

WORD**DESCRIPTION**

äänentoistolaitteisto

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

ääni

Audible effects.

äänieristetty seinä

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

äänitarkkaamo

Area from which technician operates sound system in a room.

abstrakti; luentolyhenne

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

ad hoc-toimikunta; tilapäinen toimikunta; erityistoimikunta

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

aikainen rekisteröinti; aikainen ilmoittautuminen

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

aikainen saapuminen

Guests arrival before confirmed reservation date and/or time.

aikaisempi osallistuminen kongresseihin

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

aivoriihi

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

aivoriihi

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

aivoriihi; ideariihi

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

akkreditointi

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

akkreditointia valvova toimikunta

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

akkreditointilomake

Document for official authorization.

akkreditointinimilappu

Identifying tag used for official authorization.

akkreditointisäännöt;
akkreditointiohjeet

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

aktiivinen kieli

The language being used by the speaker.

alan ammattilaisille varattu päivä

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

alan näyttelykävijä

Visitor to an exhibition representing a specific trade or profession.

alanäytteilleasettaja

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

alatoimikunta

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.

aliurakoitsija

Company retained by general contractor to provide services.

alkuperäiskieli

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

alkuperämaa; kotimaa

Denotes country of parental nationality.

aloite; ehdotus; esitys

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

alustava ilmoittautuminen

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

alustava kuluarvio

Preliminary calculation of the cost of work to be undertaken.

alustava luonnos; ensiluonnos

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

alustava ohjelma

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.

alustava varaus; lisäpalvelut;
valinnaispalvelut

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.

amerikkalainen vastaanotto ;
bufettivastaanotto

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

ammatti; virka-asema

Function or job description within an organization.

ammattikunta

Relating to groups whose members work in common fields.

anamorfica linssin

Lens adapter designed to produce a wide-screen image.

animaatio (kalvot, diat)

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

apurahat; avustukset

Money obtained from bodies or authorities to underwrite expenditure.

arkipuku

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

arvo

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

arvojärjestys

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

arvonlisävero; ALV

Government tax levied on goods and services.

arvoseteli; maksulipuke

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

asennus; pystytys

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

asentaja

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

asiakirjojen jakelu

Handing out or mailing of documents.

asiakirjojen monistaminen

Reproduction of documents.

asiantuntijaryhmä

Group of specialists in a particular field.

audiokonferenssi

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.

audiovisuaalinen

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

auditoriomuoto; teatterimuoto

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

aukioloajat; avoinna

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

autonvuokraus

Facility to hire a car.

avajaiset; avajaisseremoniat

The formal opening of a meeting.

avajaisistunto

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

avajaispuhe; tervetuliaissanat

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

avoin foorumi-tapahtuma

A meeting organized through Open Space Technology.

avoin foorumi-tekniikka; OST (Open Space Technology)

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.

avoin lippu

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

avoneliönmuotoinen pöytäjärjestys

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

AV-välineet

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

banderolli; kilpi

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

banketti; juhlaillallinen

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

bruttopaino

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

bruttopinta-ala

Total amount of space in exhibition hall or meeting room.

budjetti; talousarvio

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

bufetti; noutopöytä

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

cocktail-tilaisuus; vastaanotto

Stand-up social function with drinks and snacks.

debatti; keskustelu; väittely

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

debet; veloitus; velka

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

delegaatio; valtuuskunta

Representatives of a particular country or organization at a meeting.

delegaatti; kokousedustaja;
valtuuskunnan jäsen

Voting representative at a meeting.

diakuva

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

diaprojektori

Apparatus used for projecting photographic slides onto a screen.

DMC; matkanjärjestäjä

Destination Management Consultant.

ehdokkaaksi asettaminen

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

ehdotus

Plan put forward for consideration or acceptance.

elektroninen taulu

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.

elementtirakenteinen osasto

Unassembled exhibit material requiring on-site assembly.

emäntä

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.

englantilainen aamiainen

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

ennakkoesite; ennakkoilmoitus

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

ennakkoilmoittautuminen

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

ennakkomaksu

Partial payment to secure product or service

ennakkoon maksettu varaus

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.

ennakkotilaus

and/or services ordered up front.

ennakkovaraus

Booking for events taking place at a future time.

ennen kongressia ja sen jälkeen
järjestettävät retket

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

ennen kongressia pidettävä kokous;
kongressia edeltävä kokous

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

ensiapu

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

ensiapupiste; ensiapuhuone

Place where emergency care is provided.

