

**WORD****DESCRIPTION**

3d Bildschirm

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

3d Projektor

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

a la carte

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

abbau

Take-down and removal of exhibits.

abbaufrist

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

abbautermin

Dates) set for dismantling.

abbauzeit

Action required to dismantle a function setup.

abendessen

Evening meal for a group; not usually ceremonial.

abendkleidung

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

abendkleidung;  
gesellschaftsanzug; smoking

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

abfallbeseitigung

Removal of rubbish from building or stand areas.

abhangungen

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

ablaufplan

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.

ablaufplan

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.

Abnutzung / Verschleiß

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

abreise

Procedure for guest departure including account settlement.

abreisezeit

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

abschlussbericht; schlussbericht

Final summary of meeting events.

Abstimmung

recording of votes

abweichung

Departure of individual passenger from established group itinerary.

ad-hoc-ausschuss

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

Advokat / Rechtsanwalt

one who speaks in favour of another

ailles-inklusive-reiseangebot

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

akkreditierung

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

akkreditiv

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

aktenmappe

Container for meeting documentation.

aktive sprache

The language being used by the speaker.

allgemeine informationen

Information of interest to all participants.

Allianz

joining in pursuit of common interest

alternative posten

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

Amphitheater

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

änderungen

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

angebotsunterlagen;  
leistungsbeschreibung

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

angliederung

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

animation

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

ankunft ohne reservierung; last-minute-buchung

Guest requesting accommodation or service without a prior notice.

anmeldebestätigung

Official acknowledgement of receipt of registration and fees.

anmeldeformular

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.

anmeldeformular für standmieter

Form for official request to utilize a particular space.

anmeldefrist

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.

anmeldung

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

anmeldung; registrierungsstand

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

anmeldungszeit

Preferred time for guests to arrive at hotel.

anreiztagung

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

anschlagbrett; aushangtafel

Board displaying one or more notices or warnings.

anschlagtafel

Board on which messages are displayed.

anschluss-sitzung

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

Ansteckmikrofon

A wireless microphone attached to either the tie or jacket

antrag

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

antrag auf haltung einer vorführung

Form requesting authorization to give a demonstration.

antrag auf haltung eines referates

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".

antrag auf vorführung eines films

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

antrag auf vorführung eines posters

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

anweisungen für redner

Guidelines for those presenting an oral presentation.

anwesende

Actual number of people attending a function.

anzahl simultanübersetzbarer  
sprachen

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

anzahlung

Partial payment to secure product or service

APP

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

arbeitsessen

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

arbeitsgruppe

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.

arbeitsgruppen

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.

arbeitsprogramm

Timetable of meeting content.

arbeitssitzung

Every prearranged session of a meeting.

arbeitsprache

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

audiovisuell

Using both sight and sound eg combining radio and television techniques.

audio-visuelle hilfsmittel

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

aufbau; einrichtung

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

aufbaubeginn (termin)

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

aufbaufrist

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

aufbaumaterial (vor ort)

Unassembled exhibit material requiring on-site assembly.

aufenthaltsraum für gaste

Room or suite of rooms used to entertain guests.

aufgeschlüsselter finanzhaushalt

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

auflage

Number of copies printed.

aufnahme- und wiedergabegerät

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

aufruf zur referatanmeldung; call for papers

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

aufschlüsselung der einnahmen und ausgaben

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

aufsichtspersonal; sicherheitsdienst

Service providing security arrangements, such as checking delegates' credentials,

searching hand luggage, protecting equipment and patrolling congress and exhibition areas.

aufteilung der redezeit

Time given to a particular speaker to make his presentation.

auftragsbestätigung

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

aufwerten

To change to a superior standard.

ausbildertreffen

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

ausflug

Organized outing to a specific place of interest.

ausflüge vor und nach der  
konferenz

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

ausfuhrlizenz

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

ausgaben

Money paid out.

ausgangssprache

Language from which a speech or document is translated.

auslandskongress

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

auslandstreffen/landestreffen

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

ausreisegebühren

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

ausschlussklausel für  
(finanzielle) haftung

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

aussenstand

Exhibition space located on an outside edge of exhibition area.

ausserordentliche sitzung

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

aussetzung der sitzung;  
unterbrechung der sitzung

Definite break in meeting for a specific and unprogrammed reason.

aussteller

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

ausstellerbestellformular

Form for exhibitor requesting handling of materials.

ausstellerhandbuch

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

aussteller-kompettangebot

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

ausstellerliste

List of exhibiting firms, usually with locations.

ausstellung

Event at which products and services are displayed.

ausstellungsbroschüre; prospekt

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.

ausstellungsfläche

Space in which stands are laid out.

ausstellungshalle;  
ausstellungsraum

individual room within an exhibition venue.

ausstellungskatalog

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

ausstellungsmaterial

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

ausstellungsorganisator;  
veranstalter

The organizer or promoter of an exhibition; responsible for the letting of space, financial control and management of the exhibition; sometimes an agent acting in this capacity.

ausstellungsplan

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

ausstellungstisch; theke

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

ausstellungsveranstalter

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

ausstellungsveranstalter

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

auswahl

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

ausweis; ausstellerausweis

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

autorisierte unterschrift

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

autovermietung

Facility to hire a car.

babysitting; kinderbetreuung

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

Bandbreite

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

bandwiedergabegerät;  
bandabspielgerät

Machine designed only for playback of recorded magnetic tapes.

bankett; festessen

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

bankettverkaufsleiter

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

bankgarantie; bankbürgschaft

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.

bankgeschäfte

The carrying out of financial operations.

bankscheck

Payment format issued by a bank.

banküberweisung

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

banküberweisung

Money forwarded by or to a bank.

banner

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

Beamer

projector to which a laptop is connected



beauftragter für  
öffentlichkeitsarbeit

Title given to the person in charge of and coordinating the promotional activities of an event.

bedienungszuschlag; service

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

begleitmusik

Music accompanying the arrival or departure of guests.

begleitperson

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.

begrüßungsansprache;  
eröffnungsrede;  
eröffnungsvortrag

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

begrüßungscocktail

Drink served as an introductory gesture of welcome.

begrüßungsempfang

Reception/party where welcome drinks are served.

