

| <b>WORD</b> | <b>DESCRIPTION</b>  |
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| 執行委員會       | Group of people who carry out the strategies and policies to be implemented   |
| 管理委員會       | Committee to carry out policy and strategy for the organization of an event.  |
| 指導委員會       | Group which decides on the order of the procedures.   |
| 籌備委員會       | Group of people who decide or carry out the strategies and policies established for the organization of an event  |
| 協調委員會       | Committee in charge of co-ordinating the organization of the event.   |
| 財務委員會       | Group of people who meet with responsibility for budgeting, cashflow, accounting and controlling finance and whose chairman is generally the treasurer of the event.                          |
| 諮詢委員會       | Usually an honorary body which does not meet frequently (if at all) and can be called upon for advice as necessary.   |
| 學術委員會       | 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. |
| 常務委員會       | Committee of a permanent nature, defined by organizational by-laws, which meets for a specific purpose.   |
| 特別委員會       | Committee formed on a temporary basis to discuss a specific item.   |

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| 次委員會; 小組委員會 | 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. |
| 名譽顧問委員會     | Committee of individuals eminent in the related field whose names are lent to an event by way of endorsement.   |
| 地區委員會       | Board for a geographical area of a society or federation, often synonymous for host committee.  |
| 國內籌備委員會     | Group of people from the host country, city or region of an event.  |
| 審查委員會       | Committee formed to verify that individuals have the necessary qualifications to attend a meeting or become a member of an association.                                       |
| 論文審查委員會     | Committee which assesses submitted papers to decide which are suitable for presentation and allocates them to appropriate sessions.   |
| 大會主席/大會會長   | Person who presides over an organization or meeting. Chairman can also be used to describe the person presiding over a committee or meeting session.                          |
| 大會協同主席/共同主席 | One of two or more persons appointed as chairman/president on an equal footing.   |
| 秘書長         | Permanent head of the general organization.   |
| 執行秘書        | Person appointed to handle organizational functions and who is given certain administrative authority and responsibilities.   |
| 常設辦公室       | Appointment on a permanent basis within a group, organization or body.  |

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| 專業會議顧問公司 | Company or individual professionally engaged in organizing meetings.  |
| 顧問       | Person appointed to give specialist or expert information on a particular event, or generally.  |
| 召集人      | Member of committee in charge of convening participants.  |
| 會議專案負責人  | Title generally conferred upon the chief administrator of the entire event.   |
| 管理       | Organization and management.  |
| 委員會      | Group of members responsible for establishing and enforcing the rules and regulations of a society or association.  |
| 執行委員會    | Body appointed by the Governing Board or General Assembly to manage the affairs of a society, association, etc., on a day-to-day basis.                   |
| 大會籌備秘書處  | Staff providing secretarial services in connection with the organization of a meeting or the like.  |
| 接待人員     | Person employed on a temporary basis to work on staff registration and information desks or in meeting rooms at a meeting and generally assist delegates. |
| 導遊       | Person accompanying a tour and giving detailed knowledge of places of interest.   |
| 交通協調人員   | Person in charge of planning and managing transportation arrangements for participants.   |
| 學術秘書處    | Administrative staff appointed to process all aspects of the scientific programme of a meeting.   |

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| 名譽秘書          | Voluntary (unpaid) member of the committee responsible for recording decisions and keeping records of discussions.  |
| 大會名譽主席/名譽會長   | 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. |
| 主持人           | Person selected to preside over a session or lead a committee.  |
| 副主持人          | Person selected to deputize for, or assist, the chairman in controlling and managing either a committee or a meeting session.   |
| 講員            | Someone who delivers a speech or talks at a meeting. The term “lecturer” is restricted to academic contexts.  |
| 大會邀請之講員       | Speaker, specifically requested to speak to the audience on a given topic.  |
| 大會特別邀請之專題演講講員 | Speaker who sets forth the theme of the meeting.  |
| 論文投稿者         | One who presents a paper, either verbally or in a visual form (e.g. poster).  |
| 會議主持人         | Person who presides over panel discussions and forums.  |
| 會議議題討論主持人     | Person who introduces topic of discussion and controls the discussion in the group.   |
| 會議議題討論之提問者    | Member of a meeting audience who participates in discussion during a meeting session.   |
| 發表者           | Person explaining a given topic in an informational session either verbally or in visual form (e.g. poster).  |

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| 會議記錄人員 | Person appointed to note and record the proceedings of sessions and to write précis (summaries) of the papers presented, for a final summation session.   |
| 發言人    | Person who speaks on behalf of a group.   |
| 與會者    | Person taking part in the activities of a meeting.  |
| 與會代表   | Voting representative at a meeting.   |
| 與會代表團  | Representatives of a particular country or organization at a meeting.   |
| 觀察員    | Delegate to an assembly who observes and reports but does not participate officially in its activities.   |
| 隨行人員   | 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. |
| 會議主辦單位 | Association, corporate body, town or other party that invites an event to take place within or under its jurisdiction.  |
| 會議主辦國家 | Country that invites an event to take place within or under its jurisdiction.   |
| 協助者    | 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).   |
| 顧問     | 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.  |

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| 主辦單位籌備委員會 | A group of people, geographically local to the venue, who carry out the strategics and policies established for the organization of an event.   |
| 委員        | Appointed personnel with specific tasks.  |
| 贊助者       | Eminent person who, for endorsement purposes, heads an event, an organization or a list of supporters.  |
| 審查指導委員會   | Committee who supervises all the matters relevant to the official authorization to cover an event.  |
| 團隊        | A number of persons associated in some joint action; a definite number of persons working together.   |
| 提名        | Submission of a name (person, organization or company), for election or appointment to a specific role or function.   |
| 會議旅遊局     | 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. |
| 指導委員會     | A committee of inspection, control.   |
| 總經理       | Principal executive officer of a company.   |
| 大會秘書處     | The office responsible for the administrative, clerical and secretarial affairs surrounding planning, and management of a conference (cf conference).   |
| 場務人員      | Skilled person used in handling assembly of heavy materials always working at union wages.  |

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| 宴會業務經理  | Hotel staff person responsible for selling group and local food and beverage functions.  |
| 執行長   | The principal officer responsible for overall administration of an organization.   |
| 財務長   | Executive responsible for financial affairs of an organization.  |
| 營運長/營運主管  | Executive responsible for day-to-day operations of an organization.  |
| 1.經美國會議評議委員會認證之會議專業顧問 2.會議中心提供的會議專案，含住宿、餐飲及一般會議服務 | 1. Certified Meeting Professional: accredited designation offered by the US Convention Liaison Council. This designation certifies competency in 2 areas of meeting management through application and examination. 2. Complete Meeting Package: an all-inclusive plan offered by conference centers: includes lodging, all meals and support services |
| 委員會   | A group of people appointed for a specific purpose.  |
| 接機及交通旅遊服務人員                                       | European term for a travel professional who supervises arrival details and escorts tours.  |
| 報關行人員   | Person or company which provides customs clearing services to shippers of goods to and from another country.   |
| 業務總監/業務主管   | Individual at a meeting facility responsible for overall direction of sales staff.   |
| 董事會   | An official body (cf board) which manages the affairs and administers the funds of an institution or organization.   |
| 貨運承攬業/報關公司  | A business which handles export shipments.   |

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| 當地交通運輸公司   | Company that provides transportation in a locale, i.e. motorcoaches, rental cars, railroads, etc.   |
| 專業會議顧問     | Professional Conference Organizer   |
| 承租人        | One to whom a lease is granted; holder of a lease.  |
| 出租人        | Person or organization which offers a lease.  |
| 當地接待服務管理顧問 | Destination Management Consultant.  |
| 名譽主席       | Senior member of the committee of honour.   |
| 衣帽間服務人員    | A person who is employed to take care of people's coats, hats or luggage in the cloakroom (cf cloakroom).   |
| 停車場服務人員    | A person who is employed to assist people in parking their motor vehicle in a designated area.  |
| 舞台設備總監     | Employee of the venue in charge of stage facilities.  |
| 商業/行業      | Relating to groups whose members work in common fields.   |
| 商展主辦單位     | The individual who plans a trade show, reserves the space, markets to exhibitors and promotes attendance by buyers.   |
| 會議相關輔助工作人員 | 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. |

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| 警衛       | A member of the security service who is employed to protect building, people, etc.  |
| 會議相關輔助服務 | The services which accompany a meeting (stewards, technicians, interpreters, etc).  |
| 學會/協會    | A professional organization/establishment formed to promote education, literature, art, or the like.  |
| 財務流程     | Outline of accounting and banking systems.  |
| 估價       | Preliminary calculation of the cost of work to be undertaken.   |
| 預算       | Estimated total income and expenditure divided into subject categories and arranged by principal heads of income and expenditure.             |
| 階段性收支預算表 | Document showing estimated dates when items of anticipated income and expenditure fall due and what sums of money will be due on those dates. |
| 報價       | Process of obtaining the true price of an item of expenditure.  |
| 控制成本     | Process of maintaining levels of expenditure within the budget.   |
| 支出       | Money paid out.   |
| 收入       | Money received.   |
| 收支表      | Accurate account of the financial position at any given date showing all credits and debits within heads of income and expenditure.           |
| 結算表      | Statement of income and expenditure following the end of an event.  |

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| 財務報表      | Document incorporating the statement of income and expenditure and the budget at a given date.   |
| 財務長       | Person appointed to control the finances of an event or organization; normally chairman of a finance committee or its equivalent.                |
| 查帳員/稽核    | Person or auditing body authorized to examine statements of account for accuracy.  |
| 負責人簽名/公司章 | Signature of person(s) with authority to sign cheques and contracts on behalf of the organization.   |
| 訂購單       | Signed authority to proceed with an item of expenditure.   |
| 包括一切費用的支出 | Fixed payment with no extra costs to be added.   |
| 報名費       | Amount payable for attendance at a meeting; may vary according to level of participation, type of membership, or date registration is submitted. |
| 正式收據      | Official acknowledgement of money received.  |
| 工作報酬      | Payment made in token of personal involvement in an event.   |
| 退費        | Money repaid.  |
| 付款授權      | Signed authority to proceed with the payment of an invoice or refund.  |
| 付款單       | Written authorization for payment to be made from a bank account.  |
| 支付款       | Money received on account for payment.   |

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| 保證金/定金        | Partial payment to secure product or service  |
| 未結清之貨款        | Outstanding invoice not yet paid.   |
| 繳款不足          | Insufficient payment/funds received for items ordered.  |
| 付款方式          | Method of settling a bill/account.  |
| 銀行匯票          | Payment format issued by a bank.  |
| 銀行轉帳          | Movement of funds between banks or from one bank account to another.  |
| 電子付款          | Payment by means of electronic funds transfer, e.g. using a credit card at a point-of-sale terminal.  |
| 可兌換性          | A currency is usually described as convertible if the holder can exchange it freely for another currency.   |
| 銀行擔保/銀行保證函    | 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. |
| 免息貸款          | Money received by way of a loan to be refunded in due course and not subject to any interest charges.   |
| 附加稅           | Government tax levied on goods and services.  |
| 契約/合約         | Legal agreement between two or more parties.  |
| 招標說明書/專案建議委託書 | Complete description of requirements.   |

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| 免責聲明           | Clause in a contract whereby a party explicitly refuses to accept responsibility for something.  |
| 取消條款           | Provision in a contract stating the terms on which the contract may be cancelled.  |
| 募款             | Process of obtaining money and funds from additional sources other than registration fees.   |
| 捐獻/捐贈          | Sum of money or items of value received as gifts.  |
| 補助款            | Money obtained from bodies or authorities to underwrite expenditure.   |
| 補助指導單位 (指官方單位) | In the context of meetings and the like, ‘patronage’ primarily means endorsement by eminent individuals (e.g. Royalty or ambassadors) or bodies.   |
| 贊助單位           | Bodies contributing product or financial support to an event in return for propotion of the company name or logo. Bodies simply allowing their names to be used in endorsement of an event will more usually be referred to as ‘patrons’, though the distinction is not rigid. |
| 由.....補助/資助下   | Phrase used to indicate endorsement of an event by an eminent individual or body.  |
| 在...贊助支援下      | Phrase used to indicate not only endorsement but normally also a measure of responsibility for, or guidance in, the organization of an event.  |
| 贈送的            | Offered at no cost.  |
| 保證金            | The number of servicings to be paid for, whether or not they are actually consumed; usually required 48 hours prior to the event.  |

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| 銀行匯款       | Money forwarded by or to a bank.  |
| 附加條款       | An additional clause in a contract stipulating special requirements, coverage or conditions.                    |
| 贊助         | Donated financial or material support.  |
| 借方         | An item entered on debtor side of an account (oppos. of “credit”). To take one sum away from another.           |
| 貸方         | An item entered on creditor side of an account (oppos. of “debit”). To add one sum to another.                  |
| 發票         | A demand for money detailing goods, with prices, sold or consigned to a purchaser.                              |
| 由...贊助     | Supported by... (either financially or otherwise).  |
| 銀行業務       | The carrying out of financial operations.   |
| 審計/查帳      | An examination, by qualified persons, of accounts of a business.  |
| 依工時與材料成本計價 | Method of charging for services on a cost-plus basis.   |
| 預算外的支出     | Unbudgeted expense.   |
| 變更         | Changes made by the client after any part of the production process has begun. Usually billed as extra charges. |
| 出境稅/機場稅    | Fee collected from traveler by host country at time of departure.   |