E-pöytämuoto; E-muotoinen
pöytäjärjestys

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.

erikoishinta; ryhmähinta

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

erikoisistunto; ylimääräinen istunto

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

erikoismessut; alan erikoisnäyttely;
(tietyn) alan näyttely

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

eripainos

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

erittely

Complete description of requirements.

erityishuomionosoitukset

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

esikatettu

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

esikatseluhuone

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

esipainos

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

esite

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

esitelehtinen

Single-sheet printed announcement or advertisement.

esitelmä(teksti)

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

esitelmä; luento

Discourse given before an audience, especially for educational purposes.

esitelmänpitohakemus

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”.

esitelmäpyyntö

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

esitelmätoimikunta

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

esitelmäitsijä

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

esitelmöitsijöiden huone

Lounge for speakers to relax and to prepare their presentations.

esittelypöytähakemus; hakemus
näytteiden, tuotteiden ym. esillepanosta

Form requesting authorization to give a demonstration.

esittelyvitriini

Glass-enclosed case for articles on display.

esityslista; agenda

Subjects to be discussed at a meeting.

esteetön pääsy vammaisille

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

etunimi

Name given to identify individual family members.

etuprojektio; normaaliprojektio

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

filminesittämishakemus

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

filmiprojektori

Equipment for projecting cine film.

Fl: passiivinen kieli

Language into which interpretation is provided.

foorumi

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

force majeure lauseke

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

gaalailallinen

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

haamuasiakas; ilmaantumaton asiakas

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

haarukkatrukki

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

häivyttäminen; himmentäminen

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

hallinto

Organization and management.

hallintoneuvosto; johtokunta

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

hallipäällikkö; näyttelyjohtaja

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

halpakausi; matalakausi

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

halpakausi; matalakausi

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

harjoitus

Practice run held in advance of an event.

haulikomikrofoni ; tykkimikrofoni

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

helmiäisvalkokangas

Type of screen surface used for front projection.

henkilöltä

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

henkilömäärä; osanottajamäärä

1. Total number of attendees for a given period
2. Total number of exhibitors for a given period.

hevosenkenkämuoto

Horse-shoe shaped table.

hotelliluokitukset

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

hotellimajoitus

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

hotellivarauslomake

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

hovimestari

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

huippukausi

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

huolinta; näyttelyaineiston vastaanotto ja kuljetus näyttelytilaan

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

huolintaliike

A business which handles export shipments.

huone ja aamiainen

Accommodation rate inclusive of breakfast in addition to room; referred to as 'B and B' in the UK, where such arrangement may be offered in a hotel, in a boarding house or even in a semi-private residence.

huone kandella kaksoisvuoteella

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

huone näköalalla

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

huone, jossa on kaksi vuodetta

Room containing two single beds.

huonehinta

Amount charged for the occupancy of a room.

huoneluettelo

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

huonevalaistus

Lighting of room separate from stage lighting.

huonevaraus

Booking of a particular type of room for specific dates.

huulimikrofoni

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

hyllyt; hyllyköt

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

hyväksyntä; tuki

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

iiikematka; työmatka

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.

illallinen

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

ilmainen

Offered at no cost.

ilmainen juomatarjoilu

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

ilmaishuoneet

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

ilman varausta saapuva hotellivieras

Guest requesting accommodation or service without a prior notice.

ilmastointi

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

ilmoittautuminen kongressipaikalla

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

ilmoittautumisaika

Preferred time for guests to arrive at hotel.

ilmoittautumisvahvistus ja käytännön ohjeita

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.

ilmoittautumisvahvistus; kuitti

Official acknowledgement of receipt of registration and fees.

ilmoitustaulu

Board displaying one or more notices or warnings.

ilmoitustaulu

Board on which messages are displayed.

ilta-aukiolo

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

improvisoitu istunto; vapaamuotoinen istunto

Informal session with no specific agenda.

instituutti

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

integroitu kokous

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

integroitu seminaari

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

integroitu symposion

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

interaktiivinen kokous; äänestyskokous

Session where participants take an active part in the work.

interaktiivinen vastausjärjestelmä

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.

intercom; sisäinen kommunikaatio

Audio system permitting two-way communication.

Internet-yhteys

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

isäntä

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

isäntämaa

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

iso kirjain

Type larger than that used in body of page.

istumajärjestys

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.

jaettu kuvaruutu

Horizontally or vertically separated video pictures shown simultaneously.

jalkamikrofoni

Microphone fixed on a support-stand.

järjestelytoimikunta

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

jätteiden poiskuljetus

Removal of rubbish from building or stand areas.

johtokunnan/hallituksen kokous

A meeting of the governing body of an organization.

johtokunta

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

johtoryhmä; järjestelytoimikunta

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

johtoryhmä; ohjaustoimikunta

Group which decides on the order of the procedures.

jonkun sponsoroima; jonkun tukema

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

juhlapuhe

A formal and dignified public discourse.

juhlapuku; frakki

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

juliste; posteri

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.

juliste-esityksiä koskevat ohjeet

Guidelines for those presenting a poster.

juliste-esityshakemus

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

julisteistunto; juliste-esitys

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

julistenäyttely

Area with display of posters.

julistetaulu

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

julkaisut

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

julkishallinnolliset kokoukset

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

juomarahat

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”.