Begünstigter

a receiver of benefits

behindertengerecht

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

Beiprodukt / Nebenprodukt

a secondary product derived from a manufacturing process or chemical reactio

beitrag; vortragstext

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

belegung

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

Benchmark / Maßstab

point of reference demonstrating a particular level

beobachter

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

beratender ausschuss;  
beratungsausschuss

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

berater

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

berater

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.

Berater

one who provides specialist advice

bereitstellungsraum

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

Bericht

a narrative of events, year by year

berichterstatter

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

beschallungsanlage;  
lautsprecheranlage

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

Beschilderung

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

beschränkung der redezeit

Duration of the time accorded to speakers.

besichtigung

Organized outing to a local place of interest.

besichtigung zu studienzwecken

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

bestätigung; bestätigte  
reservierung

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.

bestellformular far technische  
einrichtungen

Preprinted document on which facilities can be ordered.

besucher

Person attending an exhibition to view the exhibits.

betriebsbesichtigung

Tour to a manufacturing plant of interest to the meeting.

Bild-im bild

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

bildschirm

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

bildungsprogramm

The educational aspects of an event.

billigung; unterstützung

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

bindung

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

blindband; blindmuster;  
proband

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.

bogenlampe

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

Bote

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

Botschaft

national representation in another country

Breakout / Parallelsitzung

splitting of a larger group into a number of smaller ones

Breitbild

Any screen with an aspect ratio greater than 4:3

broschüre

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

brutto-ausstellungsfläche

Total amount of space in exhibition hall or meeting room.

bruttogewicht

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

buchen; reservieren

To make a reservation.

budget; finanzhaushalt

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

bühnenhintergrund

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

bühnenmeister

Employee of the venue in charge of stage facilities.

businesscenter

Area in hotel or meeting venue offering various office facilities.

Cafeteria / Kantine

restaurant at which customers fetch the food and drink

cocktailparty; empfang

Stand-up social function with drinks and snacks.

Collective intelligence

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.

Compliance

a ruling to which you should abide

computerprojektor;  
multimediaprojektor

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

computerschrift

Lettering generated by a computer.

computerunterstützte  
übersetzung; halbautomatische  
übersetzung

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

core pco

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

Crowdsourcing

process of obtaining needed services, ideas, or content by soliciting contributions from a large group of people, especially an online community, rather than from employees or suppliers.

debatte

Presentation given by two or more experts in a certain field who must sustain their points of view.

dekoration

That which adorns, an ornament.

delegation

Representatives of a particular country or organization at a meeting.

delegiertenliste

List of delegates registered to attend an event.

delegierter

Voting representative at a meeting.

denkfabrik

A group of specialists organized by a business enterprise, governmental body, etc. and commissioned to undertake intensive study and research into specified problems.

diapositiv; dia; lichtbild

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



diaprojektor

Apparatus used for projecting photographic slides onto a screen.

Digitales leitsystem, digitale beschilderung

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

Digitales rednerpult

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

direkte rechnungsstellung

Accounts receivable mailed to individuals or firms with established credit.

Dirigent

director of an orchestra

diskussionsgruppe

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

diskussionsleiter

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

diskussionsmikrofon

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

diskussionsteilnehmer

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

displayhersteller

Company which fabricates displays.

Diversifizierung

alternative direction in business from your core activity

dolmetschen

Oral translation from one language to another.

dolmetscherkabine

Soundproof cabin in which the interpreter works.

Dolmetscherkabine

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

dolmetscherteam

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

doppelbett

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

doppelbuchung

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

doppelzimmer

Room containing one bed for two persons.

doppelzimmer mit  
einzelbelegung

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

drahtgebundenes  
dolmetschersystem

System for the transmission of interpreting by cable or wire.

drahtlose infrarot-  
dolmetscheranlage

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

drahtloses mikrofon

Portable microphone operating on its own power source.

drehplattform

Motorized rotating platform.

druckerlaubnis; freigabe

Word/phrase usually printed at back of title page and bearing signature and date on

which publication was approved as ready for press.

druckvorlage

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".

DVD spieler

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

eckstand

Exhibit space with aisles on two sides.

eE-konferenz/ event

Conference which is held electronically via the internet

e-förmige anordnung

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.

egeburtsort

Denotes place of birth (not necessarily nationality).

ehrenamtlicher sekretär

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

ehrenkomitee

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

ehrenpräsident

Senior member of the committee of honour.

ehrenpräsident;  
ehrenvorsitzender

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.

einchecken

Procedure for guest arrival and registration.

eindecken

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

einführungsvortrag

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

eingebaute anlage; ortsfeste  
anlage

Fixed equipment.

einheitstarif

One rate for each room in a guest room block.