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| 郵寄帳單       | Accounts receivable mailed to individuals or firms with established credit.  |
| 固定匯率契約     | A financial instrument guaranteeing a specific rate of exchange in a foreign currency for a future transaction.  |
| 信用狀        | 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                  |
| 退費條款規定     | Policies which determine allowable reasons and time lines under which fee for a meeting or show will be refunded in whole or in part.                              |
| 淨價/含稅價     | Actual cost of a travel programme excluding mark-ups or commissions.   |
| 租借費        | The price paid by the organizer to the owner of the meeting facilities.  |
| 免責條款       | Clause in contract ensuring that a group or company will not be responsible in the event of a claim.   |
| 不可抗力條款     | Contract clause which limits liability should a performance be prevented due to disruptive circumstances beyond control. Usually inclement weather does not apply. |
| 定期匯票       | A draft which matures either a certain number of days after acceptance or a certain number of days after the date of draft.  |
| 指定日期前的預先報名 | Submitting an application/booking and/or payment to attend a meeting made prior to the opening day.  |
| 報名         | Booking and or payment to attend a meeting. Inclusion as a participant in an event; booking and payment to attend a meeting.                                       |

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| 姓          | Name by which all immediate family members are known. Women usually (but not always) adopt their husband's family name upon marriage.                 |
| 名          | Name given to identify individual family members.   |
| 國籍         | Identifies the country where the person has full rights by birth or naturalization.   |
| 出生地        | Denotes place of birth (not necessarily nationality).   |
| 出生國家       | Denotes country of parental nationality.  |
| 職稱         | Denotes person's rank, office, sex or, in women, matrimonial status.  |
| 職位/頭銜      | Function or job description within an organization.   |
| 聯絡/郵寄地址    | Address to which correspondence is sent.  |
| 報名截止日      | 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. |
| 報名確認函      | Official acknowledgement of receipt of registration and fees.   |
| 報名手續未完成    | Incomplete registration where the fees or full payment have not been received.  |
| 於報名截止日期後報名 | Booking received after the stated deadline, usually incurring payment of a penalty fee.   |
| 現場報名       | Registration received at the meeting and generally incurring payment of a penalty fee.  |

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| 現場報名                        | Process of signing up for an event on the day of, or at the site of, the event.   |
| 預先報名                        | Registration received before a pre-defined date, usually offering a lower fee.  |
| 1.特定時間內的與會總人數 2.特間內的總參展廠商數量 | 1. Total number of attendees for a given period 2. Total number of exhibitors for a given period.   |
| 預先報名與會者名冊                   | (Computer-generated) list of names pre-registered with a group.   |
| 與會動機                        | The ultimate reason impelling a person to turn up for the meeting called together by the organizer.   |
| 與會者過去的與會狀況                  | The attendance of a participant to previous meetings undertaken by the same organization and by other organizations.  |
| 與會者居住地/國家                   | The residence of the participant (town, region, country). If residence and nationality do not coincide, they may be registered separately.  |
| 會議舉辦日期                      | The time of the year when the meeting takes place.  |
| 會期                          | The number of days from the opening session to the closing session. Additional days for optional excursions are not included.   |
| 會議地點                        | The destination where the meeting takes place.  |
| 會議舉辦週期                      | The periodicity with which the same kind of meeting takes place.  |
| 大會主題                        | 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. |

會議地點

The building and environment area where the meeting takes place.

會議

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.

演講

Discourse given before an audience, especially for educational purposes.

會議

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.

會議

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.

會議

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.

會員大會

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.

#### 展覽會

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

#### 研討會

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.

#### 專題研討會

Meeting of a number of experts in a particular field at which papers are presented by specialists on particular subjects and discussed with a view to making

#### 討論會

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.

#### 研究日/教學日

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

#### 工作討論會

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

#### 論壇

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

#### 圓桌會議

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.

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| 非正式會議  | Informal gathering, not necessarily social.   |
| 腦力激盪會議 | Group session in which all participants contribute creative ideas which are not initially judged for merit.   |
| 辯論會    | Presentation given by two or more experts in a certain field who must sustain their points of view.   |
| 簡報說明會  | 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.   |
| 電話會議   | 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. |
| 電話會議   | 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.                       |
| 視訊會議   | 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.  |
| 電話會議   | Telephone conversation involving a number of subscribers simultaneously.  |
| 小組專題討論 | Discussion with a moderator and two or more participants on a certain subject.  |
| 討論小組   | Group of participants debating separately within some types of meeting. Similar to a working group but with no expectation of reports or papers.  |

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| 工作小組   | 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. |
| 研究小組   | Meeting of experts with the purpose of being analysis alone.   |
| 專家小組   | Group of specialists in a particular field.  |
| 分組會議   | Small group sessions within a meeting organized to discuss specific subjects.  |
| 分組會議   | Sessions scheduled at the same time.   |
| 分組會議   | Session which has some correspondence, similarity, or analogy of subject and aim and is simultaneous with another session.   |
| 壁報論文發表 | Display of material, usually scientific, accompanied by authors or researchers.  |
| 論文口頭發表 | Contribution made verbally.  |
| 晚餐後會議  | Session added on to the end of the day's programme, usually after dinner, to accommodate extra papers or an extra plenary lecture.   |
| 非正式座談會 | Informal session with no specific agenda.  |
| 論文口頭發表 | 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.  |

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| 實際操練示範    | Special sitting for the demonstration of particular practical methods.  |
| 會前會       | Every prearranged session of a meeting.   |
| 會前籌備會     | Meeting of a restricted group before the official assembly in order to finalize preparations.   |
| 全體會議      | 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.            |
| 臨時會議      | Special session for activities, needs, or situations that are different from those normally and originally prepared for.  |
| 提問與討論     | Question and answer period.   |
| 同時進行的多組會議 | 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. |
| 理監事會      | A meeting of the governing body of an organization.   |
| 分組討論會     | 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. |
| 教育議題會議    | Meetings comprised of people employed or working within the education industry.   |
| 教育類議題之會議  | The educational aspects of an event.  |

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| 大會         | A meeting open to all those in attendance at a convention.  |
| 地區型活動      | An event, such as a graduation ceremony, local festival, etc., that draws its audience primarily from local market.   |
| 座談會        | An intensive session specially instituted for the application of such modifications and additions as are necessary to keep a particular subject up-to-date.   |
| 論文壁報展示     | Area with display of posters.   |
| 繼續教育課程     | 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. |
| 衛星會議, 附屬會議 | Meeting on a similar or related subject taking place either concurrently or, shortly before or after main event.  |
| 會前簡報說明會    | A session at which precise instructions are given and participants informed thoroughly (cf briefing).   |
| 論壇討論會      | A discussion within a forum (cf forum).   |
| 大會中的一部分研討會 | A symposium which forms part of a larger event (cf symposium).  |
| 互動式會議      | Session where participants take an active part in the work.   |
| 分組會議       | A session which is similar to another session involving the exchange of information (cf parallel session).  |
| 全體會議       | Assembly composed of all the members; fully constituted; fully attended.  |

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| 專題研討會      | A small or secondary meeting of a number of experts in a particular field (see “symposium”).   |
| 專題座談會      | A small or secondary meeting of specialists who have a specific commun interest (cf seminar.)  |
| 大會中的小會     | A meeting which forms part of a larger event (cf meeting).   |
| 大會中的一部分座談會 | A seminar which forms part of a larger event (cf seminar).   |
| 大會專題演講     | Top level presentation.  |
| 與會總人數      | Referring to the number of groups and attendees meeting in a city during a specific time frame.  |
| 臨床實驗       | Workshop-type educational experience where students learn by doing.  |
| 企業會議       | 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.  |
| 商務旅遊       | 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.  |
| 國內會議       | 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. |

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| 國際會議                    | 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. |
| 與會者為同一個國家的會議(可在另一個國家舉辦) | Membership or meeting participation available to organizations or individual from one nation, but able to meet in another nation.   |
| 至少四個國家共100人以上與會的國際會議    | International meeting with a minimum of 100 participants from at least four countries.  |
| 國內會議                    | Meeting participation available to organizations or individuals from one nation, meeting in that nation.  |
| 世界大會/國際會議               | 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.   |
| 開放空間科技                  | 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.  |
| 開放空間會議                  | A meeting organized through Open Space Technology.  |
| 政府會議                    | Groups whose constituencies are made up of civil servants, elected officials and service providers to Government entities.  |
| 海外會議                    | Meeting event not taking place in the country of the originating body.  |
| 會前會                     | Meeting of event organizers and hotel personnel prior to arrival of guests, at which time details of the programme are reviewed.  |

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| 學術會議       | Groups whose members are involved in research or applied sciences and suppliers to those groups.   |
| 技術會議       | Groups whose members and suppliers work in scientific, research or applied sciences.<br>USA/Canada: Non-medical meetings of professional organizations.                |
| 活動         | That which happens, an occurrence.   |
| 獎勵表揚會議     | Meeting event as part of a programme which is offered to its participants to reward a previous performance.  |
| 智囊團        | A group of specialists organized by a business enterprise, governmental body, etc. and commissioned to undertake intensive study and research into specified problems. |
| 顧問團        | A group of expert advisors assembled especially to answer questions of immediate or current interest.  |
| 政府間會議      | Technical or political meetings between governments with the aim of discussing national or international topics.   |
| 會場評估, 熟悉之旅 | Hosted trip to assess facilities, locations or services.   |
| 場地勘查       | Inspection to assess facilities or location.   |
| 排練預演       | Practice run held in advance of an event.  |
| 座位席次安排     | 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.                       |

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| 桌卡     | Card, placed on the table, inscribed with the name of the person designated to sit at that place.                                  |
| 識別證    | Identifying card worn by attendees to a meeting.   |
| 會議資料袋  | Container for meeting documentation.   |
| 會議資料   | Generally a comprehensive collection of meeting documentation within its container.  |
| 開幕典禮   | The formal opening of a meeting.   |
| 開幕式    | Meeting(s) of a predetermined duration which begin an event and in which the principal items on the agenda are usually introduced. |
| 開幕歡迎詞  | Formal speech given at the commencement of a meeting to welcome participants; usually given by an eminent person.                  |
| 大會專題演講 | Fundamental or leading speech made usually at the beginning of a meeting.  |
| 閉幕感謝詞  | Speech given to close a meeting. This may often include the result(s) of the meeting (recommendations).                            |
| 閉幕總結   | Last session of a meeting in which the subjects which have been discussed are summarized and conclusions may be announced.         |
| 閉幕典禮   | Formal closing of a meeting.   |
| 方案     | Outline of an event or a speech highlighting relevant items, sometimes showing different types of outcome.                         |

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| 討論議題       | Subjects to be discussed at a meeting.  |
| 演講時間       | Time given to a particular speaker to make his presentation.  |
| 演講時間限制     | Duration of the time accorded to speakers.  |
| 會議中斷       | Definite break in meeting for a specific and unprogrammed reason.   |
| 會議延期       | Suspension of the meeting either indefinitely or until a later date.  |
| 出席識別證      | Admission card confirming a booking and registration.   |
| 背書/簽署      | To give approval or agreement to a certain subject matter or event.   |
| 選擇         | The act of choosing; the power or opportunity of choosing; alternative.   |
| 選擇性項目      | Additional services/tours, etc. which may be booked or not according to preference.   |
| 聯絡辦事處或人    | A close collaboration for smooth coordination.  |
| 加班         | Work performed on overtime.   |
| 繼續教育學分     | 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. |
| 個別行動       | Departure of individual passenger from established group itinerary.   |
| 論文壁報張貼規定說明 | Guidelines for those presenting a poster.   |

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| 會議中斷    | Temporary break in meeting for a specific and unprogrammed reason.  |
| 登錄資料    | Form on which all charge transactions incurred by a registered guest are recorded.  |
| 出席人數    | Actual number of people attending a function.   |
| 市場區隔    | Categorization of organization or businesses by professional discipline or primary areas of interest for the purposes of sales analysis or assignment.  |
| 會議相關服務  | 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. |
| 會議服務企劃書 | 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.   |
| 郵寄      | 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.  |
| 會議場地    | Meeting site. Premises where the meeting will be held.  |
| 會議中心    | Premises built specifically for holding meetings and exhibitions.   |
| 會議室     | Spaces or areas where meetings, banquets, exhibitions or other group events are held.   |
| 容納人數    | Maximum number of people allowed in any given area, or maximum number of people that a setup can accommodate in a function room.  |