juontaja; kuuluttaja

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

käännöspalvelu

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

kaarilamppu

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

kaavake; lomake

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

kahvitauko

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

kaksisuuntainen tulkkaus

Interpreting both ways: from and into the foreign language.

kaksoisvuode

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

kalanruokomuoto; V-muotoinen
pöytäjärjestys

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

kalustamaton osasto; rakenteet ilman kalusteita

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

kameratuen pää

Pan-tilt device on which a camera is mounted.

kanava

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

kandenhengen huone

Room containing one bed for two persons.

kandenhengen huone yhdelle

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

kannettava tietokone

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.

kannustekokous

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

kansainväliset kokoukset

1. International/intercontinental: a meeting of an organization with multinational membership that is available to meet on more than one continent.
2. International/Continental: a meeting of an organization with multinational membership that is available to meet on only one continent.

kansalaisuus

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

kansallinen kokous

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

kansallinen lentoyhtiö

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

kansalliset kokoukset; kotimaan kokoukset

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.

kapasiteetti

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

kappaleelta

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

karkuriasiakas

Departing guest who fails to pay for accommodation.

karusellikasetti; pyörökasetti

Circular holder used for projecting 35mm slides.

karuselliprojektori; pyöröprojektori

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

kasetti

Plastic box containing a video- or sound recording tape.

kasettisoitin

Machine designed only for playback of recorded magnetic tapes.

käsikirjoitus

Prepared version of a speech.

käsikirjoitus

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".

käsinojaton tuoli

Armless chair.

käsiohjelma

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

kassavirtaennuste

Document showing estimated dates when items of anticipated income and

expenditure fall due and what sums of money will be due on those dates.

katon korkeus

Height of the ceiling of the exhibition hall.

kattaukset

Actual number of meals served at a food function.

kaukosäätö; kaukosäädin

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

kaulamikrofoni

Portable microphone that hooks around the neck.

kaupunkien välinen liikenne

The means of travelling between two cities.

kävijä; näyttelyvieras

Person attending an exhibition to view the exhibits.

käytännön esitys

Special sitting for the demonstration of particular practical methods.

käytävä

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.

käytävämerkinnät

Signs, usually suspended, indicating aisle numbers or letters.

käytetty aika ja tarvikkeet

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

käyttöaste

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

kertarakenteinen näyttelyosasto

Exhibit or display built for one use only.

keskustelun johtaja

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

keskustelun osanottaja; puheenvuoron käyttäjä

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

keskusteluryhmä

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

kierto; palaute

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

kiertoajelu; kaupunkikierrros

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

kiinteät rakennelmat

Fixed equipment.

kiinteät tuolirivit

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

kiintiö

Number of rooms reserved for one group.

kiintiöhinta; yhtenäinen hinta kiintiölle

One rate for each room in a guest room block.

kiintiön purkautumispäivä

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

kirjoituslustalla varustettu tuoli

Chair with an attached writing surface.

klinikka

Workshop-type educational experience where students learn by doing.

kohde

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

kohdekieli

Language into which a speech or document is translated.

kohentaa/ kunnostaa (paikkoja);
siivouspalvelu

Ä^S#fi(L)

kohtaamispaikka

Meeting place in venue for individual appointments of delegates.

koko teksti

The complete version of a text

kokonaishinta

Fixed payment with no extra costs to be added.

kokonaishinta

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

kokouksen ajankohta

The time of the year when the meeting takes place.

kokouksen keskeyttäminen

Temporary break in meeting for a specific and unprogrammed reason.

kokouksen lykkääminen

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

kokouksen lykkääminen; kokouksen keskeyttäminen

Definite break in meeting for a specific and unprogrammed reason.

kokouksen teema

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.

kokous- ja kongressiala

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kokous- ja kongressialan sanasto

–

kokous; kongressi

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.

kokous; neuvottelu

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.

kokousavustaja

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).

kokousavustajat

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.

kokousesite

Leaflet or brochure with essentials on forthcoming event.

kokousfrekvenssi; kokouksen järjestämistiheys

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

kokoushuoneet; kokoustilat

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

kokousopas

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.

kokouspaikka

The building and environment area where the meeting takes place.

kokouspaikka

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

kokouspaikka; paikka

The destination where the meeting takes place.

kokospöytäkirja

Formal written record of a meeting.

kokoussali

Room where an assembly meets.

kokoussihteeristö

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

kokoustilakaava

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

kokoustilan kalustus

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

kollokvio

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.

komiteahuone; johtoryhmän
kokousshuone

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

kondensaattorimikrofoni
(erityisherkkä)

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

konferenssi; kokous

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.

konferenssikääntäjä

Person who translates meeting documents into other languages.

konferenssiterminologi

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

konferenssitulkki; kokoustulkki

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

kongressi

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.

