event.
финансовый отчет	Document incorporating the statement of income and expenditure and the budget at a given date.
флаер; рекламный информационный листок, распространяемый по почте	Single-sheet printed announcement or advertisement.
Флешка / Флеш карта / USB накопитель	Portable storage device, that can hold information for use in electronic equipment
Фликр	Flickr is a social network based around online picture sharing. The service allows users to store photos online and then share them with others through profiles, groups, sets, and other methods.
флиповер, приспособление для показа откидных лекционных материалов	Large pad of paper placed on an easel and used by a speaker for illustrative purposes.
флуоресцентные лампы; лампы дневного света	Neon lamps, with diffused light tubes as opposed to incandescent lights.
Флэш Моб	A flash mob is a large group of people who assemble suddenly in a public place,

perform an unusual and pointless act for a brief time, then quickly disperse. The term flash mob is generally applied only to gatherings organized via telecommunications, social media, or viral emails.

фокусировка

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

Фоновая плоскость

background staging

форвардный контракт; фьючерсная сделка

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

форма для желающих выступить в прениях

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.

форма заказа номера в гостинице

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

форма оплаты

Method of settling a bill/account.

Формат Блю-Рэй

Is an optical disc storage medium designed to supersede the DVD format

Форсквер

Foursquare is a social network in which friends share their locations and connect with others in close physical proximity to each other. The service uses a system of digital badges to reward players who “check in” to different types of locations.

форс-мажорные обстоятельства

Contract clause which limits liability should a performance be prevented due to

	disruptive circumstances beyond control. Usually inclement weather does not apply.
форум	Meeting or part of a meeting set aside for an open discussion by recognized participants on subjects of mutual interest.
Форумы	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.
фрак для мужчин; вечернее платье для женщин	Formal dress requiring white tie and tails for men and formal evening dress for women.
фронтальный стенд; фронтальный павильон	Stand at the head of a row.
фуршет	Stand-up social function with drinks and snacks.
Хакерство	by way of breaking into someone else's computer programme
Хештег	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.
холл, фойе, вестибюль	Public area in hotel or hall for assembly or registration.
хостесс	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.

Хранилище приложений

A service for iPhone and iPad users which allows them to browse and download mobile applications as well as music or video files

Хроника

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.

Хутсвит

HootSuite is a social media management system that helps brands streamline campaigns across social networks such as Twitter, Facebook, LinkedIn, and Google+ Pages. Teams can collaboratively monitor, engage, and measure the results of social campaigns from one secure, web-based dashboard.

центр приема и передачи сообщений

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

центральный пульт

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

церемония закрытия

Formal closing of a meeting.

церемония открытия; официальное открытие

The formal opening of a meeting.

Цифровая вывеска / Доска объявлений

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

Цифровая Кафедра

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

чаевые

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".

частота проведения встреч

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

часы работы

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

Чат

Chat can refer to any kind of communication over the internet but traditionally refers to one-to-one communication through a text-based chat application commonly referred to as instant messaging applications.

Чат в Твиттере

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.

челночная перевозка

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



чистая стоимость	Actual cost of a travel programme excluding mark-ups or commissions.
чрезвычайное заседание	Special session for activities, needs, or situations that are different from those normally and originally prepared for.
Шатер	large temporary structure, eg tent, usually whose walls are not solid but canvas
ширма, передвижная перегородка, переборка	Movable barriers that partition large areas into smaller areas. May be sound-resistant, but not necessarily soundproof.
Широкий экран	Any screen with an aspect ratio greater than 4:3
шоу	Organized performance for entertainment, usually in the evening.
штанговый микрофон; подвесной микрофон	Microphone mounted on an extension. Often used in Q&A sessions.
штатив	Pan-tilt device on which a camera is mounted.
экран	Surface onto which images are projected by a film or slide projector.
экран для бегущей строки	Screen intended to provide information and to notify participants who are called away for urgent reasons during the session, without disturbing the meeting.
эксклюзивный подрядчик	Contractor appointed by show or building management as the sole agent to provide services.

экскурсионное обслуживание	A service concerned with the organization of excursions which are purely pleasure (cf sightseeing tour).
экскурсионный маршрут	Detailed programme of a visit or tour.
экскурсия	Organized outing to a specific place of interest.
экскурсия до конференции; экскурсия после конференции; экскурсия до и после конференции	Organized outings taking place before (pre-) or after (post-) the working conference for both accompanying persons and delegates.
экскурсия на производство	Tour to a manufacturing plant of interest to the meeting.
экспедирование грузов	Transfer of exhibits from point of arrival to exhibit site. May also include storage.
экспертная группа	Group of specialists in a particular field.
экспо	Large trade exhibition
экспонент	Company or individual participating in the exhibition with a stand or booth.
электрическая розетка; электрический источник питания	Temporary supply of electricity to a stand to which electrical goods can be connected.
электронная доска	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.
электронная доска	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.

Электронная книга

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.

Электронная Конференция /  
Мероприятие

Conference which is held electronically via the internet

электронная указка

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

электронное редактирование и  
оформление печатных, материалов;  
подготовка изданий с применением  
электронной техники

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.

электронные платежи

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

Электронный постер

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

электронный редактор; текстовой  
процессор

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

электророзетка, штепсельная розетка

Mechanical electrical connector.

эпидиаскоп	Equipment which projects an image onto a screen by passing light through a transparency.
Этнический	belonging to a different race from your own
Юстрим	USTREAM is a live interactive broadcast platform that enables anyone with an internet connection and a camera to engage and stream video online.
Ютуб	YouTube is a video-sharing website on which users can upload, share, and view videos. Three former PayPal employees created YouTube in February 2005. In November 2006, YouTube, LLC was bought by Google Inc. for \$1.6billion, and is now operated as a subsidiary of Google. YouTube is the largest video sharing site in the world.
язык источника	Language from which a speech or document is translated.
язык оригинала	Initial language in which a document is drafted or a speech delivered.
язык перевода	Language into which a speech or document is translated.
Язык разметки гипертекста	HyperText Markup Language (HTML) is a programming language for web pages. Think of HTML as the brick-and-mortar of pages on the web. It provides content and structure while CSS supplies style. HTML has changed over the years, and it is on the cusp of its next version: HTML5.
Яммер	Yammer is a business communication tool that operates as an internal Twitter-like messaging system for employees within an

organization. It is used to provide real-time communication and reduce the need for e-mail.