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| 無障礙設施      | Free of obstacles hindering the movement of disabled persons to all public areas within a building.   |
| 大廳         | Public area in hotel or hall for assembly or registration.  |
| 接待服務台      | Area at which delegates, guests or visitors are received on arriving at a venue.  |
| 諮詢服務台      | Stand at which an official gives information.   |
| 報到服務台      | Area at a meeting to which delegates and others report for registration on arrival.   |
| 會議佈告欄/告示板  | Board displaying one or more notices or warnings.   |
| 會議活動告示板    | Board or video screen listing the days events.  |
| 留言板        | Board on which messages are displayed.  |
| 會議室內訊息告示螢幕 | Screen intended to provide information and to notify participants who are called away for urgent reasons during the session, without disturbing the meeting.                      |
| 指示海報       | All informational and directional signs required for an event.  |
| 傳真機        | 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. |
| 影印機        | Machine for photocopying documents.   |
| 郵局         | Agency handling the transmission of mail.   |

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| 安檢服務     | Service providing security arrangements, such as checking delegates' credentials, searching hand luggage, protecting equipment and patrolling congress and exhibition areas. |
| 急救室      | Place where emergency care is provided.  |
| 急救       | Emergency care or treatment given to an ill or injured person before a doctor arrives.   |
| 物品遺失招領處  | Stand where lost items may be recovered.   |
| 緊急出口     | Door, clear of obstructions, designed for egress in the event of fire or panic.  |
| 衣物間      | Room in which outer garments may be left temporarily.  |
| 廁所; 洗手間  | Samtory convenience.   |
| 活動週邊佈置區域 | Area adjacent to main event area for set up, dismantling and temporary storage.  |
| 拆除       | Action required to dismantle a function setup.   |
| 換場       | Action required to break down and reset a room.  |
| 會議室佈置擺設  | Layout of tables, chairs, other furniture, and equipment for functions.  |
| 固定設備     | Fixed equipment.   |
| 會場設置平面圖  | Floor plan with specific requirements (dais, tables, chairs, etc.) drawn to scale.   |
| 會議室      | Room where an assembly meets.  |

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| 固定式桌椅會議室        | Meeting room set up with a permanent conference table and suitable seating.   |
| 固定式桌椅會議室        | Permanent, non movable seats in a meeting room or amphitheatre.   |
| 劇院型會議室擺設        | Conference seating where chairs are arranged in rows facing head table, stage or speaker.   |
| 半圓形劇院型會議室擺設     | Same as auditorium or theatre style except chairs are in a semicircle.  |
| 字型會議室擺設         | Series of tables set up in the shape of a U with chairs set all around.   |
| 馬蹄形會議室擺設        | Horse-shoe shaped table.  |
| E字型會議室擺設        | 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.                      |
| V字型會議室擺設        | Rows of chairs separated by a centre aisle slanted in a V shape facing head table or speaker.                                       |
| 教室型會議室擺設        | Tables lined up in a row, one behind the other on each side of centre aisle with chairs facing head table.                          |
| 垂直教室型會議室擺設      | Variant of schoolroom setup in which tables are perpendicular to the head table, and chairs are placed on both sides of the tables. |
| T字型會議室擺設        | Series of tables set up in the shape of a T with chairs set all around except at head table.  |
| 口字型會議室擺設(中間有椅子) | Table set up in rectangle or oval shape with chairs on both sides and at both ends.   |

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| 口字型會議室擺設(中間沒有椅子) | Tables set up in a square (or rectangle) with chairs placed around perimeter. Centre inside tables is hollow.           |
| 舞台               | A permanent or portable raised platform used for seats of honor or speakers lecterns.                                   |
| 演講台              | Raised platform on which a speaker stands or sits.  |
| 讀稿台/講台           | Reading stand with slanted top. Can be a tabletop lectern or one which stands on the floor.                             |
| 貴賓席              | Seating location for honoured guests and/or meeting presenters.   |
| 半圓形桌貴賓席          | Two quarter-round tables joined to make a half circle. Seating locations for honoured guests and/or meeting presenters. |
| 會議椅              | Armless chair.  |
| 堆疊起的椅子           | Chairs that nest on top of each other when in storage.  |
| 桌板椅              | Chair with an attached writing surface.   |
| 黑板               | Hard smooth dark surface used for drawing or writing in chalk.  |
| 白板               | Hard smooth white surface used for drawing or writing in water-soluble felt pen.  |
| 活動簡報架            | Large pad of paper placed on an easel and used by a speaker for illustrative purposes.                                  |
| 活動隔板             | Movable interior wall.  |

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| 活動隔牆    | Movable barriers that partition large areas into smaller areas. May be sound-resistant, but not necessarily soundproof.   |
| 隔音牆     | Barrier that prevents sound from carrying to and from adjacent rooms. Usually a permanent wall.   |
| 插座      | Mechanical electrical connector.  |
| 照明      | 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”. |
| 霓虹燈     | Neon lamps, with diffused light tubes as opposed to incandescent lights.  |
| 聚光燈     | Adjustable lamps with direct or high intensity light.   |
| 弧光燈     | High-intensity light source for large screens or long projection distances.   |
| 調光器     | Control that adjusts variations in the light level in a room.   |
| 通風      | Process of supplying or removing air by natural or mechanical means to or from any space.   |
| 空調系統    | System that controls the temperature and humidity of the air in a room.   |
| 商務中心    | Area in hotel or meeting venue offering various office facilities.  |
| 參訪或會議地點 | A city, area or country which can be marketed to groups or individuals as a place to visit or hold a meeting.   |

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| 訊息中心    | A place where mail and messages are received, kept or transmitted.  |
| 會面地點    | Meeting place in venue for individual appointments of delegates.  |
| 講員休息室   | Lounge for speakers to relax and to prepare their presentations.  |
| 裝飾      | That which adorns, an ornament.   |
| 試片室     | Room where speakers can check their slides, overhead sheets and video tapes.  |
| 舞台前台    | Area of a stage closest to the audience, as opposed to upstage.   |
| 舞台後部    | Part of the stage farthest from the audience or camera, as opposed to downstage   |
| 清潔打掃    | Ä^S^#fi( L )  |
| 信號系統    | A system for communications between the speaker and the projectionist or between the chairman and the speaker.  |
| 會場      | Area, property or specific facility to be used for meeting.   |
| 會場設施    | 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. |
| 醫療服務    | First aid provision.  |
| 壁報論文展示板 | Display area provided, particularly at scientific meetings, for presentation of work to participants.   |

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| 通訊中心   | Area in meeting venue for telephone, fax, telex or teleconferencing facilities.   |
| 視聽設備   | Audio and visual support for meeting, usually taking the form of film, slides, overhead projection, flip charts and blackboards.  |
| 電路     | Closed electric circuit.  |
| 聲音傳送器  | Closed electric circuit within a building or auditorium which relays sound to a hearing aid.  |
| 螢幕     | Surface onto which images are projected by a film or slide projector.   |
| 拋物線型螢幕 | Type of front projection screen surface which is rigid and allows only narrow-angle viewing.  |
| 電子指示器  | Electric rod which casts an illuminated spot on the wall, blackboard, screen, etc. to draw attention to a particular feature.   |
| 電子提詞機  | Electronic device which displays script to the speaker, usually on a screen not visible to the audience.  |
| 電子白板   | 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. |
| 投影機    | Optical instrument for projecting an image onto a screen.   |
| 投影機    | Equipment which projects an image onto a screen by passing light through a transparency.  |

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| 後投式投影  | Image projected on the back surface of a screen placed between the viewer and the projector.  |
| 前投式投影  | Projection of an image onto the front surface of a light-reflecting screen from a projector placed within or behind the audience.       |
| 珠光螢幕   | Type of screen surface used for front projection.   |
| 投影片    | Photographic transparency on a small plate or film arranged for projection.   |
| 幻燈機    | Apparatus used for projecting photographic slides onto a screen.  |
| 轉盤式幻燈機 | Slide projector fed from a circular drum and consequently not requiring constant manual replacement of slides. Often remote-controlled. |
| 幻燈片轉盤  | Circular holder used for projecting 35mm slides.  |
| 錄音帶    | Plastic box containing a video- or sound recording tape.  |
| 錄音機    | Magnetic recording/reproduction apparatus in which the recording medium takes the form of a magnetic tape.                              |
| 錄影帶    | Magnetic tape used in video equipment.  |
| 錄影機    | Equipment for the recording of images and sound on a magnetic tape in the form of a video.  |
| 放影機    | Equipment for playing back video and audio signals on magnetic tape.  |

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| 放影機        | Machine designed only for playback of recorded magnetic tapes.  |
| 錄放音機       | Machine which can be used both for recording tapes and for playing back prerecorded tapes.                |
| 影音光碟       | Recorded disc containing images and sound.  |
| 電影放映機      | Equipment for projecting cine film.   |
| 投影機        | Equipment used to project a video image on a large screen.  |
| 監控器        | Television set with direct audio and video input used for checking on the operation of a transmitter.     |
| 複製         | Film or tape which has been printed from the original copy.   |
| 焦距調整       | Process of adjusting a camera, telescope or the like so as to ensure that the image it provides is sharp. |
| 動畫         | Slide technique which creates an illusion of movement when used in rapid sequence.                        |
| 影像、聲音、色彩校正 | Gradual changing of one picture or sound or colour to another.  |
| 多螢幕放映      | Projection of different images on different screens at the same time.                                     |
| 重疊影像       | Technique of superimposing two images on a screen at the same time.                                       |
| 分割畫面       | Horizontally or vertically separated video pictures shown simultaneously.                                 |

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| 關燈         | Situation where room lights are turned off or video screen becomes black.   |
| 寬螢幕鏡頭      | Lens adapter designed to produce a wide-screen image.   |
| 多頻道        | With two or more communication bands (e.g. receiver).   |
| 指示燈        | Small red light on the camera indicating when the camera is on.   |
| 字幕         | Text moving horizontally across the bottom of a video screen.   |
| 雲台         | Pan-tilt device on which a camera is mounted.   |
| 麥克風架或燈架調節器 | Adjustable support for positioning microphones or lighting fixtures.  |
| 音響         | Audible effects.  |
| 廣播系統       | Audio and/or visual system used for the purpose of broadcasting or visualizing speech, music or other sounds or images to a large audience. |
| 擴大器        | Device enabling sound to be intensified.  |
| 擴音         | Technique whereby, with the help of a microphone and an amplifier, the volume of the human voice is amplified.                              |
| 死角         | Area where sound is muffled or absent.  |
| 接收器        | Apparatus that converts electric currents or waves into visible or audible signals.   |
| 無線通訊系統     | System for message transmission by radio.   |

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| 電波傳送器    | Apparatus for transmitting radio waves through space.  |
| 控制室揚聲系統  | Speaker system that connects the control room with the studio.   |
| 技術指導     | Person who calls cues from the control room.   |
| 技術人員     | Expert in particular craft or technique, usually in relation to audiovisual, mechanical or electrical equipment or appliances. |
| 麥克風      | Instrument which converts sound into electrical signals.   |
| 耳機       | Device that converts electrical energy into sound waves and is worn over or inserted into the ear.                             |
| 耳機       | Headphone with a built-in microphone.  |
| 立架式麥克風   | Microphone mounted on an extension. Often used in Q&A sessions.  |
| 領夾式麥克風   | Microphone designed for positioning on the clothing of the user.   |
| 領夾式麥克風   | Portable microphone that hooks around the neck.  |
| 桌上型立架麥克風 | Microphone on a short stand placed on a table for seated speakers.   |
| 演講台麥克風   | Microphone attached to a lectern.  |
| 立架式麥克風   | Microphone fixed on a support-stand.   |
| 可移動式麥克風  | Small microphone, with or without wire, which can be moved easily.   |

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| 全向麥克風    | Microphone that picks up sound from all directions.  |
| 單向麥克風    | Microphone which picks up sound primarily from the direction in which it is pointed.   |
| 槍型麥克風    | Unidirectional type of microphone that accepts only narrow-angle sound.  |
| 迷你麥克風    | Small microphone.  |
| 無線麥克風    | Portable microphone operating on its own power source.   |
| 無線麥克風    | Microphone used for transmitting radio waves.  |
| 唇式麥克風    | Microphone designed for use in contact with the lips of the speaker.   |
| 近講麥克風    | Microphone designed particularly for use close to the mouth of the speaker.  |
| 遠講麥克風    | Microphone designed for use at a substantial distance from the mouth of the person speaking.                                 |
| 對講機      | Intercommunication system using headphones and microphones for communication between adjoining or nearby studios or offices. |
| 音控室      | Area from which technician operates sound system in a room.  |
| 電腦控制音效系統 | Sound balance control assisted by computer.  |
| 提示       | A speaker's prompt   |

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| 互動回應系統 | 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. |
| 遙控     | Control of apparatus, such as audio visual equipment, from a distance.   |
| 影像投影   | Projection of video productions whether by monitors or on large screen.  |
| 投影機    | A print or inscription on a special transparent sheet of paper made visible by means of an overhead or slide projector.  |
| 視聽     | Using both sight and sound eg combining radio and television techniques.   |
| 控制台    | The desk from which the technicians operate microphones and audio visual equipment.  |
| 頻道     | A special line reserved to a specific usage (language, speech on walkie talkies, etc).   |
| 迴音     | Regeneration of sound from audio speakers back through a microphone causing a dissonant sound.   |
| 室內照明   | Lighting of room separate from stage lighting.   |
| 對講機    | Audio system permitting two-way communication.   |
| 多頻道    | With two or more communication bands (receivers).  |
| 多媒體    | Use of two or more audiovisual media in one presentation.  |