kongressijärjestäjä;
kongressipalvelutoimisto; PCO

Company or individual professionally engaged in organizing meetings.

kongressijärjestäjä;
kongressipalvelutoimisto; PCO

Professional Conference Organizer

kongressikäsikirja; kokouskäsikirja

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.

kongressikeskus

Premises built specifically for holding meetings and exhibitions.

kongressilaukku; kokoussalkku

Generally a comprehensive collection of meeting documentation within its container.

kongressimatka

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

kongressin jälkeen järjestettävä tapahtuma

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

kongressiohjelma; konferenssiohjelma

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

kongressipäällikkö; konferenssijohtaja

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

kongressipaikka; kokoustila

Meeting site. Premises where the meeting will be held.

kongressiraportti

Official summary of meeting events.

kongressisihteeristö; kokoussihteeristö

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

kongressitoimisto

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.

konsekutiivistulkkaus

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.

konsekutiivistulkki

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.

koollekutsuja; kokouskutsun esittäjä

Member of committee in charge of convening participants.

koordinaatiotoimikunta

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

kopio; kaksoiskappale; jäljennös

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

koristelu; somistus

That which adorns, an ornament.

korkkausraha

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

koroke; lava

Raised platform on which a speaker stands or sits.

korokkeet

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

koroton laina

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

koulutusalan kokous

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

koulutusohjelma

The educational aspects of an event.

kovaseinäinen osasto

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

kredit; hyvitys; saatava

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

kuiskaustulkkaus

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

kulissien takana; kulissientakainen

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

kuljetus – ja näyttelyvakuutus

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

kuljetus; siirto

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

kuljetuspäällikkö

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

kuljetusväline; kuljetus

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

kulmaosasto

Exhibit space with aisles on two sides.

kulttuuripalvelut

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

kuluttajamessut; yleisömessut

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

kunniapöytä; puheenjohtajiston pöytä

Seating location for honoured guests and/or meeting presenters.

kunniapuheenjohtaja

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.

kunniapuheenjohtaja

Senior member of the committee of honour.

kunniasihteeri

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

kunniatoimikunta

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

kuollut alue; katvealue

Area where sound is muffled or absent.

kustannuslaskelma

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

kustannusten valvonta

Process of maintaining levels of expenditure within the budget.

kutsu

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

kutsu(kortti)

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

kutsuaineisto; tarjousaineisto

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

kutsuesitelmä

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

kutsumenettelyn ohjeet;
tarjousmenettelyn ohjeet

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

kutsuttu luennoitsija

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

kuulokemikrofoni

Headphone with a built-in microphone.

kuulokkeet

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

kyselylomakkeet

Cards collected from attendees, requesting information about exhibitors.

kyselytunti; kyselykierros; vapaa keskustelu

Question and answer period.

lääkintäpalvelut; ensiapu

First aid provision.

lähdekíeli

Language from which a speech or document is translated.

lähetysyksikkö

Apparatus for transmitting radio waves through space.

lahjoitus

Sum of money or items of value received as gifts.

lähtöaika

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

lähtöselvitys

Procedure for guest departure including account settlement.

lähtövero; lentokenttävero

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

lämmittely; lämmittelyohjelma

Activity to liven up the audience prior to show time.

lämpiö; aula

Public area in hotel or hall for assembly or registration.

langallinen tulkkausjärjestelmä

System for the transmission of interpreting by cable or wire.

langaton infrapunatulkkausjärjestelmä

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

langaton mikrofoni

Portable microphone operating on its own power source.

laseittain

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

laserosoitin; laserpointteri; nuolikynä

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

laserosoitin; valokynä

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

lasku

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

lastenhoitopalvelu

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

lattian kantokyky

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

lehdistöhuone

Space reserved for media representatives.

lehdistökansio

62press release; press communiqué

lehdistöpäällikkö

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

lehdistötiedote

Prepared statement released to the news media.

lehdistötilaisuus

Meeting held to communicate information to media representatives.

lehdistötoimisto

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

lehtileike

Article cut from a newspaper or magazine.

lehtiötaulu; fläppitaulu

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

liikekeskus; toimistokeskus

Area in hotel or meeting venue offering various office facilities.

liikutettava mikrofoni

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

liimasidonta

Binding process by which pages are glued together.

liitutaulu

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

lippu; kuponki; arvokseteli

A negotiable ticket or voucher; a pass or ticket.

lisäistunto; ylimääräinen istunto

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

lisäkulut

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

lisäpykälä

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

lisäöpyminen

Guest who stays at facility beyond stated departure date.

lisäöpyymiset

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

liukuseinä; liikuteltava väliseinä

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

logo

Symbol identifying an organization or event.

loppuraportti; loppuseloste

Final summary of meeting events.

lopullinen ohjelma

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

lounas

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

löytötavara(toimisto)

Stand where lost items may be recovered.