Einholung von Angeboten

the obtaining of quotations and proposals

Einkünfte

income

einladende stelle

Member of committee in charge of convening participants.

einladung

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

einladung

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

einnahmen

Money received.

einsatzbesprechung

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

eintrittskarte

Ticket to be used for admission to an event.

einweg-ausstellungsgegenstände

Exhibit or display built for one use only.

einzahlung

Money received on account for payment.

einzelberechnung

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

einzelzimmer; einbettzimmer

Room containing one bed for one person.

elektroanschluss

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

elektronische schreibtafel;  
bildfern-schreibtafel

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.

elektronische tafel

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.

elektronische Veröffentlichung /  
E-Publication

electronic publishing

elektronische zahlungsanweisung  
(per edv)

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

empfang

Stand-up social function with only canapés and beverages.

empfänger

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

empfangsschalter; empfang

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

empfehlung

Strongly suggested course of action; sometimes has binding force.

endgültiges programm

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

englisches frühstück

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

enthalten

to decline to use ones vote

entschliessung; resolution

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



E-Poster

electronic poster

erfrischungspause

Time between sessions when refreshments are served.

erkennungssymbol; emblem

Symbol identifying an organization or event.

erkundigungsbesuch

Hosted trip to assess facilities, locations or services.

ermächtigung;  
verpflichtungsermächtigung

Signed authority to proceed with an item of expenditure.

eröffnungsfeier;  
eröffnungsveranstaltung

The formal opening of a meeting.

eröffnungssitzung

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

erste hilfe

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

erste hilfe

First aid provision.

erste-hilfe-raum

Place where emergency care is provided.

erweiterte Realität

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

éschalldichte wand

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

etechnische konferenz

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

ethnisch

belonging to a different race from your own

eventberater; dmc

Destination Management Consultant.

Eventualität / Notfallplan

planning for an uncertain event

exekutivausschuss;  
vollzugausschuss

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

exekutivsekretär

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

exklusiv-veranstalter

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

expertengruppe

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

expertengruppe;  
sachverständigengruppe

Group of specialists in a particular field.

extraausgaben; nebenspesen

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

fachbesucher

Visitor to an exhibition representing a specific trade or profession.

fachbesucher-tag

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

fachmesse; fachaustellung

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

fachmesseveranstalter;  
fachausstellungsveranstalter

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

fachtechnische besichtigung

Tour to a workplace of interest to meeting participants.

fahnenabzug; korrekturabzug

Final copy for approval before printing.

Fakultät

Group of those qualified to teach

familiennamen

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

familientarif

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

feierliche ansprache

A formal and dignified public discourse.

fernbedienung

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

ferndolmetschen

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

fernkopierer; fax; fernkopiergerät

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.

fernsprechanschluss

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

fernsprechkonferenz

Telephone conversation involving a number of subscribers simultaneously.

fertigstand

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

festbankett

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

feste reihenbestuhlung

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

festes menü; menü

Full-course meal menu at a fixed price.

festplatten-stand; hartplatten-stand

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

Festzelt

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

feuerfest

Material that is flame resistant.

feuersversicherung

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

filmvorführapparat;  
filmprojektor

Equipment for projecting cine film.

finanzausschuss

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

finanzbericht

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

finanzielle trägerschaft;  
finanzierung

Donated financial or material support.

finanzverfahren

Outline of accounting and banking systems.

firmentagung

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.

flip chart; flip-over-chart;  
schreibblocktafel

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

flüchtiger schuldner

Departing guest who fails to pay for accommodation.

flüsterdolmetschen

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

Foliensatz

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

formlose sitzung; formlose  
zusammenkunft

Informal session with no specific agenda.

formular

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

formular für hotelreservierung

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

formular für wortmeldungen

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.

fortbildungskurse für  
hochschulabsolventen

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.

fortbildungsnachweise

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.

forum; forumgespräch

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



forumsdiskussion

A discussion within a forum (cf forum).

foyer; halle (hotel)

Public area in hotel or hall for assembly or registration.

frachttransport (-zustellung)

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

Frage- und antwort system

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.

fragebogen

Cards collected from attendees, requesting information about exhibitors.

fragestunde; fragerunde

Question and answer period.

frei verwaltete foren

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.

freie bestellung

self-supporting and independent exhibit material.

freigeländestand

Space/stands located outdoors.

freistehender stand; blockstand; inselstand

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

freizeitkleidung

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

freizeitservice

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

freizimmer (ohne berechnung)

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

fremdenverkehrsamt

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

fremdenverkehrservice

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

frontprojektion;  
normalprojektion

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

fundbüro

Stand where lost items may be recovered.

funkmikrophon

Microphone used for transmitting radio waves.

funkübertragung; drahtlose  
Übertragung

System for message transmission by radio.

gabelstapler

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

galgen; kran; giraffe

Adjustable support for positioning microphones or lighting fixtures.

gang

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.

gangbeschilderung

Signs, usually suspended, indicating aisle numbers or letters.

ganzer text

The complete version of a text

garantie; sicherheit

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

garantierte reservierung

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.

garantierte spätankunft

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

garderobe

Room in which outer garments may be left temporarily.

garderobenpersonal

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

gastgeber

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

gastkarte; einladungskarte;  
ehrenkarte

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

gastland; gastgebendes land

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

gastreferent

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

gastronomieversorgung

The provision of food and beverages.

gastvortrag

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

Gebäude projektion

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

gedankenaustausch

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

gedecke

Actual number of meals served at a food function.

gefördert von; gesponsert von

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

gegensprechanlage;  
interphonanlage;  
wechselsprechanlage

Audio system permitting two-way communication.

generalsekretär

Permanent head of the general organization.

generalunternehmer

Company which provides services to exhibition management and exhibitors.

generalversammlung;  
hauptversammlung

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.

geschäftsaufkommen

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

geschäftsführender ausschuss;  
verwaltungsausschuss

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

geschäftsführender direktor

The principal officer responsible for overall administration of an organization.

geschäftsführer

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

geschäftsreise; dienstreise

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.

gesellschaftliche treffen

Gatherings for social purposes.

gesellschaftliche veranstaltungen

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

gesellschaftliches abendessen

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

geteiltes bild

Horizontally or vertically separated video pictures shown simultaneously.