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| 舞台邊緣內部區域 | Area at sides or rear of stage not seen by the audience.  |
| 技術彩排     | Run-through of technical aspects of a show such a lighting, sound, special effects. Sometimes called “tech-check”.  |
| 軌道照明燈    | Lights attached along a track mounted on a ceiling or wall permitting flexible spotlighting and other effects.  |
| 電子白板     | 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. |
| 電腦投影     | A devise that projects from portable computer or desktop PC onto a screen.  |
| 雷射指示器    | A compact instrument consisting of a visible light laser, used for pointing out features on a projected visual display.   |
| 網路登錄     | A connection to Internet through a local access provider. It can be an analogue, a digital or an Ethernet network access.   |
| 筆譯服務     | In the sense of a service provided, as distinct from an administrative unit, the translation of written material from one language to another.  |
| 大會指定語言   | Language officially to be used for a meeting, e.g. for the publication of proceedings.  |
| 大會使用語言   | Language in which the various aspects of a meeting are conducted in practice.   |
| 原始語言     | Initial language in which a document is drafted or a speech delivered.  |
| 原始語言     | Language from which a speech or document is translated.   |

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| 被翻譯成的語言  | Language into which a speech or document is translated.   |
| 同步口譯     | Oral translation from one language to another.  |
| 會議同步口譯員  | Person who interprets into another language oral presentation(s) made during a meeting.   |
| 會議筆譯員    | Person who translates meeting documents into other languages.   |
| 會議專門用語專家 | Person who conducts terminology work specifically in the context of meeting organization.   |
| 逐步口譯     | 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.                      |
| 逐步口譯員    | 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. |
| 同步口譯     | Process of translating one language into another while the speaker is speaking, generally using some form of voice transmission installation.   |
| 雙向翻譯     | Interpreting both ways: from and into the foreign language.   |
| 口耳口譯     | The process of interpreting on a simultaneous basis in a low voice to the participants, usually seated next to the interpreter.   |

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| 轉譯         | 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. |
| 轉譯員        | 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.          |
| 隨行口譯/一般口譯  | Person interpreting a conversation between two or more persons from one or more foreign languages into his mother tongue and vice-versa.   |
| 電腦翻譯系統輔助翻譯 | Translation technique that uses the computer as a tool for the solution of problems.   |
| 同步口譯語言數量   | Total number of languages into which speeches are being interpreted (including the floor language).  |
| 有線翻譯系統設備   | System for the transmission of interpreting by cable or wire.  |
| 紅外線翻譯系統設備  | Interpreting system operated by radio waves and hence without wire or cable connections to the headsets.   |
| 遠距離同步口譯    | Simultaneous interpreting using telecommunications facilities, e.g. via satellite.   |
| 同步口譯隔間     | Soundproof cabin in which the interpreter works.   |
| 可移動式同步翻譯系統 | System which can be transported and set up in any venue without the need for built-in booths or electric circuits.   |
| 同步口譯業者     | A group of people responsible for interpreting simultaneously, usually utilising equipment.  |

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| 講員使用的語言 | The language being used by the speaker.  |
| 翻譯成的語言  | Language into which interpretation is provided.  |
| 印刷物     | Printed items, such as books, magazines, newspapers and meeting documentation.   |
| 資料影印    | Reproduction of documents.   |
| 資料寄發    | Handing out or mailing of documents.   |
| 邀請信     | Courteous written request for attendance at a function for which no charge is made.  |
| 邀請函     | Invitation to potential guests, visitors, participants to attend an event.   |
| 申請表格    | Printed or typed document with blank spaces for insertion of specific required or requested information.   |
| 設備申請表   | Preprinted document on which facilities can be ordered.  |
| 申請確認函   | Written authority for a supplier to proceed or for an exhibitor: acceptance of order.  |
| 報名表     | 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. |
| 入場券/門票  | Ticket to be used for admission to an event.   |
| 出席證     | Admission card confirming a booking and registration to a meeting.   |

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| 入場證       | Identification card to enable exhibitors to gain access to an exhibition.   |
| 影片播放申請表   | Identification card to enable exhibitors to gain access to an exhibition.   |
| 論文發表申請表   | 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”.  |
| 壁報論文發表申請表 | Form for presentation of a poster for inclusion in a poster session; submitted for assessment and screening by a selection committee.   |
| 實際示範申請表   | Form requesting authorization to give a demonstration.  |
| 會議提問單     | 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.  |
| 報名確認函     | 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. |
| 講員發表須知    | Guidelines for those presenting an oral presentation.   |
| 投稿論文格式規範  | Instructions regarding the required format to be used for the version of the paper to be published.   |
| 論文徵求      | Document containing detailed instructions for submission of papers for assessment and selection by the committee.   |

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| 第一次通告   | Initial notification of the event, generally outlining the basic framework of a meeting; a widely circulated document, sometimes called a flyer.  |
| 單頁通告書   | Single-sheet printed announcement or advertisement.   |
| 暫定議程    | 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. |
| 議程簡表    | Shortened version of the meeting programme giving basic information in a way which is easy to refer to and convenient to carry.   |
| 議程表     | The content of the meeting described in chronological order and generally including the full list of speakers and the titles of their papers.   |
| 最後確認的議程 | Document containing the definitive meeting and social programme, circulated immediately prior to a meeting or distributed at the commencement of an event.  |
| 議程表     | Schedule of events, giving details of times and places.   |
| 會議時間表   | Timetable of meeting content.   |
| 大會手冊    | 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.  |
| 大會手冊    | Printed timetable of events at a meeting, including working sessions with locations and the names of speakers, and social events.   |
| 與會者名單   | List of delegates registered to attend an event.  |

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| 與會者名單      | List of delegates and accompanying persons registered to attend an event.  |
| 會議訊息佈告     | Update information sheet, generally used for promotional purposes.   |
| 會議報告       | Official summary of meeting events.  |
| 總結報告       | Final summary of meeting events.   |
| 會議資料/論文集   | Printed volume of meeting papers available prior to or at an event.  |
| 會議資料抽印本/選刊 | Separately issued reprint of a part of a publication or document.  |
| 會議記錄       | Formal written record of a meeting.  |
| 論文集        | Published volume containing papers presented at a meeting. May or may not include details of discussion.                                 |
| 會議全程紀錄     | Full and exact transcript in writing of all speeches, debates and discussions.   |
| 建議         | Strongly suggested course of action; sometimes has binding force.  |
| 提議/動議      | Formal proposal to be discussed and voted on in a meeting.   |
| 提案         | Plan put forward for consideration or acceptance.  |
| 決議         | Motion put forward for adoption; once adopted, has binding force.  |
| 預備決議案      | Preliminary decision setting out a framework within which detailed provisions may be established by means of later individual decisions. |

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| 草案    | First version of a paper or document which is subject to further amendment.   |
| 摘要    | Written summary of a speech or paper, generally between 33and 500 words, often submitted in advance in support of an application to present an oral or poster contribution. |
| 討論摘要  | Short report of discussions that have taken place in the meeting hall.  |
| 會議摘要  | Short account of a speech, debate or discussion.  |
| 論文摘要集 | Printed volume containing summaries of accepted papers.   |
| 投稿論文  | Work submitted for inclusion as an oral or poster presentation, often in response to a call for papers; not an invited paper.   |
| 演講    | Usually formal discourse delivered before an audience.  |
| 邀請演講  | Speech submitted on a specific topic at the request of a committee.   |
| 投稿論文  | Written transcript given as a result of acceptance of the submitted abstract on a subject chosen by the author.   |
| 紀錄    | Written copy of spoken material.  |
| 演講稿   | Prepared version of a speech.   |
| 壁報論文  | 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.                                |

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| 會議活動主標 | Symbol identifying an organization or event.   |
| 電腦打字講稿 | Lettering generated by a computer.   |
| 版面設計   | Artist's or designer's indication of how a printed piece should look.  |
| 打樣     | 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. |
| 排版     | Definitive placement of text and illustrations on the page in accordance with the predetermined layout.  |
| 原稿     | 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".            |
| 正稿     | Materials ready for photographic reproduction.   |
| 印刷     | Printing process.  |
| 校對     | Final copy for approval before printing.   |
| 出版許可   | Word/phrase usually printed at back of title page and bearing signature and date on which publication was approved as ready for press.                   |
| 印刷數量   | Number of copies printed.  |
| 正片     | Exact image of copy as distinguished from reverse image or negative.   |
| 負片     | Reversed form of original art or type.   |

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| 電腦印刷    | 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. |
| 文書處理軟體  | Computer-based system for writing, editing and formatting letters, reports and books.   |
| 數據機     | Electronic device that modulates and demodulates signals transmitted over data communications facilities. Most commonly seen as an interface between computers and telephone networks.  |
| 手提電腦    | 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.  |
| 顯示器     | Physical computer device usually based on a cathode-ray tube or liquid crystal display on which information is displayed.   |
| 鍵盤      | The set or row of keys in a keyed machine/instrument.   |
| 按鍵      | Button on a computer keyboard.  |
| 大寫      | Type larger than that used in body of page.   |
| 小寫      | Small letter, as distinguished from a capital letter.   |
| 說明書     | Document describing and promoting the advantages of an item or service.   |
| 每日會議訊息報 | Daily information sheet for participants during event.  |

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| 會議籌備指南     | 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. |
| 票券         | A negotiable ticket or voucher; a pass or ticket.  |
| 一般會議相關資訊   | Information of interest to all participants.   |
| 全文         | The complete version of a text   |
| 意見調查表      | Cards collected from attendees, requesting information about exhibitors.   |
| 裝訂         | Process of fastening pages of books, brochures, magazines, together.   |
| 膠裝裝訂       | Binding process by which pages are glued together.   |
| 騎馬釘裝訂      | Binding process using wire staples.  |
| 穿線平釘裝訂     | Binding process by which folded sections of book or magazine are laced on top of one another and stitched together from top to bottom.   |
| 標單         | The proposal submitted by a destination or a property inviting a group to meet in their venue.   |
| 投標須知/招標說明書 | Written document issued by an organization which contains requirements for their future events.  |
| 保險證明書      | Serve as evidence of the financial capability of an indemnitor (supplier) who has executed an agreement in favour of an organization.  |

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| 名片        | A name card which identifies you.   |
| 會議通告      | Leaflet or brochure with essentials on forthcoming event.   |
| 摘要        | Written short version of speech or paper.   |
| 標題        | A phrase at the top of the newspaper, magazine article, indicating the subject of the article.                            |
| 大會授權的媒體報導 | Official authorization to cover an event. The process of granting such authorization.                                     |
| 記者室       | Space reserved for media representatives.   |
| 公關媒體組     | Department within an organization responsible for distributing information on the organization's activities to the press. |
| 公關公司      | Agency that collects and distributes information to the news media.   |
| 媒體公關專員    | Title given to the person handling all press and media-related activities excluding advertising.                          |
| 新聞剪報      | Article cut from a newspaper or magazine.   |
| 新聞資料      | press release; press communiqué   |
| 發布新聞      | Prepared statement released to the news media.  |
| 記者會       | Meeting held to communicate information to media representatives.   |

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| 公關          | Presentation of an event via the media or other outlets, emphasizing its benefits and desirability.   |
| 公關專員        | Title given to the person in charge of and co-ordinating the promotional activities of an event.  |
| 宣傳          | Publicizing and supporting an event.  |
| 公關宣傳負責人     | Person  |
| 公關宣傳活動      | Media campaign, normally consisting of a series of publicity and advertising activities, aimed at ensuring optimal attendance by focussing attention on an event. |
| 公關宣傳資料      | Brochures or other items needed for promotional purposes.   |
| 媒體廣告        | Advertising to the public in journals, newspapers or magazines or on radio, television or film.   |
| 郵寄名單        | Contains the names and addresses of the persons to whom publicity material or other information is to be sent.  |
| 申請表格        | Document for official authorization.  |
| 申請規定        | Established principle or mode of action to be followed in order to obtain the accreditation.  |
| 大會/活動認可之識別證 | Identifying tag used for official authorization.  |
| 所屬單位        | Union of a society, firm, or political party with another, but without loss of identity.  |

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| 展覽        | Event at which products and services are displayed.                              |
| 參展廠商      | Company or individual participating in the exhibition with a stand or booth.     |
| 聯展廠商      | Distributor or agent of main exhibitor sharing the same stand or booth.          |
| 參展廠商名單    | List of exhibiting firms, usually with locations.                                |
| 參觀來賓      | Person attending an exhibition to view the exhibits.                             |
| 相關業界參觀來賓  | Visitor to an exhibition representing a specific trade or profession.            |
| 商展        | Exhibition of products and services that is not open to the general public.      |
| 限相關業者入場日  | Day of an exhibition restricted to attendance by professional or trade visitors. |
| 開放一般民眾入場日 | Exhibition open to the public, usually subject to payment of an entrance fee.    |
| 產品發表會     | Display of products.   |
| 開放時間      | Hours during which an exhibition is open to the public or trade visitors.        |
| 展覽時間延長    | Evening on which the exhibition will remain open later than usual.               |
| 展覽中心      | Venue at which exhibitions are held.   |
| 展覽廳       | individual room within an exhibition venue.                                      |