luentokokoelma

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

luentolyhennekokoelma; abstraktikirja

Printed volume containing summaries of accepted papers.

luettelo ennakkoilmoittautuneista

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

lukulaite; tekstilaite; monitori

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

luokkamuotoinen istumajärjestys

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

luokkamuotoinen istumajärjestys, jossa pöydät pituussuunnassa

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

lyhytaikainen vuokratila

Short-term rental space.

maailmankokous

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.

mainoskampanja

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

mainosmateriaali

Brochures or other items needed for promotional purposes.

majoituspalveluyksikkö

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

maksamaton lasku

Outstanding invoice not yet paid.

maksullinen juomatarjoilu

Private room bar setup where guests pay for drinks individually.

maksumääräys

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

maksuosoitus; maksusuoritus;
pankkisiirto

Money forwarded by or to a bank.

maksusuoritus; tilillepano

Money received on account for payment.

maksutapa

Method of settling a bill/account.

maksuvaltuutus

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

mallikappale; koekappale

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.

mannermainen aamiainen

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

markkinasegmentit; markkinalohkot

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

matkailupalvelu

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

matkailutoimisto

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

matkaopas

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

matkatoimisto

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

matkatoimisto

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

matkavakuutus

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

mediamainonta

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

meneillään olevien ryhmäkokouksien ja niihin osallistuvien osanottajien määrä

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

menot; kulut; kustannukset

Money paid out.

merkkijärjestelmä

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

merkkivalo

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

messuesite; näyttelyesite

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.

messuhalli; näyttelytila

individual room within an exhibition venue.

messukeskus; näyttelyalue

Venue at which exhibitions are held.

messut; näyttely

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

mikrofoni

Instrument which converts sound into electrical signals.

mikrofonin tms. liikkuva varsi

Adjustable support for positioning microphones or lighting fixtures.

minimi koneenvaihtoaika

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

minimikrofoni

Small microphone.

modeemi

Electronic device that modulates and demodulates signals transmitted over

data communications facilities. Most commonly seen as an interface between computers and telephone networks.

moduuleista koottava näyttely

Exhibit constructed with interchangeable components.

monikanava-

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

monikanava; monikanavainen

With two or more communication bands (receivers).

monikansallinen kokous

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

monitori

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

multimedia

Use of two or more audiovisual media in one presentation.

multivisio; multivisioprojisointi

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

muoniotuspalvelu; ateriapalvelu

The provision of food and beverages.

muotinäytös

Choreographed display of garments by models.

muutokset; korjaukset

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

myöhäinen ilmoittautuminen

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

myyntijohtaja

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

näppäimistö

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

näppäin

Button on a computer keyboard.

nappimikrofoni

Microphone designed for positioning on the clothing of the user.

nauhuri

Magnetic recording/reproduction apparatus in which the recording

medium takes the form of a magnetic tape.

nauhuri

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

näyttämö; koroke; esiintymislava

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

näyttämöpäällikkö

Employee of the venue in charge of stage facilities.

näytteilleasettaja

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

näytteilleasettajaluettelo

List of exhibiting firms, usually with locations.

näytteilleasettajan käsikirja

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

näytteilleasettajan passi/kulkulupa

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

näyttely

Event at which products and services are displayed.

näyttelyaineisto; näyttelymateriaali

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

näyttelyaineiston käsittelylomake

Form for exhibitor requesting handling of materials.

näyttelyaineiston kuljetus
saapumispisteestä osastoon
mandollisine varastointeineen

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

näyttelyala

Space in which stands are laid out.

näyttelyhallin rakenteisiin
kiinnitettävät elementit

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

näyttelykalusteiden valmistaja

Company which fabricates displays.

näyttelyluettelo

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

näyttelyn tuottaja

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

näyttelyjärjestäjä

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

näyttelyosasto

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

näyttelyosaston pakettihinta

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

näyttelyosaston rakentaja

Contractor or agent responsible for providing an exhibition shell scheme.

näyttelypäällikkö

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.

näyttelyssä olevien tavaroiden ja/tai palveluiden tilaaminen paikan päällä

Exhibited goods and/or services ordered on-site.

näyttelysuunnitelma;
näyttelypohjakaava

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

näyttelytilan jakaminen

Process of assigning space to exhibiting companies.

näyttelytilan varauslomake

Form for official request to utilize a particular space.

näyttelytilan vuokra;
vuokrakustannukset

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

näyttelytiski

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

näyttelyurakoitsija; näyttelytilojen pystyttäjä

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

näyttöpääte

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

negatiivi

Reversed form of original art or type.

neliövuokra

Basic charge for a square metre of exhibition space.

neonvalaistus

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

nettopinta-ala

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

neuvoa-antava toimikunta

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

neuvonantaja

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

neuvonantaja; konsultti

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.

neuvonta

Stand at which an official gives information.