Gipfeltreffen

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

Gleichrangige

those persons of the same status as yourself

gleichzeitige sitzungen

Sessions scheduled at the same time.

GPS / navigationssystem

Global Positioning System – allows the user to navigate to a certain destination

grossbuchstabe

Type larger than that used in body of page.

grosses bett

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

gruppe

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

gruppen-inklusive reise

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

gruppenmoderator

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).

gruppenreservierung;  
gruppenbuchung

Block reservation of rooms specifically for a group.

gutschein

A negotiable ticket or voucher; a pass or ticket.

gutschein; reisebüro gutschein;  
vouche

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



haben

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

hacken

by way of breaking into someone else's computer programme

halbinselförmiger stand

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

halbkreisförmige stuhlanordnung

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

halbmondförmige  
tischordnung

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

halbpension; hp

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

hallenmeister

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

handel

Relating to groups whose members work in common fields.

Handmikrofon

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

happenings

All non-intellectual oriented meetings.

hauptquartierhotel

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

hauptrede; hauptpräsentation

Top level presentation.

hauptredner

Speaker who sets forth the theme of the meeting.

hauptveranstaltung

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

HD Bildschirm

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

HD projektor

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

Headset mikrofon

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

heimatland; herkunftsland

Denotes country of parental nationality.

herabstufung

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

herkunft der teilnehmer

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

hilfsdienste

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

hinter der bühne

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

hinweise für die verfasser

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

hinweise für posteraussteller

Guidelines for those presenting a poster.

hochempfindliches mikrofon

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

hochsaison

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

höhere-gewalt-klausel

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

honorar

Payment made in token of personal involvement in an event.

hotelklassifikation

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

hotelunterkunft

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

hufeisenförmige anordnung

Horse-shoe shaped table.

Hybridveranstaltung

An event with both live and virtual attendees

imbiss; erfrischungen

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

info-brett; monitor für tagesablauf

Board or video screen listing the days events.

informationsblatt; mitteilungsblatt

Update information sheet, generally used for promotional purposes.

informationssitzung; vorbesprechung; einführungsveranstaltung; briefing

Meeting of a group of people with a particular knowledge or responsibility on an area of activity to advise them of the details of their involvement.

informationsstand

Stand at which an official gives information.

informationstafel; blende; standblende

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

informelles treffen

Informal gathering, not necessarily social.

institut

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

integrierte sitzung

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

integriertes seminar

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

integriertes symposium

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

interaktive tagung; wahl-sitzung

Session where participants take an active part in the work.

interaktives system

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.

Interessengruppe

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

internationale treffen;  
kontinentale treffen; regionale  
treffen auf einem kontinent

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.

internet-anschluss

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

inventar

Total amount of furniture and equipment available for show.

IT – informationstechnologie

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

Kabarett Bestuhlung

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

kaffeepause

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

kamerafertige kopie

Materials ready for photographic reproduction.

kanal

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

kapazität; fassungsvermögen

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

Kapitel / Abteilung

divisions of a book or a membership association

kassette

Plastic box containing a video- or sound recording tape.

kehlkopfmikrofon;  
umhängemikrofon;  
lavaliermikrofon

Portable microphone that hooks around the neck.

klappstand

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

klebebindung

Binding process by which pages are glued together.

kleinbuchstabe

Small letter, as distinguished from a capital letter.



kleingruppenarbeit

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

kleinstmikrofon;  
zwergmikrofon

Small microphone.

klimaanlage

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

knopflochmikrofon

Microphone designed for positioning on the clothing of the user.

kolloquium

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.

komitee; ausschuss

A group of people appointed for a specific purpose.

kommunikationszentrale

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

komplettstand; eingerichteter  
stand

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

konferenz

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.

konferenz mit  
parallelveranstaltungen

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.

konferenzbericht

Official summary of meeting events.

konferenzdolmetscher

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

konferenzgebäude; tagungsstätte

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

konferenzhandbuch

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.

konferenzleiter;  
konferenzkoordinator

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

konferenzmappe; mappe mit  
konferenzunterlagen

Generally a comprehensive collection of meeting documentation within its container.

konferenzprogramm

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

konferenzsekretariat

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

konferenzterminologe

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

konferenztisch mit rundum-  
bestuhlung

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

konferenzübersetzer

Person who translates meeting documents into other languages.

kongress

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.

kongressaushilfsdienst

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.

kongressbüro

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.

kongressdauer

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

kongressfachmann

Company or individual professionally engaged in organizing meetings.

kongressgebäude

The building and environment area where the meeting takes place.

kongressgeschäft

–

kongressgeschäft-terminologie;  
tagungs- und messewesen-  
terminologie

–

kongresshausausstattung

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.

kongressort

The destination where the meeting takes place.

kongressort; tagungsort

Meeting site. Premises where the meeting will be held.

kongressreise

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

kongresstermin

The time of the year when the meeting takes place.

kongressthema

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.

kongresszentrum;  
tagungszentrum

Premises built specifically for holding meetings and exhibitions.

konsektivdolmetschen

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.

konsektivdolmetscher

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.

kontinental-frühstück

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

kontingent

Number of rooms reserved for one group.

kontrollausschuss;  
aufsichtsgremium

A committee of inspection, control.

kontrollempfänger; monitor

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

Kontrollmonitor

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

konvertibilität

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

koordinierungsausschuss

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

kopf; schwenk- und neigekopf

Pan-tilt device on which a camera is mounted.

kopfhörer mit mikro

Headphone with a built-in microphone.