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| 展覽說明會      | 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. |
| 參展手冊       | Book of instructions and information for exhibitors regarding the exhibition venue and services offered by the organizing body.   |
| 展覽廠商名錄     | Complete alphabetical list of exhibitors, their products and, often, their headquarters and sales points; usually incorporates a floor plan and advertising.                          |
| 展覽攤位平面圖    | Plan showing space to be occupied by the exhibition: the areas intended for stands/booths and those for passageways and services.   |
| 展覽主辦單位     | 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.     |
| 展覽承建商      | Company which provides services to exhibition management and exhibitors.  |
| 大會指定展覽承建商  | Contractor appointed by show or building management as the sole agent to provide services.  |
| 下包廠商       | Company retained by general contractor to provide services.   |
| 展覽攤位隔間施工公司 | Contractor or agent responsible for providing an exhibition shell scheme.   |
| 展覽攤位租用合約   | Contract stating terms and conditions for rental of exhibition venue or for individual stand/booth within a venue.  |
| 攤位面積需求     | Amount of stand/booth space required by individual exhibitors.  |

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| 展覽攤位分配       | Process of assigning space to exhibiting companies.  |
| 展覽場地預定表      | Form for official request to utilize a particular space.   |
| 參展優先排序機制     | System used to determine priorities in the assignment of booth space.  |
| 參展費用         | Total cost of hiring an exhibition space, whether or not it includes ancillary services (security, connection to water, electricity supply, etc.).               |
| 每平方公尺展覽空間場地費 | Basic charge for a square metre of exhibition space.   |
| 展覽平面圖        | Scale plan of the floor area of an exhibition.   |
| 樓板載重         | Maximum amount of weight per unit of area which a floor can support.   |
| 天花板高度        | Height of the ceiling of the exhibition hall.  |
| 攤位           | Usually a temporary construction with a small internal space where products are shown; specially built, assembled and equipped for shows, exhibitions and fairs. |
| 走道           | 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.             |
| 攤位面積         | Space in which stands are laid out.  |
| 展覽面積超出       | Use of floor space outside exclusive booth area.   |
| 攤位面積         | Dimensions of assigned space.  |

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| 兩面開轉角的攤位       | Exhibit space with aisles on two sides.  |
| 一排的第一個的攤位      | Stand at the head of a row.  |
| 並排的攤位          | Stand within a row of similar stands, i. e. with only the front opening onto an aisle and with other stands on either side.    |
| 三面開半島型的攤位      | One of two or more exhibit spaces back to back with an aisle on three sides.   |
| 島型的攤位          | One of a group of four or more exhibit spaces with aisles on all four sides.   |
| 含燈光、地毯、電源裝潢的攤位 | Stand equipped with all services and facilities such as electrics, fascia, carpet, lighting, etc.                              |
| 只有隔間未裝潢的攤位     | Stand with no services or facilities, meaning that these all have to be hired at an additional cost.                           |
| 木板裝潢隔間         | Stand constructed with plywood or similar material as opposed to one formed by drapery only.                                   |
| 簡易攤位           | Exhibit or display built for one use only.   |
| 拼裝式攤位          | Unassembled exhibit material requiring on-site assembly.   |
| 組合式展覽方式        | Exhibit constructed with interchangeable components.   |
| 組合隔板           | Partition units (walls, doorframes, etc.) in standard sizes, used for building stands in the sizes desired in a given context. |

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| 攤位裝潢設備   | Items which can be supplied on hire to stands, e.g. lighting, shelves, carpet, etc.   |
| 展示櫃      | Wooden or metal board fixed horizontally either on legs or on a wall. Usually with display material and possibility of making purchases.  |
| 玻璃陳列櫃    | Glass-enclosed case for articles on display.  |
| 展示架      | Thin wooden, or metal, boards fixed horizontally on a wall for displaying objects and sales materials.                                    |
| 展示物      | Material exhibited by the various exhibitors; such material is usually insured or has its value stated in writing for insurance purposes. |
| 展覽裝潢設備清單 | Total amount of furniture and equipment available for show.   |
| 攤位名稱板    | Board giving exhibitor's name in an exhibition or indicating the purposes of service desks in a conference reception area.                |
| 旋轉台      | Motorized rotating platform.  |
| 堆高機      | Vehicle with a power-operated pronged platform for lifting and carrying loads.  |
| 貨板       | Wooden platform used to carry goods.  |
| 電話接線座    | Socket into which a telephone can be plugged for external communication.  |
| 插座       | Temporary supply of electricity to a stand to which electrical goods can be connected.  |
| 供水       | Temporary supply of water to a stand.   |

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| 攤位搭設      | Process of setting up exhibit booth and materials according to instructions and drawings.   |
| 攤位佈置時間    | Period necessary for the preparation of the conference and exhibition venue before the arrival of the delegates and exhibitors.                                       |
| 攤位拆除      | Take-down and removal of exhibits.  |
| 拆除截止時間    | Day and hour ( deadline) by which stands must be dismantled and exhibition area empty.  |
| 攤位清潔打掃    | Cleaning services to individual stand areas.  |
| 垃圾處理      | Removal of rubbish from building or stand areas.  |
| 三面開半島型的攤位 | Exhibition space located on an outside edge of exhibition area.   |
| 吊掛設施      | Attachment of devices to the frame work of an exhibition hall.  |
| 展品運送展示損害險 | This insurance usually covers loss or damage caused deliberately or accidentally by third parties during loading, unloading, transshipment, transport and exhibition. |
| 火災險       | This insurance usually covers loss or damage attributable to fire, smoke, explosion, or forces of nature. It can also cover water damage.                             |
| 眉目板/布條    | Suspended panel for decor or graphics. May be cloth or rigid material.  |
| 運送        | Transfer of exhibits from point of arrival to exhibit site. May also include storage.   |

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| 展覽裝潢廠商                      | A supplier of exhibition services or goods (eg stand fitting, electrics, furniture, floor covering, labor, drayage signs, etc.).   |
| 防火材料                        | Material that is flame resistant.  |
| 展覽負責人                       | Individual representing show management responsible for managing the exhibition area on-site (enforcing rules, responding to requests, etc.).  |
| 總面積                         | Total amount of space in exhibition hall or meeting room.  |
| 額外選擇 1.展覽空間暫時保留 2.展覽額外需付費活動 | 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. |
| 戶外展覽                        | Space/stands located outdoors.   |
| 展覽公司                        | Company or individual who plans the logistical arrangements in connection with an exhibition.  |
| 每平方公尺場租                     | Cost per square metre/foot for exhibition space.   |
| 展台式陳列                       | Small exhibit on tables; often used in combination with posters.   |
| 預訂                          | and/or services ordered up front.  |
| 走道標示                        | Signs, usually suspended, indicating aisle numbers or letters.   |
| 儲藏間                         | Equipment storage area at show site, usually draped off area in exhibition hall/unsold space.  |

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| 裝潢施工單位    | Company which fabricates displays.  |
| 拉簾        | Decorating with drapes – Hollow metal pipes are used for support; booth drape is usually 8 feet high. |
| 展品運送      | Transfer of exhibits from point of arrival to exhibit site. May also include storage.                 |
| 展品運送需求單   | Form for exhibitor requesting handling of materials.  |
| 規劃展區      | Method of marking booth/stand space.  |
| 展場上現場訂購   | Exhibited goods and/or services ordered on-site.  |
| 可自由造型展覽材料 | self-supporting and independent exhibit material.   |
| 組合隔板攤位    | Booth constructed with plywood or similar material (as opposed to booth formed by drapery only).      |
| 卸貨區       | Area on premises where goods are received.  |
| 統包        | Management providing furniture and/or services to exhibitors for a single fee.                        |
| 常設展示區     | Show rooms, (marts – US), and similar space for product displays leased on a long-term basis.         |
| 展覽攤位出租    | Complete booth package offered to exhibitors on a rental basis.                                       |
| 桌面上陳列     | Portable display that can be set up on top of a table.  |

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| 短期展示出租 | Short-term rental space.  |
| 畫架     | Three or four-legged stand with a rack used to hold a blackboard, corkboard, magnetic board, sign, chart, etc.          |
| 輸出許可證  | A government document which permits the “licensee” to engage in the export of designated goods to certain destinations. |
| 總重量    | The full weight of a shipment, including goods and packaging.   |
| 展覽進場日  | Date(s) for installation/setting up of event.   |
| 展覽撤場日  | Dates) set for dismantling.   |
| 展覽面積   | Actual amount of salable space available for or used by exhibit booths/stands.  |
| 升降機    | Platform dimensions of width, length and height vary by facility used to create a stage.                                |
| 中間攤位   | Exhibition space with booths at back on each side.  |
| 娛樂活動   | Activities performed for the enjoyment of others.   |
| 娛興節目   | Programme of events organized for the entertainment of participants.  |
| 社交活動   | Programme of organized events, not directly related to the subject of the meeting.                                      |
| 隨行人員活動 | Educational and/or social events planned for spouses and guests of meeting participants.                                |

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| 歡迎酒會      | Drink served as an introductory gesture of welcome.  |
| 歡迎晚宴      | Reception/party where welcome drinks are served.   |
| 晚宴        | Normally a formally seated dinner in the evening with sometimes speeches given in the presence of or by a VIP (Very Important Person).                           |
| 大會晚宴      | Outstanding social event of the conference, usually in the evening with entertainment or speeches during or after a formal meal. Usually formal dress requested. |
| 正式晚宴      | Evening meal forming part of the official programme.   |
| 表演娛興節目    | Organized performance for entertainment, usually in the evening.   |
| 暖場        | Activity to liven up the audience prior to show time.  |
| 進場/退場音樂   | Music accompanying the arrival or departure of guests.   |
| 旅遊參訪      | Organized outing to a specific place of interest.  |
| 旅遊行程      | Detailed programme of a visit or tour.   |
| 市區觀光      | Outing to landmarks. Note that a “city tour” will necessarily be confined to a given city, whereas a “sightseeing tour” may range more widely.                   |
| 會前/會後參訪行程 | Organized outings taking place before (pre-) or after (post-) the working conference for both accompanying persons and delegates.                                |

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| 會後活動        | Any event which is arranged for the period immediately following the conference proper.                   |
| 參訪          | Organized outing to a local place of interest.  |
| 技術參訪        | Educational visit to a workplace or manufacturing plant of interest to meeting participants.              |
| 技術參訪        | Tour to a workplace of interest to meeting participants.  |
| 技術參訪        | Tour to a manufacturing plant of interest to the meeting.   |
| 服裝秀         | Choreographed display of garments by models.  |
| 可選擇的旅遊行程    | Tour which can be purchased by individuals at an additional cost.   |
| 會場外活動       | Conference Terminology  |
| 托兒中心        | Arrangements for care of children during a short absence of the parents.                                  |
| 正式服裝/禮服/燕尾服 | Dinner jacket and formal evening dress; can include national dress.                                       |
| 西裝          | Business or lounge suits and short day dresses; can include informal forms of national dress.             |
| 劇院訂位        | Reservation of seats at a theatre.  |
| 觀光局         | Organization which exists to promote a town or country to groups or individuals as a tourist destination. |

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| 聚會          | An informal social gathering.  |
| 座次          | A system which ranks dignitaries according to international protocol for purposes of seating, honours or ceremonies. |
| 禮儀          | Customs and procedures dealing with formalities, precedence and etiquette.   |
| 演說          | A formal and dignified public discourse.   |
| 休閒服         | Sport shirt (possibly with jacket) for men; resort wear for women.   |
| 正式服裝/禮服/燕尾服 | Formal dress requiring white tie and tails for men and formal evening dress for women.                               |
| 預訂          | Booking for events taking place at a future time.  |
| 官方正式晚宴      | Reception for conference participants hosted by local or governmental authorities or other officials.                |
| 社交晚宴        | Non-working evening function at which a meal is served.  |
| 社交會議        | Gatherings for social purposes.  |
| 雞尾酒會        | Stand-up social function with drinks and snacks.   |
| 主題晚宴        | A special reception or banquet designed around a central motif.  |
| 體育運動類服務     | A service concerned with arranging sports activities or activities involving physical exertion and skill.            |