neuvosto; johtoryhmä; hallintoneuvosto

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

neuvottelumikrofoni; intercom-laite

Speaker system that connects the control room with the studio.

neuvottelumikrofoni; intercom-laite

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

neuvottelupöytämuoto;
neuvottelumuotoinen pöytäjärjestys;
johtokuntahuoneen muotoinen
pöytäjärjestys

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

neuvottelutulkki; keskustelutulkki

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

niemekeosasto

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

nimikortti

A name card which identifies you.

nimilappu

Identifying card worn by attendees to a meeting.

normaali huonehinta

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

odottamaton siirto ylempään luokkaan

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

odotuslistalla oleva lentomatkustaja

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

offset-painatus

Printing process.

oheisohjelma

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

oheispalvelut; tukipalvelut

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

ohjauspöytä

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

ohjeita esitelmien laatijoille

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

ohjeita esitelmöitsijöille

Guidelines for those presenting an oral presentation.

ohjelma

Schedule of events, giving details of times and places.

ohjelmataulu; monitori

Board or video screen listing the days events.

oikovedos

Final copy for approval before printing.

okokouksen kesto

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

omakustannushinta

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

opas; matkaopas

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

opasteet; kilvet

All informational and directional signs required for an event.

operatiivinen johtaja

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

opintokäynti

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

opintopäivä

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

osanottaja

Person taking part in the activities of a meeting.

osanottajakortti

Admission card confirming a booking and registration.

osanottajakortti

Admission card confirming a booking and registration to a meeting.

osanottajaluettelo

List of delegates registered to attend an event.

osanottajaluettelo

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

osanottajan asuinpaikka

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

osanottajan maksuerittely

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

osanottajien motivointi

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

osaston koko; näyttelytilan koko

Dimensions of assigned space.

osaston merkintä; näyttelytilan merkintä

Method of marking booth/stand space.

osaston varustus; osaston sisustus

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

osastonsiivous

Cleaning services to individual stand areas.

otsalauta

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

otsikko

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

pääesitelmä; keskeinen esitelmä

Top level presentation.

päähotelli

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

päällekkäisheijastaminen

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

päällekkäisvaraus; tuplavaraus

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

pääluento

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

pääluku; henkilömäärä

Actual number of people attending a function.

pääpuhuj

Speaker who sets forth the theme of the meeting.

päärakentaja

Company which provides services to exhibition management and exhibitors.

pääsihteeri

Permanent head of the general organization.

pääsylippu

Ticket to be used for admission to an event.

päätöslauselma; ponsi

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

päätöspuhe

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

päätäjäiset; päätäjäisseremoniat

Formal closing of a meeting.

päättäjäisistunto

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

päätyosasto

Stand at the head of a row.

paikallinen järjestelytoimikunta

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

paikallinen järjestelytoimikunta

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

paikallinen tapahtuma

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

paikallinen toimikunta

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

paikalliskuljetus

The means of travelling within a city.

painolupa; painovalmis

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

date on which publication was approved as ready for press.

painos

Number of copies printed.

painotuotteen ulkoasu

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

päivähinta

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

päivällinen; illallinen

Evening meal for a group; not usually ceremonial.

päivän ateria

Full-course meal menu at a fixed price.

päivittäinen uutislehti

Daily information sheet for participants during event.

pakettimatka

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

palautus; hyvitys

Money repaid.

paletti; lastausalusta

Wooden platform used to carry goods.

palkkio

Payment made in token of personal involvement in an event.

palovakuutus

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

palveiumaksu

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

palvelut ja apuvälineet

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.

paneelikeskustelu; korokekeskustelu

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

paneelikeskustelun puheenjohtaja;
moderaattori

Person who presides over panel discussions and forums.

pankkisiirto

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

pankkitakuu

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.

pankkitoiminta; pankkipalvelu

The carrying out of financial operations.

pankkivekseli

Payment format issued by a bank.

parabolísen valkokangas

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

pelkkä majoitus

Room rate with no meals included.

perehdyttämistilaisuus;
valmennustilaisuus; tiedotustilaisuus

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.

perehdyttämistilaisuus;
valmennustilaisuus; tiedotustilaisuus

A session at which precise instructions are given and

participants informed thoroughly (cf briefing).

perhealennus

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

periaatepäätös; puitepäätös

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

peruutusehto

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

pieni kirjain

Small letter, as distinguished from a capital letter.

piilokustannukset

Unbudgeted expense.

piirtoheitin

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

piirtoheitinkalvo

A print or inscription on a special transparent sheet of paper made

visible by means of a overhead or slide projector.

piirtotaulu

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

pikkupaloja ja virvokkeita

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

pimennys; häivyttäminen

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

pinottavat tuolit

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

pistorasia

Mechanical electrical connector.

pivot – tulkki

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.

poikittainen rinnakkaisistunto

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

poikkeaminen; poikkeama

Departure of individual passenger from established group itinerary.