Kopfhörer/ empfänger

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

kopfstand

Stand at the head of a row.

kopie

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

korkengeld

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

kosten pro quadratmeter

Basic charge for a square metre of exhibition space.

kostenberechnung

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

kostenkontrolle

Process of maintaining levels of expenditure within the budget.

kostenlos; gratis; gebührenfrei

Offered at no cost.

kostenvoranschlag

Preliminary calculation of the cost of work to be undertaken.

kristall-leinwand; perlwand;  
kristall-perlwand

Type of screen surface used for front projection.

Kriterien

a principal or standard by which something is judged



Kulisse

background staging

Kultur

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

kultureller service

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

kundenschreiben; mailing

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.

kündigungsklausel

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

kurzbericht

Short account of a speech, debate or discussion.

kurzfassung

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

Kutsche / Wagen

means of transport

lageplan

Scale plan of the floor area of an exhibition.

lager-/abstellbereich

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

laserzeiger

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

lastenheft; leistungsverzeichnis

Complete description of requirements.

laufschrift

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

laufschrift

Text moving horizontally across the bottom of a video screen.

layout

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

LCD bildschirm

Is a type of flat panel display

LCD projektor

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

leasing-geber

Person or organization which offers a lease.

leasing-nehmer

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

leinwand; projektionswand

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

leistungsvolumen; möglichkeiten  
(leistungsumfang)

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.

leiter der finanzabteilung

Executive responsible for financial affairs of an organization.

leitsystem

All informational and directional signs required for an event.

lesegerät

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

leuchtenreihe

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

lichtzeiger

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

Lieferung / Warensendung

shipment of goods

lippenmikrophon

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

Logistik

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

lokale veranstaltung

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

lokaler reisedienst

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

luftung

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

mandatsprüfungsausschuss;  
vollmachten-prüfungsausschuss

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

manuskript

Prepared version of a speech.

marktsegmente

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

mehrbettzimmer

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

mehrfach (kanal) technik

With two or more communication bands (receivers).

Mehrheit

the greater number of

mehrkanal; multiplex

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

mehrwertsteuer; mwst

Government tax levied on goods and services.

messe

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

Messe

Large trade exhibition

messegelände;  
ausstellungszentrum

Venue at which exhibitions are held.

mietgebühr

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

mietkosten; mietpreis

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

mietstand

Complete booth package offered to exhibitors on a rental basis.

mietvertrag

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

mikrofon mit stativ;  
galgenmikrofon

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

mikrofon; mikrofon; mikro

Instrument which converts sound into electrical signals.

mindestübergangszeit

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

Ministerium

the body of ministers of a government

mitaussteller

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

mittagessen

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

mittelbeschaffung

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

mitvorsitzender; kopräsident;  
stellvertretender vorsitzender

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

mobile dolmetscheranlage

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

modem; modulator/demodulator

Electronic device that modulates and demodulates signals transmitted over data communications facilities. Most commonly seen as an interface between computers and telephone networks.

modenschau

Choreographed display of garments by models.

moderator

Person who presides over panel discussions and forums.

montage; umbruch

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

monteur; techniker

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

multimedia

Use of two or more audiovisual media in one presentation.

multinationale veranstaltung

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

multivision; mehrfachprojektion

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



mündlicher vortrag

Contribution made verbally.

nach flaschen

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

nach- oder vorsaison

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

Nachhaltigkeit

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

nachkonferenzgeschehen

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

nachsichtwechsel

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

nachrichtenzentrale – post und nachrichten

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

nahbesprechungsmikrofon;  
handmikrofon

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

namensschild

Identifying card worn by attendees to a meeting.

namensschild

A name card which identifies you.

nationale fluggesellschaft, die internationale routen fliegt

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

nationaler kongress

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

nationales treffen; regionales treffen; lokales treffen

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.

natto-ausstellungsfläche

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

nebeneinanderliegende zimmer

Rooms with common walls which do not have connecting doors.

nebensaison

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

nebenveranstaltung

Conference Terminology

negativ

Reversed form of original art or type.

neonbeleuchtung

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

nettopreis

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

Netzwerk

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

neuanmeldung

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

nicht eingerichteter stand

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

nichterscheinen eines gastes

Person who has booked a room or a place at a meeting but does not arrive to take up the room or place.

nicht-themengebundene vorträge

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.

nicht-themengebundener vortrag

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

nominierung der kandidaten

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

normaler zimmerpreis

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

notausgang

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

öffentlichkeitsarbeit

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

offizielle empfangsbestätigung

Official acknowledgement of money received.

offizielle luftfahrtgesellschaft

Officially designated airline that handles meeting transportation at preferential prices.

offizielle sprache

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

offizieller empfang

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

offizielles abendessen

Evening meal forming part of the official programme.

öffnung spätabends

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

öffnungszeiten

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

offset; offsetverfahren

Printing process.

ohrhörer; kopfhörer

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

open-space-veranstaltung

A meeting organized through Open Space Technology.

option(en); anbot mit vorbehalt

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.

originalsprache

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

örtliches komitee

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

örtliches organisationskomitee;  
örtlicher organisationsausschuss

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

örtliches organizationskomitee

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

ortsbesichtigung

Inspection to assess facilities or location.

overhead-projektor;  
schreibprojektor

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

Palast

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

palette

Wooden platform used to carry goods.

parabol-leinwand

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

parallelsitzung

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

parallelsitzung;  
parallelveranstaltung

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

parkplatzeinweiser

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

passive sprache

Language into which interpretation is provided.

pauschalkosten; pauschalpreis

Fixed payment with no extra costs to be added.

pauschalpreis; inklusivpreis

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

pauschalreise

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

Personalwesen

personnel

photokopiergerät

Machine for photocopying documents.