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| 旅遊服務      | A service concerned with the organization of excursions which are purely pleasure (cf sightseeing tour).  |
| 休閒活動服務    | A service concerned with the organization of free or unoccupied time.   |
| 文化活動服務    | A service concerned with organizing activities which are mainly related to the artistic and intellectual side of civilization.                                  |
| 其他類型活動    | All non-intellectual oriented meetings.   |
| 旅行社       | Person or firm qualified to arrange for hotel rooms, transportation, cruises, tours, and other travel elements.   |
| 票券        | Ticket which travellers exchange for prepaid services such as accommodation, meals and tours.   |
| 包辦式旅遊     | Tour sold at a price covering all costs (transport, accommodation and related services) for the full duration of the trip.                                      |
| 大會指定之航空公司 | Officially designated airline that handles meeting transportation at preferential prices.   |
| 超額訂位      | In the context of air transport, hotels, restaurants, tours: situation where number of confirmed reservations exceeds number of seats, rooms, places available. |
| 旅行平安險     | Insurance against accidents that occur in the course of travel to or from a meeting.  |
| 交通運輸      | Means of transport, i.e. buses, coaches, cars, etc.   |
| 遷移/搬/搬遷   | Process of moving people or equipment from one point to another.  |

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| 接送服務    | Conveyance which travels back and forth over a particular route, especially a short route or one connecting two other transport systems.  |
| 租車服務    | Facility to hire a car.   |
| 飯店住宿    | Bedroom(s) at a hotel and rooming arrangements; usually specifying the hotel classification in terms of its amenities, facilities, level of service and cost.   |
| 預定房間    | Booking of a particular type of room for specific dates.  |
| 飯店住房預定表 | Booking form for reservation in a hotel for use by participants.  |
| 訂房確認    | 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. |
| 住宿名單    | Roster of individuals requiring guest room accommodations including type of accommodation and arrival and departure dates.  |
| 含三餐的住宿  | Rate inclusive of breakfast, lunch and dinner, in addition to room.   |
| 含兩餐的住宿  | Rate inclusive of breakfast and any other meal, usually dinner, in addition to room.  |
| 含早餐的住宿  | Accommodation rate inclusive of breakfast in addition to room; referred to as 'B and 8" in the UK, where such arrangement may be offered in a hotel, in a boarding house or even in a semi-private residence.   |
| 單人房     | Room containing one bed for one person.   |

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| 雙人房       | Room containing one bed for two persons.  |
| 單人住宿在雙人房  | Twin/double room occupied by one person, paid for at a negotiated rate.   |
| 兩床的房間     | Room containing two single beds.  |
| 套房        | Combination of interconnecting rooms generally containing a sitting room and double/twin bedroom(s), as well as a bathroom.     |
| 鄰接的房間     | Rooms with common walls which do not have connecting doors.   |
| 連接的房間     | Two or more rooms with private connecting doors permitting access between them.   |
| 房價        | Amount charged for the occupancy of a room.   |
| 日價        | Reduced rate (often 1/2 of the regular rate) for a room used part of the day, including the period after check-out time.        |
| 訂價        | Facility's standard, pre-established guest room rates.  |
| 優惠價       | Amount charged for the occupancy of a room, usually at a reduced rate and negotiated as a group rate by the meeting organizers. |
| 包含一切費用的價錢 | Rate covering all elements in the cost of a room, including gratuities and taxes.   |
| 服務費       | Inclusive gratuity specified by the restaurant/hotel management and shown in the bill.  |
| 雜費        | Expenses other than room and tax, billed to a guest's account.  |

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| 小費           | 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”.             |
| 設施           | Complimentary items in sleeping rooms such as special toiletries, morning newspaper, flowers, fruit, sweets or small gifts provided for guests.              |
| 優惠價格房間       | Complimentary rooms which a facility provides without charge based on the number of rooms picked up and occupied by a group.                                 |
| 特定區間的訂房      | Number of rooms reserved for one group.  |
| 團體訂房         | Block reservation of rooms specifically for a group.   |
| 截止日          | Designated day when the facility will release a block of rooms to the general public.  |
| 未至櫃檯報到登記住房手續 | Person who has booked a room or a place at a meeting but does not arrive to take up the room or place.   |
| 旺季           | Busy times of year during which hotels normally charge higher rates.   |
| 淡季           | Time of year at which hotel occupancy is lowest and bargain rates are usually offered.   |
| 餐飲服務         | The provision of food and beverages.   |
| 餐具           | Actual number of meals served at a food function.  |
| 座位安排         | Plan showing location of tables at a banquet or dinner. Usually accompanied by an alphabetical listing showing at which tables individuals should be seated. |

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| 領班       | Floor manager or head waiter at a restaurant or catered function.                                   |
| 法式餐飲服務   | Each food item is served by waiter from platter to individual.                                      |
| 依菜單點餐    | Menu with price stated for each item offered, as opposed to a fixed price for an entire meal.       |
| 套餐/桌菜    | Full-course meal menu at a fixed price.   |
| 歐陸式早餐    | Light breakfast usually consisting of juice, roll or pastry and a hot beverage.                     |
| 午餐       | Midday meal; sometimes with speeches or presentations during meetings of professional associations. |
| 工作午餐     | Light meal for small discussion groups, without a break from working sessions.                      |
| 晚餐       | Evening meal for a group; not usually ceremonial.   |
| 簡單小點心及飲料 | Food or beverages, whether or not for sale, for informal consumption.                               |
| 休息/茶敘    | Time between sessions when refreshments are served.   |
| 休息/茶敘    | Short interval between sessions during the morning or afternoon at which coffee is served.          |
| 休息/茶敘    | Short interval between sessions during the morning or afternoon at which tea is served.             |

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| 免費酒水櫃檯  | Private room bar setup where drinks are paid for by a sponsor or are included in the fee paid.                           |
| 需自費酒水櫃檯 | Private room bar setup where guests pay for drinks individually.   |
| 自助餐     | Assortment of foods, offered on a table, self-served.  |
| 歡迎酒會    | Stand-up social function with only canapés and beverages.  |
| 預訂      | To make a reservation.   |
| 確認預訂    | Reservations confirmed in writing.   |
| 雙人床     | 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’^” |
| 兩個雙人床房間 | Room with two double-size beds suitable for two or four persons.   |
| 降級      | To move to a lesser accommodation or class of service – to change to an inferior standard.                               |
| 提早入房登記  | Guests arrival before confirmed reservation date and/or time.  |
| 英式早餐    | Breakfast usually consisting of juice, cereal, eggs, bacon, toasts and preserves, and hot beverages.                     |
| 不含餐飲之住房 | Room rate with no meals included.  |

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| 家庭價       | A discount price offered by hotels and resorts to second and successive members of families who travel together.   |
| 延遲入住保證    | Guest room that is guaranteed by credit card or advance payment if arrival is later than a specified time, usually 6.00 p.m.   |
| 訂房保證      | 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. |
| 未指定日期的票券  | Ticket valid for transportation, indicating no minuted or specific travel details.   |
| 未事先預訂客人   | Guest requesting accommodation or service without a prior notice.  |
| 套裝行程      | Tour arrangements combined and sold at a single all-inclusive price. All the arrangements are made by an agent at an inclusive price.  |
| 未付帳就離開的客人 | Departing guest who fails to pay for accommodation.  |
| 逾期停留      | Guest who stays at facility beyond stated departure date.  |
| 按開瓶數計費    | (Liquor) drink served and charged for by the full bottle. Organizer owns any bottle on which the seal has been broken.   |
| 按杯數計費     | (Liquor) drink served and charged for by the number of drinks served.  |
| 按人頭數計費    | A fixed price covering all consumption within a given time frame; sometimes includes snacks or hors d'oeuvres.   |

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| 按使用數量及費用計費 | Food purchased by the piece, usually for a reception. Prices may be quoted individually, by the dozen, or for 50 or 100 pieces.                      |
| 入房登記報到時間   | Preferred time for guests to arrive at hotel.  |
| 退房         | Procedure for guest departure including account settlement.  |
| 退房時間       | Time at which guests departing on that date should have completed their check-out.   |
| 開瓶費        | The charge placed on wine, beer and liquor brought into a facility but purchased elsewhere. The charge sometimes includes glassware, ice and mixers. |
| 雙重預訂       | Reserving space for two groups (or persons) for the same dates when only one group (or person) can be accommodated.                                  |
| 大會指定航空公司   | Airline designated by a country to serve international routes (Convention Liaison Council).  |
| 定價         | One rate for each room in a guest room block.  |
| 升等         | To change to a superior standard.  |
| 俄羅斯式餐飲服務   | Waiter offers food platter to guests who help themselves.  |
| 指定為大會總部的飯店 | Where several hotels are used for one event, the hotel where the main administrative and hospitality functions are located.                          |
| 套房(附客廳)    | Room or suite of rooms used to entertain guests.   |

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| 飯店分類           | The classification of a hotel in terms of its amenities, facilities, level of service and cost. Qualifications and terms may vary by country. |
| 1.客房住用率2. 與會人數 | 1. Number of sleeping rooms actually occupied during a particular night.  |
| 負責與會者住房事宜部門    | Division of a convention bureau responsible for assisting organizers handling hotel reservations for meeting attendees.                       |
| 自動升等           | Airlines moves passenger into higher priced seating at no extra charge.   |
| 附陽台的房間         | Room with a patio or balcony overlooking a garden or water.   |
| 法定轉機時間         | Prescribed minimum time to leave one flight and board another. Set by airlines to allow time to transfer baggage.                             |
| 淡季             | That time of year when travel and hotel rates are at their lowest.  |
| 客房住用率          | In hotel industry, the percentage of total number of available sleeping rooms actually occupied.  |
| 美式歡迎會          | Stand-up social function with beverage and sufficient food to replace a main meal.  |
| 餐桌上已事先準備之餐飲    | Placement of food on banquet tables prior to seating of guests.   |
| 附一大床房間         | Room with one queen-size bed suitable for one or two person(s).   |
| 一大床            | Large bed usually measuring 22x 33cm (60 x 68 inches).  |
| 待命             | Person attempting to travel on a flight without a confirmed reservation.  |

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| 住房超額預訂而將客人安排至另一間飯店 | Guest holding confirmed sleeping room reservation sent to another facility because of overbooking.   |
| 前後座位之距離            | Distance between rows of seats on an aircraft.   |
| 大會旅遊               | A travel which involves all participants come to a multilateral gathering organized around a previously established advertised theme.        |
| 指與會人員總住房天數         | The nights spent by the participant: – during the meeting ;  |
| 會期前後的住房天數          | All extra nights spent by the participant other than overnight meeting stays.  |
| 市區間交通旅遊            | The means of travelling between two cities.  |
| 市區內交通旅遊            | The means of travelling within a city.   |
| 住房登記               | Procedure for guest arrival and registration.  |
| 團體旅遊套裝行程           | Travel programme with special fare and specific requirements such as a minimum number of persons traveling as a group throughout the tour.   |
| 立體投影機              | 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 |
| 立體投影幕              | Is a type of video projector for displaying video, images or computer data on a screen or other flat surface with 3 dimensional picture.     |
| 安卓                 | Android is an operating system for mobile devices such as smartphones and tablet computers.  |

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| 安卓市場   | A service for Smartphone users operating on the Android platform which allows them to browse and download mobile applications   |
| 手機應用軟件 | 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   |
| 軟體應用商店 | A service for iPhone and iPad users which allows them to browse and download mobile applications as well as music or video files  |
| 觀眾回應系統 | 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. |
| 伴音傳輸   | Used to overflow from one session hall to another hall with audio only  |
| 條形碼閱讀器 | 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  |
| 黑莓     | See smartphone  |
| 藍光     | Is an optical disc storage medium designed to supersede the DVD format  |
| 藍牙     | wireless technology for exchanging data over short distances using fixed or mobile devices  |
| 建築投影   | A production method that projects an image directly onto a building and can give the illusion of bringing the building to life  |

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| 雲技術        | Provides the delivery of applications and centralised access to information via a centralised platform via the Internet based around the concept of infrastructure convergence   |
| 刷色         | Lighting which can be coloured and creates a flood of light up/on the wall   |
| 演示者講台演示顯示器 | 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                                  |
| 多功能數字講台    | Stand used by speakers at a meeting with a digital screen in front which can be used to display branding, speaker information etc  |
| 數字標識標牌     | 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 |
| 雲儲存服務軟件    | A Cloud based application for sharing file downloads   |
| DVD錄像機     | Is an optical disc recorder that uses Optical disc recording technologies to digitally record analog signal or digital signals onto blank writable DVD media.  |
| 電子會議/活動    | Conference which is held electronically via the internet   |
| 電子壁報       | An electronic version of the traditional boards, and is displayed on screens.  |
| 會議博客/論壇    | 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  |

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| 臉書        | A social media forum where people can join, make friends, post comments, videos and other items to allow interaction and comment,         |
| 移動儲存盤     | Portable storage device, that can hold information for use in electronic equipment  |
| 文件傳輸協議    | File transfer protocol – a Web based application for sharing large file downloads   |
| 鏡頭擋光板     | Any device which produces patterns of light and shadow or various pieces of equipment that go before a light                              |
| 定位器       | Global Positioning System – allows the user to navigate to a certain destination  |
| 手提話筒      | A microphone that is held by the individual – can be wireless or wired  |
| 高清投影機     | Is a type of video projector for displaying video, images or computer data on a screen or other flat surface with High definition picture |
| 高清投影幕     | Is a type of flat panel display with a high definition picture  |
| 耳麥        | Wireless microphone, to allow the speaker free movement around the stage during his/her presentation                                      |
| 混合型會議     | An event with both live and virtual attendees   |
| 內部        | A device commonly used for closed communication   |
| 網咖        | An area where computers are stationed to allow delegates to access the internet   |
| 同聲傳譯室/同傳箱 | interpretation booths/cabin for the interpreters for multi-language events  |