positiivi

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

postiosoite

Address to which correspondence is sent.

postitoimisto

Agency handling the transmission of mail.

postitus

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.

postituslista

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

pöytäesittely

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

pöytäjärjestys; istumajärjestys

Plan showing location of tables at a banquet or dinner. Usually accompanied by an alphabetical

listing showing at which tables individuals should be seated.

pöytäkortti

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

pöytämikrofoni

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

pöytäteline; pöydälle asennettava näyttely

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

pöytiintarjoilu; ranskalainen tarjoilu

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

pöytiintarjoilu; venäläinen tarjoilu

Waiter offers food platter to guests who help themselves.

priorisointi

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

profiilirakenteet

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

projektors; kuvaheitin

Optical instrument for projecting an image onto a screen.

protokolla

Customs and procedures dealing with formalities, precedence and etiquette.

puhe; puheenvuoro

Usually formal discourse delivered before an audience.

puheajan jakaminen

Time given to a particular speaker to make his presentation.

puheajan rajoittaminen

Duration of the time accorded to speakers.

puheenjohtaja

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

puheenjohtaja

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

puheenvahvistin; äänenvahvistin

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

puheenvuorolomake

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.

puhelinkonferenssi

Telephone conversation involving a number of subscribers simultaneously.

puhelinliittymä

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

puhemies; ryhmäpuheenvuoron käyttäjä

Person who speaks on behalf of a group.

puhemikrofoni

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

puhuja; luennoitsija; esitelmöitsijä

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

puhujakoroke; puhujapöytä

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

puhujakorokkeen etuosa; näyttämön etuosa

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

puhujakorokkeen mikrofoni

Microphone attached to a lectern.

puhujakorokkeen takaosa; näyttämön takaosa

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

puhujan tunnussana/tunnusmerkki

A speaker's prompt

pulloittain

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

puolihoito

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

puolikuunmuotoinen pöytä

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

puoliympyrämuoto

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

purkaminen

Take-down and removal of exhibits.

purkaminen ja jälleenrakentaminen

Action required to break down and reset a room.

purkaminen; purku

Action required to dismantle a function setup.

purkamisen takaraja

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

purkupäivä(t)

Dates) set for dismantling.

putkirakenteinen verhosomistus

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

pyöreän pöydän keskustelu

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.

pyörivä alusta

Motorized rotating platform.

pysäköinninvalvo pysäköinninohjaaja

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

pystystiftaus

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

pystytysaika

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

pysyvä näyttelytila

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

pysyvä toimikunta

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

pysyvä valtuutus

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

queen size-huone

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

queen size-vuode; leveä vuode

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

radiojärjestelmä

System for message transmission by radio.

radiomikrofoni

Microphone used for transmitting radio waves.

rahoitusjärjestelyt

Outline of accounting and banking systems.

rakennuspäivä(t)

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

rakentaja, jolla yksinoikeus

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

raportoija; selostaja

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

ravintolapalvelujen myyntipäällikkö

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

rekisteröimispöytä; ilmoittautumistiski

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

rekisteröinti; ilmoittautuminen

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

rekisteröintilomake;
ilmoittautumislomake

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.

rekisteröintimaksu;
ilmoittautumismaksu

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

reletulkkaus

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.

remburssi

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

reprovalmis kappale

Materials ready for photographic reproduction.

retki; ekskursio

Organized outing to a specific place of interest.

retkiohjelma; matkaohjelma

Detailed programme of a visit or tour.

riittämätön maksu

Insufficient payment/funds received for items ordered.

rinnakkaisaiheinen konferenssi

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.

rinnakkaisistunto

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

rivosasto

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

rivosasto; osasto joka aukeaa vain yhteen suuntaan

Exhibition space with booths at back on each side.

ruokalista

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

ryhmä; tiimi

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

ryhmäkeskustelu; työryhmäkokous

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.

ryhmämatka

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

ryhmätyöskentely

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

ryhmävaraus

Block reservation of rooms specifically for a group.

saarekeosasto

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

säätövalaistus; reostaatti; himmennin;
(valonvaihdin)

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

sähköinen maksutapa

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

sähköinen piirtotaulu

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.

sähköliittymä

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

salkku

Container for meeting documentation.

samanaikainen istunto;
rinnakkaisistunto

Sessions scheduled at the same time.

satelliittikokous

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

satelliittiseminaari

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

satelliittisymposion

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

satelliittitulkkkaus; teletulkkkaus

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

seinällinen osasto

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

seinäpaikka (näyttelyosaston seinän vieressä)

Exhibition space located on an outside edge of exhibition area.

seminaari

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.

seuralainen

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.

seuralaisohjelma

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

show; esitys

Organized performance for entertainment, usually in the evening.

sidonta

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

siirrettävä simultaanitulkkauslaitteisto

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

siirtää alempaan luokkaan

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

siirtää ylempään luokkaan

To change to a superior standard.