Ping technologie

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

pivot-dolmetscher

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.



plakat; poster

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.

Plasmabildschirm

Type of display screen

plattenservice; französischer service

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

platzbedarf

Amount of stand/booth space required by individual exhibitors.

platzmiete

Cost per square metre/foot for exhibition space.

podium; podium

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

podiumsdiskussion;  
podiumsgespräch

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

portables mikrorechner

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.

positiv

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

post adresse; anschrift

Address to which correspondence is sent.

postamt; poststelle

Agency handling the transmission of mail.

posterausstellung

Area with display of posters.

poster-session;  
posterbesprechung

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

posterwand

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

praktische hinweise

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.

praktische kurse

Workshop-type educational experience where students learn by doing.

praktische vorführung

Special sitting for the demonstration of particular practical methods.

präsentator

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

präsident; vorsitzende(r)

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

präsidiumsmitglieder

Appointed personnel with specific tasks.

preprint; vorabdruck

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

presseagentur

Agency that collects and distributes information to the news media.

pressebüro

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

pressekommuniqué;  
pressemitteilung

Prepared statement released to the news media.

pressekonferenz

Meeting held to communicate information to media representatives.

pressemappe; presse-dossier

press release; press communiqué

pressereferent; presseattaché

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

pressezentrum

Space reserved for media representatives.

prioritäten-system; rang-system

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

pro person

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

pro stück

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

probelauf; probe

Practice run held in advance of an event.

proberaum für audio- und videovorführungen

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

produktenschau

Display of products.

professioneller  
konferenzveranstalter

Professional Conference Organizer

programm

Schedule of events, giving details of times and places.

programm für begleitpersonen;  
damenprogramm

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

programmentwurf; vorläufiges  
programm

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.

programmübersicht

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

projektionsgerät; projektor

Optical instrument for projecting an image onto a screen.

projektor mit rundmagazin

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

promotion; förderun

Publicizing and supporting an event.

promotor

Person

prospekt; flugblatt

Single-sheet printed announcement or advertisement.

protokoll

Customs and procedures dealing with formalities, precedence and etiquette.

protokoll; sitzungsbericht;  
sitzungsprotokoll

Formal written record of a meeting.

publikationen;  
veröffentlichungen

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

publikumsmesse;  
verbraucherausstellung

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

querheftung

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

rahmenbeschluss

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

Rang / Reihe

level of seating, eg in a cinema or theatre

rangordnung

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

raumausstattung

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

raumausstattungsplan

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

raumbeleuchtung

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".

raumbeleuchtung

Lighting of room separate from stage lighting.

raumhöhe

Height of the ceiling of the exhibition hall.

rechnergesteuerte  
diskussionsanlage

Sound balance control assisted by computer.

rechnerunterstützte  
publikationserstellung

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.

rechnung

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

rechnungsrevisor;  
rechnungsprüfer

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

rede; ansprache

Usually formal discourse delivered before an audience.

redner; vortragender

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

rednerpult

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



rednerpultmikrofon

Microphone attached to a lectern.

rednerraum

Lounge for speakers to relax and to prepare their presentations.

rednertribüne

Raised platform on which a speaker stands or sits.

referent

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

regale; gestelle

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

regierungskonferenz

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

regierungstreffen

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

Registrierungsliste

list of people, registrations, or items

regler; dimmer

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

reihenstand

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

reihenstand

Exhibition space with booths at back on each side.

reisebegleiter; reiseleiter;  
fremdenführer

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

reisebüro

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

reiseleiter

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

reiseplan

Detailed programme of a visit or tour.

reise-unfall-versicherung

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

relais-dolmetschen

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.

restaurant-chef; oberkellner

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

retour-dolmetschen

Interpreting both ways: from and into the foreign language.

revision; buchprüfung

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

Rezeptionist / Portier

a front of house welcoming representative

richtmikrofon

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

richtpunktmikrofon

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

Risiko

hazard or exposure to potential danger

road show

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

Roll-up

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

rúckerstattungsbedingungen

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

rúckkoppelung

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

rúcknahmetermin

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

rúckprojektion; hinterleinwand-  
projektion; durchprojektion

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

rúcksprechanlage;  
gegensprechanlage

Speaker system that connects the control room with the studio.

rúckstichheftung; sattelheftung

Binding process using wire staples.

rúckzahlung

Money repaid.

rundfahrt; stadtrundfahrt

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

rundmagazin

Circular holder used for projecting 35mm slides.

rundtischgespräch; gespräch am runden tisch

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.

sammelband der kurzfassungen

Printed volume containing summaries of accepted papers.

satellitenseminar

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

satellitensymposium

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

satellitentagung

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

Scanner

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

schadloshaltungsklausel

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

scharfeinstellung; fokussierung

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

schatzmeister

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

schauvitrine; schaukasten

Glass-enclosed case for articles on display.

schenkung

Sum of money or items of value received as gifts.

schirmherr

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

schirmherrschaft

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

schlagzeile

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

schleife; geschlossener  
stromkreis

Closed electric circuit.

Schlichtung

a form of reconciliation between disagreeing parties

schlussabrechnung

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

Schlüsselbänder / Lanyards

ribbon or string around the neck holding a badge or identification

schlussfeier

Formal closing of a meeting.

schlussrede

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

schlussitzung

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

Schulden

money or goods owing

schulklassenanordnung

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

schulklassenanordnung (tische in längsrichtung)

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

schwerhörigenschleife

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

sekretariat

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

selbstbedienung

Waiter offers food platter to guests who help themselves.

seminar

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.

sendeeinheit

Apparatus for transmitting radio waves through space.



separatdruck; sonderdruck; off-print

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

setzstufen

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

shuttle; pendelverkehr

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

sicherheitsdienst

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

signalsystem

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

simultandolmetschen

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

sitzordnung; bestuhlungsplan

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.

sitzreihenabstand

Distance between rows of seats on an aircraft.

sitzreihenordnung

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

sitzung; zusammenkunft;  
besprechung

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.