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| 同聲傳譯接受耳機/同傳接受器 | A device that allows the audience to listen to the speaker in simultaneous interpreted languages   |
| 愛派德            | See tablet   |
| 愛瘋手機           | See smartphone   |
| 信息技術           | 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 |
| 愛瘋音樂           | See media player   |
| 社交影響力平台        | Social media analytics to measure a user's influence across their social network   |
| 佩帶式麥克風/領夾式麥克風  | A wireless microphone attached to either the tie or jacket   |
| 液晶投影機          | Is a type of video projector for displaying video, images or computer data on a screen or other flat surface.  |
| 液晶投影幕          | Is a type of flat panel display  |
| 發光二極管/ LED屏幕   | Light Emitting Diode – Flat panel display which uses LED as a video display  |
| 職業社交網站         | A business orientated Social Networking site   |
| 實時播放           | The transmission over the Internet of video of an event as it happens – real time  |
| 媒體庫            | Media library application for playing audio, video and viewing files   |

|            |   |
|------------|---|
| 網絡分段       | Splitting a computer network into subnetworks ie: Organisers, Speakers, Delegates, etc either to boost performance or to improve security.  |
| 畫中畫        | A system which allows more than one picture to be shown on the screen at any one time.  |
| Ping技術     | 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  |
| 等離子顯示屏     | Type of display screen  |
| 播客         | A series of digital media files (either audio or video) that are downloaded via the web   |
| 帖子         | A type of social media  |
| 二維條碼       | A QR code (abbreviated from Quick Response code) is a type of matrix barcode (or two-dimensional code) The system has fast readability and large storage capacity. The code consists of black modules arranged in a square pattern on a white background. |
| 投資回報率      | Return on Investment Methodology used for measuring the effectiveness of meetings and events. A planning and evaluation tool.   |
| 會議/演示倒計時系統 | A technology to control the duration of a presentation  |
| Skype的視頻通話 | See VOIP  |
| 演示文檔分享平台   | A web based community for sharing presentations, documents, videos and webinars   |

|        |   |
|--------|---|
| 智能電話   | Is a mobile phone , with more advanced computing ability and connectivity than a contemporary feature phone.  |
| 短信互動   | 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 |
| 社交媒體   | refers to the use of web-based and mobile technologies to turn communication into an interactive dialogue   |
| 社交網絡   | The use of a dedicated website to communicate informally with other members of the site, by posting messages, photographs, etc  |
| 會議尋人器  | a device that allows delegates to find other delegates while at the same event.   |
| 控制網絡平台 | An online central forum that enables communication and interaction based of a pre-defined profile   |
| 切換軟件   | A device used to allow for seamless switching between several devices and presentations   |
| 平板電腦   | See tablet  |
| 平板     | A complete mobile computer, integrated into a flat touch screen device  |
| 觸摸屏    | A screen that can be controlled by the touch of the screen.   |
| 推文     | A post on Twitter of no more than 140 characters  |

|            |   |
|------------|---|
| 推特         | A social media forum where people can join and “tweet” in no more than 140 characters what they are doing   |
| 推特更新屏      | A screen with live tweets grouped around a hash tag or twitter account to capture and show live social media activity   |
| 用戶評論       | Stands for User Generated Content and refers to a range of Media Content available in a range of communication technologies; mobile, web that enable the individual to create the content |
| 音視屏傳輸      | used to relay from one session hall to another hall with both video and audio   |
| 模擬主持人      | The interface to the virtual audience during a Live Streamed event  |
| VOIP網絡通信軟件 | Voice over Internet Protocol – Is a Web based application that allows users to make free voice and video calls over the internet  |
| 會議投票系統     | A term encompassing several different types of voting, embracing both electronic means of casting a vote and electronic means of counting votes   |
| 對講機/無線電話機  | Is a hand-held, portable, two-way radio transceiver.  |
| 網絡2.0網站    | Second generation of the World Wide Web incorporating new features and functions to allow for more user generated content   |
| 網絡攝像頭      | Is a video camera that feeds its images in real time to a computer or computer network, often via USB, ethernet, or Wi-Fi   |
| 網絡廣播       | A media presentation broadcast over the Internet either live or on demand   |

網絡視頻培訓

Web-based Seminar, a presentation, lecture, workshop that is transmitted over the Web and is more likely to be interactive (audience participation)

寬屏幕

Any screen with an aspect ratio greater than 4:3

無線上網

A wireless internet connection

分享家

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

算法編程

An algorithm is a set of formulas developed for a computer to perform a certain function. This is important in the social sphere as the algorithms sites like Facebook and Google use are critical for developing content-sharing strategies.

應用編程接口

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

頭像功能

An avatar is an image or username that represents a person online within forums and social networks.

社交媒體分析公司

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

短網址服務

Bitly is a free URL shortening service that provides statistics for the links users share online. Bitly is popularly used to condense long URLs to make them easier to share on social networks such as Twitter.

網絡電視服務商

Blip.TV is an online video sharing site that provides a free and paid platform for individuals and companies who host an online video show.

博客

Blog is a word that was created from two words: “web log.” Blogs are usually maintained by an individual or a business with regular entries of commentary, descriptions of events, or other material such as graphics or video. Entries are commonly displayed in reverse-chronological order. “Blog” can also be used as a verb, meaning to maintain or add content to a blog.

博客

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

博客談話廣播

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

BoardReader 搜索引擎

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

Boxee 的智能電視機頂盒

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

書籤

Bookmarking online follows the same idea of placing a bookmark in a physical publication—you’re simply marking something you found important, enjoyed, or where you left off to continue reading later. The only difference online is that it’s happening through websites using one of the various bookmarking services available, such as Delicious.

交談

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

## 社交圈

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

## 實時搜索引擎

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

## 集體智慧

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.

## 評論實體

A comment is a response that is often provided as an answer or reaction to a blog post or message on a social network. Comments are a primary form of two-way communication on the social web.

## 市場研究公司

Compete is a web-based application that offers users and businesses web analytics and enables people to compare and contrast the statistics for different websites over time.

## 網絡管理軟件

The LinkedIn equivalent of a Facebook 'friend' is a 'connection.' Because LinkedIn is a social networking site, the people you are connecting with are not necessarily people you are friends with, but rather you met in brief, heard speak, or know through another connection.

## 信息分類網站

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

## 知識共享組織

Creative Commons is a nonprofit corporation dedicated to making it easier for people to share and build upon the work of others, consistent with the rules of copyright. It provides free licenses and other legal tools to mark creative work with the freedom

the creator wants it to carry, so others can share, remix, use commercially, or any combination thereof.

#### 美味書籤

Delicious is a free online bookmarking service that lets users save website addresses publicly and privately online so they can be accessed from any device connected to the internet and shared with friends.

#### 美國新聞聚合網站

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

#### 網絡評論平台

Disqus is a comment system and moderation tool for your site. This service lets you add next-gen community management and social web integration to any site on any platform.

#### 電子書

An ebook is an electronic version of a printed book. However, most ebooks are not actually available in print (unless you print them). These are typically published in PDF form.

#### 在線票務網站

Eventbrite is a provider of online event management and ticketing services. Eventbrite is free if your event is free. If you sell tickets to your event, Eventbrite collects a fee per ticket.

#### 臉書

Facebook is a social utility that connects people with friends and others who work, study, and live around them. Facebook is the largest social network in the world with more than 800 million users.

#### 火狐

Firefox is an open-source web browser. It has emerged as one of the most popular web browsers on the internet and allows users to customize their browser through the use of third-party extensions.

快閃族

A flash mob is a large group of people who assemble suddenly in a public place, perform an unusual and pointless act for a brief time, then quickly disperse. The term flash mob is generally applied only to gatherings organized via telecommunications, social media, or viral emails.

圖片分享網站

Flickr is a social network based around online picture sharing. The service allows users to store photos online and then share them with others through profiles, groups, sets, and other methods.

網絡論壇

Also known as a message board, a forum is an online discussion site. It originated as the modern equivalent of a traditional bulletin board, and a technological evolution of the dialup bulletin board system.

週五跟隨 (#FF)

Follow Friday is a trend via the hashtag #ff every Friday on Twitter. Users select other usernames and tweet them with #ff in their post, meaning they recommend following those Twitter users. People tweet at their favorite brands, colleagues, celebrities—you name it!

四方

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

網絡通訊簿軟件

No, not your pals you play poker with on the weekends. We’re talking Facebook friends. These are individuals you consider to be friendly enough with you to see your Facebook profile and engage with you.

谷歌瀏覽器

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

谷歌文檔

Google Documents is a group of web-based office applications that includes tools for word processing, presentations, and spreadsheet analysis. All documents are stored

and edited online and allow multiple people to collaborate on a document in real-time.

谷歌新社交網站谷歌+

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

谷歌閱讀器

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

地理位置社交網站

Gowalla is a social network in which friends share their locations and connect with others in close physical proximity to each other.

海嘯

A social trend in which people use technologies to get the things they need from each other, rather than from traditional institutions like corporations.

網絡社區

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

新增熱門話題標籤

A hashtag is a tag used on the social network Twitter as a way to annotate a message. A hashtag is a word or phrase preceded by a "#." Example: #yourhashtag. Hashtags are commonly used to show that a tweet, a Twitter message, is related to an event or conference, online or offline.

青年交友網站

hiis is a social network focused on the youth market. It is a social entertainment destination, with a focus on delivering a fun and entertainment-driven social experience online to users around the world.

社交媒體管理平台

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

的HTML網絡編程

HyperText Markup Language (HTML) is a programming language for web pages. Think of HTML as the brick-and-mortar of pages on the web. It provides content and structure while CSS supplies style. HTML has changed over the years, and it is on the cusp of its next version: HTML5.

入境行銷

Inbound marketing is a style of marketing that essentially focuses permission-based marketing techniques that businesses can use to get found by potential customers, convert those prospects into leads and customers, and analyze the process along the way. Inbound marketing leverages tactics such as SEO, blogging, social media, lead generation, email marketing, lead nurturing, and analytics. It is in direct contrast to outbound marketing, which utilizes traditional interruptive marketing tactics such as direct mail, trade shows, print and TV advertising, and cold calling.

熱門應用

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

即時通訊

Instant messaging (IM) is a form of real-time, direct text-based communication between two or more people. More advanced instant messaging software clients also allow enhanced modes of communication, such as live voice or video calling.

網絡技術

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

社交影響力平台

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

生活直播

Lifecasting is a continual broadcast of events in a person's life through digital media. Typically, lifecasting is transmitted through the internet and can involve wearable technology.

像喜歡

A “Like” is an action that can be made by a Facebook user. Instead of writing a comment for a message or a status update, a Facebook user can click the “Like” button as a quick way to show approval and share the message.

鏈接建設

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

職業社交網站

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

專業人士社群新聞網站

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

潛伏者

A lurker online is a person who reads discussions on a message board, newsgroup, social network, or other interactive system, but rarely or never participates in the discussion.

糅合應用程序

A content mashup contains multiple types of media drawn from pre-existing sources to create a new work. Digital mashups allow individuals or businesses to create new pieces of content by combining multiple online content sources.

雅虎探索社交網絡

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

MySpace的社交網站

MySpace is a social networking website owned by News Corporation. MySpace became the most popular social networking site in the United States in June 200and was overtaken internationally by its main competitor, Facebook, in April 2008.

排隊策劃網站

Punchbowl.com is a social site that facilitates party planning and provides members with ideas, invitations, favors, gift registries, photo/video sharing, and more.

新聞訂閱

A news feed is literally a feed full of news. On Facebook, the News Feed is the homepage of users’ accounts where they can see all the latest updates from their friends. The news feed on Twitter is called Timeline (not to get confused with Facebook’s new look, also called Timeline).

歌劇世界

Opera is an open-source web browser. While not as popular as Firefox, Opera is used as the default browser on some gaming systems and mobile devices.

谷歌交友網站

Orkut is a social networking website that is owned and operated by Google. The website is named after its creator, Google employee Orkut Büyükkökten. Although Orkut is less popular in the United States than competitors Facebook and MySpace, it is one of the most visited websites in India and Brazil.

潘多拉網絡電台

Pandora is a social online radio station that allows users to create stations based on their favorite artists and types of music.

永久鏈接

A permalink is an address or URL of a particular post within a blog or website.

播客

A podcast, or non-streamed webcast, is a series of digital media files, either audio or video, that are released episodically and often downloaded through an RSS feed.

社交博客

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

社交網絡分析服務

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

移動視屏服務商

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

網絡分析公司

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

實時搜索

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

新聞聚合應用網站

Reddit is similar to Digg. It is a social news site that is built upon a community of users who share and comment on stories.

銳推

A retweet is when someone on Twitter sees your message and decides to re-share it with his/her followers. A retweet button allows them to quickly resend the message with attribution to the original sharer's name.

RSS頻道編輯器

RSS (Really Simple Syndication) is a family of web feed formats used to publish frequently updated content such as blogs and videos in a standardized format. Content publishers can syndicate a feed, which allows users to subscribe to the

content and read it when they please, and from a location other than the website (such as reader services like Google Reader).

RSS閱讀器

An RSS reader allows users to aggregate articles from multiple websites into one place using RSS feeds. The purpose of these aggregators is to allow for a faster and more efficient consumption of information. An example of an RSS Reader is Google Reader.

在線文檔分享網站

Scribd turns document formats such as PDF, Word, and PowerPoint into a web document for viewing and sharing online.

Search engine optimization is the process of improving the volume or quality of traffic to a website from search engines via unpaid or organic search traffic.

第二人生

Second Life is an online virtual world developed by Linden Lab that was launched on June 23, 2003. Users are called “residents,” and they interact with each other through avatars. Residents can explore, meet other residents, socialize, participate in individual and group activities, create and trade virtual property and services with one another, and travel throughout the world.

視頻在線微博客平台

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

Sentiment is normally referred to as the attitude of user comments related to a brand online. Some social media monitoring tools measure sentiment.

演示文檔分享平台

SlideShare is an online social network for sharing presentations and documents. Users can favorite and embed presentations as well as share them on other social networks such as Twitter and Facebook.

Skype的視頻通話

Skype is a free program that allows for text, audio, and video chats between users. Additionally, users can purchase plans to receive phone calls through their Skype account.

社交媒體

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

社交媒體監控

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

瀏覽器

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

標籤雲

A tag cloud is a visual depiction of user-generated tags, or simply the word content of a site, typically used to describe the content of web sites.

網志搜索引擎

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

時間軸

Timeline is the new Facebook format for personal profiles. It is essentially a digital scrapbook of a user's life, displaying their profile in an actual timeline format so they can see at exactly what point in time something a story occurred.

觀潮網

A trend is seen on every social network. Facebook shows what is trending when multiple users are sharing the same link or discussing the same topic. Google+ highlights trending topic when a user conducts a search. Twitter has a section to the bottom right of its home feed which clearly shows what topics and hashtags are trending in tweets. And LinkedIn shows what industries (in LinkedIn Today) that a certain story is popular.

興趣社交網站爆棚

Tumblr lets users share content in the form of a blog. Users can post text, photos, quotes, links, music, and videos from your browser, phone, desktop, or email.

客戶端平台

TweetDeck is an application that connects users with contacts across Twitter, Facebook, MySpace, LinkedIn, and more.

廣告服務提供商

A tweetup is an organized or impromptu gathering of people that use Twitter.

推特

Twitter is a platform that allows users to share 140-character-long messages publicly. User can “follow” each other as a way of subscribing to each others’ messages. Additionally, users can use the @username command to direct a message toward another Twitter user.

推特聊天

A Twitter Chat is a chat or discussion that is held on Twitter and is open to all users. Questions are prompted from the user hosting the chat, while anyone else can respond using a particular hashtag. The hashtag is the marker for someone participating in the chat. HubSpot has its own chats hosted every other Tuesday via the hashtag #inboundchat.

推特搜索

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

商業博客平台

TypePad is a free and paid blogging platform similar to Blogger. It allows users to host and publish their own blogs.

顛覆會議/非正式會議

An unconference is a facilitated, participant-driven conference centered on a theme or purpose. The term “unconference” has been applied, or self-applied, to a wide range of gatherings that try to avoid one or more aspects of a conventional conference, such as high fees and sponsored presentations

|         |   |
|---------|---|
| 現場網播    | USTREAM is a live interactive broadcast platform that enables anyone with an internet connection and a camera to engage and stream video online.  |
| 統一資源定位器 | A URL is most popularly known as the “address” of a web page on the web (e.g. <a href="http://www.example.com">http://www.example.com</a> )   |
| 視頻博客    | A video blog is a blog the produces regular video content often around the same theme on a daily or weekly basis. An example of a successful video blog is Wine Library TV.   |
| 視頻分享網站  | Viddler is a popular video sharing site similar to YouTube and Vimeo in which users can upload videos to be hosted online and shared and watched by others.   |
| 視頻網站    | Vimeo is a popular video sharing service in which users can upload videos to be hosted online and shared and watched by others. Vimeo user videos are often more artistic, and the service does not allow commercial video content. |
| 病毒式營銷   | Viral marketing refers to marketing techniques that use pre-existing social networks to produce increases in brand awareness or to achieve other marketing objectives through self-replicating viral processes.                     |
| 網站分析    | Web analytics is the measurement, collection, analysis, and reporting of internet data for purposes of understanding and optimizing web usage.  |
| 網絡視頻培訓  | A webinar is used to conduct live meetings, training, or presentations via the internet.  |
| 部件組件    | A widget is an element of a graphical user interface that displays an information arrangement changeable by the user, such as a window or text box.   |
| 維基百科    | A wiki is a website that allows the easy creation and editing of any number of interlinked web pages via a web browser, allowing for collaboration between users.   |

維基百科

Wikipedia is a free, web-based, collaborative, multilingual encyclopedia project supported by the non-profit Wikimedia Foundation. Its millions of articles have been written collaboratively by volunteers around the world, and almost all of its articles can be edited by anyone with access to the site.

WordPress的開源軟件

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

企業社交網站

Yammer is a business communication tool that operates as an internal Twitter-like messaging system for employees within an organization. It is used to provide real-time communication and reduce the need for e-mail.

點評網站

Yelp is a social network and local search website that provides users with a platform to review, rate, and discuss local businesses.

視頻網站

YouTube is a video-sharing website on which users can upload, share, and view videos. Three former PayPal employees created YouTube in February 2005. In November 2006, YouTube, LLC was bought by Google Inc. for \$1.6billion, and is now operated as a subsidiary of Google. YouTube is the largest video sharing site in the world.

卓豪

zoho is a suite of online web applications geared toward business productivity and collaboration.

網路相簿

zoomr is a online photo sharing service similar to Flickr.

Meetings Incentives Conferences & Exhibitions

棄權，放棄自己的那一票

to decline to use ones vote

休會，即推遲會議

to postpone proceedings

|   |   |
|---|---|
| 倡導某人  | one who speaks in favour of another   |
| 為追求共同利益聯合起來   | joining in pursuit of common interest   |
| 古羅馬式的露天圓形劇場，座位是階梯式的   | a circular building with seats rising in tiers around a central open space  |
| 逐年事件的敘述，年鑑  | a narrative of events, year by year   |
| 消耗，其結果取決於哪一方可以持續更長時間  | the process of reducing something's strength or effectiveness through sustained attack or pressure  |
| 增強現實（AR）是一種利用數字信息和媒體（例如3D模型和視頻）豐富現實世界的技術，實時覆蓋智能手機，平板電腦，PC或連接眼鏡的相機視圖 | 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 |
| 背景  | background staging  |
| 投票記錄，投票總數   | recording of votes  |
| 可用或消耗的信息容量的比特率通常表示為每秒的測量倍數。   | the bit-rate of available or consumed information capacity expressed typically in metric multiples of bits per second.  |
| 投影儀連接到筆記本電腦   | projector to which a laptop is connected  |
| 基準，顯示特定水平的參考點   | point of reference demonstrating a particular level   |
| 收益人   | a receiver of benefits  |
| 廣告牌，一個大牌戶外廣告板   | a large outdoor board for advertising   |

副產品，衍生自製造過程或化學反應的二次產物

a secondary product derived from a manufacturing process or chemical reactio

分組，把一個大的群體分成幾個小組

splitting of a larger group into a number of smaller ones

歌舞表演，觀看者圍坐在一張桌子旁觀看表演

entertainment provided at which guests are at a table;

歌舞廳式的座位，坐在圓桌上，要么完全佔用；或半佔用面對舞台/屏幕

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

客戶自行提取食物和飲料的自助餐廳

restaurant at which customers fetch the food and drink

車廂／四輪馬車，交通工具

means of transport

書的章節或會員協會的分部

divisions of a book or a membership association

整個城市

throughout the city

合規性，你應該遵守的裁決

a ruling to which you should abide

強製或要求遵守協會/會議的規則

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

管弦樂樂團指揮

director of an orchestra

運送貨物

shipment of goods

顧問，一個提供專家建議的人

one who provides specialist advice

競賽

competition

|   |  |
|---|--|
| 應急，對不測事件所做應對計劃                                    | planning for an uncertain event  |
| 核心-專業會議策劃人，他們與參與策劃會議一起移動                          | PCO that is contracted to move with the meeting for whom they are engaged  |
| 判斷某事物的原則或標準                                       | a principal or standard by which something is judged   |
| 眾包－通過徵求大群人（特別是在線社區），而不是員工或供應商，貢獻來獲取所需服務，想法或內容的過程。 | 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. |
| 文化－每個國家的遺產，如音樂，科學，藝術等                             | the development of individual national heritage eg music, science, art etc   |
| 債務－欠錢或物   | money or goods owing   |
| 多樣化－您業務核心活動外的發展方向                                 | alternative direction in business from your core activity  |
| 大使館－在另一個國家的國家代表                                   | national representation in another country   |
| 電子海報  | electronic poster  |
| 電子出版  | electronic publishing  |
| 民族－屬於與你自己不同的種族                                    | belonging to a different race from your own  |
| 大型貿易展覽會   | Large trade exhibition   |
| 科／系，全體教員  | Group of those qualified to teach  |
| 黑客－非法入侵他人計算機系統的人                                  | by way of breaking into someone else's computer programme  |

|                                 |   |
|---------------------------------|---|
| 人力資源                            | personnel   |
| 中介－介於雙方的中間商                     | someone acting between parties  |
| 掛繩－串在脖子上絲綢帶或繩，上面掛著名牌或身份牌        | ribbon or string around the neck holding a badge or identification                                      |
| 後勤－將人和/或資源從一個地方移動到另一個地方的藝術      | the art of moving people and/or resources from one place to another                                     |
| 多數                              | the greater number of   |
| 強制性的                            | compulsory  |
| 人員，註冊或項目的列表                     | list of people, registrations, or items   |
| 大型臨時結構，例如帳篷，通常其牆壁不是堅實的，而是帆布。    | large temporary structure, eg tent, usually whose walls are not solid but canvas                        |
| 調解－一種在不同意各方之間實現和解的形式            | a form of reconciliation between disagreeing parties  |
| 部－政府的部級單位                       | the body of ministers of a government   |
| 宮殿－皇室或者非常重要的人居住的建築物；或對公眾開放的歷史建築 | building in which royalty, or people of great importance, live; or historic building open to the public |
| 同行－那些與你身份相同的人                   | those persons of the same status as yourself  |
| 購買－獲得報價和建議                      | the obtaining of quotations and proposals   |
| 前台接待員                           | a front of house welcoming representative   |

|   |  |
|---|--|
| 會面地點  | meeting point  |
| 收入  | income   |
| 風險 – 危險或潛在的危險                                       | hazard or exposure to potential danger   |
| 路演 – 戲劇表演，小型展覽或旅遊宣傳活動                               | theatrical performance, or small exhibition, or promotional activity on tour   |
| 捲成圓柱形，例如橫幅  | turn over and over on itself into a cylindrical shape, eg banner   |
| 跑步者，經常在兩點之間，例如一個信使                                  | someone who runs, often between two points, eg a messenger   |
| 路標 – 給人提示該往哪走的信息工具                                  | directional tool of indication providing information as to where people should go  |
| 幻燈片/ ppt集   | set of imagery et in a power point presentation, formerly a collection of slides   |
| 小分枝 – 大會術語通常描述正式的餐桌佈局，其中的一排排桌子與頂端的長桌擺放成直角，每行代表一個小分枝 | small branch, generally used in congress terms to depict a formal dinner table layout whereby rows of tables are set at rightangles to a long top table, each row representing a sprig |
| 利益相關者 – 對特定項目或投資有興趣的個人或組織                           | those persons or organisations who have an interest in a given project or investment   |
| 攤位 – 公司可以展示的指定地區                                    | a specified area in which an individual company can exhibit  |
| 獨立 – 不受任何其他功能或活動支持的功能或活動                            | a function or activity that is not supported by any other function or activity   |
| 分包 – 接受指示或任務的公司或個人，其隨後將該任務的全部或部分傳遞給第三公司或個人          | 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                                       |

峰會 – 最高級或通常在政府一級有關聯的高級代表的國際會議

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

可持續發展的 – 能夠持續不斷地持續或留下持續的遺產

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

團隊建設 – 使人們團結起來工作的團隊活動

activity to bring people together to work as a team

遠程呈現 – 此技術讓人有身臨其境之感，或者通過遙控器感受在現場之外實時地感知效果

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

階梯 – 階梯式座位，例如，在電影院或劇院

level of seating, eg in a cinema or theatre

旅遊業 – 將游客（遊客）吸引到具有歷史，文化或國家特色的地方

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

Wi-Fi是一種允許電子設備連接到一個無線局域網（WLAN）的技術

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