SMS frage- und antwort system

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

sockel; steckdose

Mechanical electrical connector.

soll

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

sonderpreis; sondertarif

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

spätanmeldung

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

spedition

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

spedition; spediteur

A business which handles export shipments.

sponsoren

Bodies contributing product or financial support to an event in return for promotion 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.

sportservice

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

spots; spot-beleuchtung

Adjustable lamps with direct or high intensity light.

sprecher(in); wortführer(in)

Person who speaks on behalf of a group.

staatsangehörigkeit

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

stadtverkehr

The means of travelling within a city.

stadtweit

throughout the city

stand alone

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

stand; ausstellungsstand

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

standausrüstung;  
standeinrichtung

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

standdekoration

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

ständermikrofon;  
standmikrofon

Microphone fixed on a support-stand.

standfläche

Dimensions of assigned space.

ständige ausstellungsfläche

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

ständiger ausschuss

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

ständiges mandat

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

standmarkierung

Method of marking booth/stand space.

Standplatz / Ausstellungsbereich

a specified area in which an individual company can exhibit

standreinigung;  
reinigungsservice

Cleaning services to individual stand areas.

standvermieter

Contractor or agent responsible for providing an exhibition shell scheme.

standzuteilung

Process of assigning space to exhibiting companies.

stapelbare stühle

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

stehempfang

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

stellung; funktion; posten

Function or job description within an organization.

stellvertretender vorsitzender

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

stellwand; verstellbare wand

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

stichwortgeber

A speaker's prompt

strassenanzug

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

studiengruppe

Meeting of experts with the purpose of being analysis alone.

studentag

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

stuhl (ohne armlehne)

Armless chair.

stuhl mit schreibklappe

Chair with an attached writing surface.

## Sub-Unternehmen / Zulieferung

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

subunternehmer

Company retained by general contractor to provide services.

superponierung; überlagerung

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

szenario

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

tafel; schwarzes brett

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

tagesordnung

Subjects to be discussed at a meeting.

tagespreis

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

tageszeitung

Daily information sheet for participants during event.

tagung; kongress

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.

tagungsakte; tagungsbericht

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

tagungsraum ; konferenzraum

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

tagungsräume;  
gesellschaftsräume;  
ausstellungsräume

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

tastatur

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

taste

Button on a computer keyboard.

teach-in

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



Teambildung

activity to bring people together to work as a team

techniker

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

technikprobe

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

technischer direktor

Person who calls cues from the control room.

teepause

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

teilnahme an früheren kongressen

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

teilnahmegebühr;  
anmeldegebühr

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

teilnahmegrund

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

teilnehmer

Person taking part in the activities of a meeting.

teilnehmerkarte

Admission card confirming a booking and registration.

teilnehmerkarte;  
teilnehmerausweis

Admission card confirming a booking and registration to a meeting.

teilnehmerliste

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

telekonferenz

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.

telekonferenz

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.

Telepräsenz

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

termingeschäft

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

terrasse; balkon (am zimmer)

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

textcomputer; wortprozessor

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

t-förmige anordnung

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

themenparty

A special reception or banquet designed around a central motif.

tischanordnung im karree

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

tischdisplay

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

tischkarte

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

tischmikrophon

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

tischplan

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

tischpräsentation

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

titel

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

toiletten; w.c.

Samtory convenience.

ton

Audible effects.

tonbandgerät; magnetbandgerät

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

tonregiekabine

Area from which technician operates sound system in a room.

Tonübertragung

Used to overflow from one session hall to another hall with audio only

tonverstärkung

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

tote zone

Area where sound is muffled or absent.

Tourismus

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

tragfähigkeit

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

transfer

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

transkript

Written copy of spoken material.

transparent; leuchtbild

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

transport- und ausstellungsversicherung

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

transportkoordinator

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

transportmittel

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

treffpunkt

Meeting place in venue for individual appointments of delegates.

Treffpunkt

meeting point

trennwände

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

treuhandgremium

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

trinkgeld; bedienungsgeld

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".

Überblendung

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

Überbuchung

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

übernachtungen

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

übersetzungsdienst

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

überstunden

Work performed on overtime.

übertretung

Use of floor space outside exclusive booth area.

überwachungsausschuss

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

u-förmige anordnung

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

umbauzeit

Action required to break down and reset a room.

umplazierung in ein anderes hotel

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

unbefristetes ticket

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

unbezahlte rechnung; unerledigte rechnung

Outstanding invoice not yet paid.

ungerichtetes mikrofon;  
kugelmikrofon;  
allrichtungsmikrofon

Microphone that picks up sound from all directions.

unter der schirmherrschaft von

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

unter der schirmherrschaft von

Phrase used to indicate not only endorsement but normally also a measure of



responsibility for, or guidance in, the organization of an event.

unterausschuss

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.

unterbezahlung

Insufficient payment/funds received for items ordered.

unterbrechung der sitzung

Temporary break in meeting for a specific and unprogrammed reason.

unterhaltung

Activities performed for the enjoyment of others.

unterhaltungsprogramm

Programme of events organized for the entertainment of participants.

unvorhergesehene ausgaben

Unbudgeted expense.

Variete / Kabarett

entertainment provided at which guests are at a table;

veranstaltung;  
abendveranstaltung

Organized performance for entertainment, usually in the evening.

veranstaltung; ereignis

That which happens, an occurrence.

veranstaltungsausschuss;  
organisationskomitee

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

veranstaltungsbekanntgabe (-  
information)

Leaflet or brochure with essentials on forthcoming event.

Veranstaltungsblogs/ foren

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

verantaltungsfrequenz

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

verbindlich / verpflichtend

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

verbindliche reservierung

Reservations confirmed in writing.

verbindung; zusammenarbeit

A close collaboration for smooth coordination.

verdunkelung; abblendung;  
ausblendung

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

verfrühte ankunft

Guests arrival before confirmed reservation date and/or time.

verhandlungsdolmetscher

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

verkaufsleiter

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

verladerampe

Area on premises where goods are received.

verlängerter aufenthalt

Guest who stays at facility beyond stated departure date.

Vermittler

someone acting between parties

verpflichtend

compulsory

versammlungsraum;  
sitzungsraum

Room where an assembly meets.

verschieben

to postpone proceedings

versicherungszertifikat

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

verstärker

Device enabling sound to be intensified.

versuch, ohne vorbuchung zu fliegen

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

vertagung der sitzung

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

verteilerliste; adressenliste

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

verteilung von dokumenten

Handing out or mailing of documents.

vertrag

Legal agreement between two or more parties.

vervielfältigung von dokumenten

Reproduction of documents.

verwaltung

Organization and management.

verwaltungsrat; aufsichtsrat

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

verzerrungslinse; zerrlinse;  
anamorphot

Lens adapter designed to produce a wide-screen image.

v-förmige stuhlanordnung

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

videoband

Magnetic tape used in video equipment.

video-diskette; videoplatte;  
bildplatte

Recorded disc containing images and sound.

videogerät (wiedergabe);  
bandwiedergabegerät;  
videobandspieler

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

videogrossbildprojektor

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

videokonferenz

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.

videorecorder

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

videovorführung

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

vollversammlung; plenarsitzung;  
plenum

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.

voltension; vp

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

vor ort-anmeldung

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

vorankündigung;  
erstankündigung

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

voranmeldeliste

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

voranmeldung

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

voranmeldung

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

vorausbestellung

and/or services ordered up front.

vorbereitende sitzung

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

vorbestellung von theaterkarten

Reservation of seats at a theatre.

vorbuchungen

Booking for events taking place at a future time.

vorbühne

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

vorentwurf; erster entwurf

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

vorkongresstreffen

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

vorläufige anmeldung;  
provisorische anmeldung

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

vorname

Name given to identify individual family members.

vor-ort-bestellung

Exhibited goods and/or services ordered on-site.

vorprogramm

Activity to liven up the audience prior to show time.

vorschlag

Plan put forward for consideration or acceptance.

vorsitzende(r)

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

vorsitzender des  
vorstandsgremiums

Principal executive officer of a company.

vorstand

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

vorstand; lenkungsausschuss

Group which decides on the order of the procedures.



vorstandssitzung

A meeting of the governing body of an organization.

vorstandstisch

Seating location for honoured guests and/or meeting presenters.

vortrag; vorlesung

Discourse given before an audience, especially for educational purposes.

vortrags-auswahlkomitee

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

vorversammlung

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

wahlfreier ausflug; fakultativer ausflug

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

warnlampe; studiosignallampe

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

wasseranschluss;  
wasserversorgung

Temporary supply of water to a stand.

wechsellautsprecher;  
wechselsprechanlage;  
wechselsprechtelefon;

Intercommunication system using headphones and microphones for

rücksprechanlage;  
gegensprechanlage

communication between adjoining or  
nearby studios or offices.

weisse tafel

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

weltkongress

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.

werbemittel

Brochures or other items needed for  
promotional purposes.

Werbetafel / Anschlagbrett

a large outdoor board for advertising

werbung

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

werbung in den medien

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

Wettbewerb

competition

wissenschaftliche konferenz

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

wissenschaftlicher ausschuss

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.

wissenschaftliches programm

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

wissenschaftliches sekretariat

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

W-Lan

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

workshop

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

wörtliche niederschrift;  
ausführlicher sitzungsbericht

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

zahlungsauftrag

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

zahlungsermächtigung

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

zahlungsmodalität

Method of settling a bill/account.

zeit- und materialaufwand

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

zeitungsausschnitt

Article cut from a newspaper or magazine.

zeitweilige mietfläche

Short-term rental space.

zentralpult

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

zielort

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

zielsprache

Language into which a speech or document is translated.

zimmer mit frühstück

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.

zimmer mit grossem bett

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

zimmer mit verbindungstür

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

zimmer ohne frühstück

Room rate with no meals included.

zimmerbestellung;  
zimmerreservierung

Booking of a particular type of room for specific dates.

zimmerliste

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

zimmerpreis

Amount charged for the occupancy of a room.

zimmerreservierungszentrale

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

zinsloses darlehen;  
unverzinsliches darlehen

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

zollmakler

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

zulassungsbadge

Identifying tag used for official authorization.

zulassungsformular

Document for official authorization.

zulassungsregeln

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

zusammenfassung (kurzfassung)

Written short version of speech or paper.

zusammenfassung der  
diskussionen

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

zusammenfügbare  
ausstellungsteile

Exhibit constructed with interchangeable components.

zusatzklausel

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

zusatzleistungen

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

zusätzliche übernachtungen

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

zuwendungen; subventionen

Money obtained from bodies or authorities to underwrite expenditure.

zwanglose zusammenkunft

An informal social gathering.

zwangsweise höhere einstuftung

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

zweibettzimmer

Room containing two single beds.

zwischenreinigung

Ä^S^#fi( L )

zwischenstädtischer verkehr

The means of travelling between two cities.

zwischenwand

Movable interior wall.