silmukka (suljettu virtapiiri)

Closed electric circuit.

silmukkavahvistin

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

simultaanitulkattavien kielten lukumäärä

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

simultaanitulkkaus

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

sisääntulomusiikki; poistumismusiikki

Music accompanying the arrival or departure of guests.

skenaario

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

smokki

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

sopimus

Legal agreement between two or more parties.

sponsorit; tukijat

Bodies contributing product or financial support to an event in return for promotion of the company name or logo. Bodies simply allowing their names to be used in endorsement of an event will more usually be referred to as 'patrons', though the distinction is not rigid.

sponsorointi; tuki

Donated financial or material support.

suhdetoiminta; PR

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

suhdetoimintapäällikkö; PR-päällikkö

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

sukkulaliikenne

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

sukunimi

Name by which all immediate family members are known. Women usually

(but not always) adopt their husband's family name upon marriage.

suojelija

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

suoraveloitus

Accounts receivable mailed to individuals or firms with established credit.

suositus

Strongly suggested course of action; sometimes has binding force.

suullinen esitys

Contribution made verbally.

suunnattu mikrofoni

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

suuntaamaton mikrofoni;
kondensaattorimikrofoni

Microphone that picks up sound from all directions.

sviitti

Combination of interconnecting rooms generally containing a sitting room and double/twin bedroom(s), as well as a bathroom.

symposion; symposium',

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

syntymäpaikka

Denotes place of birth (not necessarily nationality).

taattu huonevaraus

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

taitto

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

takaisinmaksuehdot

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

takuu

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

taloudenhoitaja

Person appointed to control the finances of an event or organization;

normally chairman of a finance committee or its equivalent.

talousjohtaja; rahoitusjohtaja

Executive responsible for financial affairs of an organization.

talousraportti

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

taloustoimikunta

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

tapautuma S

That which happens, an occurrence.

tapautuma; tilaisuus

All non-intellectual oriented meetings.

tapautuman markkinoija

Person

tapautuman markkinointi

Publicizing and supporting an event.

tarkastusmatka; tarkastuskäynti

Inspection to assess facilities or location.

tarkennus; fokusointi

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

tarkkailija

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

tauluteline

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

taustaprojektio; (retroprojektio)

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

tavaralaituri; tavarán vastaanottoalue

Area on premises where goods are received.

tavaraluettelo; inventaario

Total amount of furniture and equipment available for show.

täydellinen kokousraportti

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

täydennyskoulutuksen
opintosuoritukset

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.

täydennyskoulutus

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

täysihoito

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

täysistunto

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

täysistunto; yleisluento

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.

teatterilippuvaraus

Reservation of seats at a theatre.

teemajuhlat

A special reception or banquet designed around a central motif.

teetauko

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

tehdasvierailu; tehdaskäynti

Tour to a manufacturing plant of interest to the meeting.

teknikko

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

tekninen harjoitus

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

tekninen johtaja

Person who calls cues from the control room.

tekninen kokous

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

tekninen vierailu

Tour to a workplace of interest to meeting participants.

teknisten palvelujen tilauslomake

Preprinted document on which facilities can be ordered.

tekstinkäsittelylaite

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

telekonferenssi

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.

telekopiolaite; faksi

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.

termiinisopimus

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

tervetuliaiscocktail

Drink served as an introductory gesture of welcome.

tervetuliaisjuhla;
tervetuliaisvastaanotto

Reception/party where welcome drinks are served.

tiedote; tiedotuslehti

Update information sheet, generally used for promotional purposes.

tieteellinen kokous

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

tieteellinen ohjelma

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

tieteellinen sihteeri

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

tieteellinen toimikunta

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.

tietokoneavusteinen
julkaisunvalmistus; CAP

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.

tietokoneheitin; tietokoneeseen
kytketty videotykki

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

tietokonekäännös

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

tietokonekirjoitus

Lettering generated by a computer.

tietokoneohjattu keskustelujärjestelmä

Sound balance control assisted by computer.

tiivistemä; yhteenveto

Written short version of speech or paper.

tiivistemäraportti

Short account of a speech, debate or discussion.

tilaisuus kongressipaikan ulkopuolella

Conference Terminology

tilanylitys

Use of floor space outside exclusive booth area.

tilasuunnitelma; pohjakartta

Scale plan of the floor area of an exhibition.

tilat, laitteet ja palvelut

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.

tilatarve

Amount of stand/booth space required by individual exhibitors.

tilausvahvistus

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

tilavalaistus; huonevalaistus

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".

tilavuokra

Cost per square metre/foot for exhibition space.

tilinpäätös; loppuselvitys

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

tilintarkastaja

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

tilintarkastus

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

toimeenpanokomitea; työvaliokunta

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

toimikunta; (komitea)

A group of people appointed for a specific purpose.

toimintaohjeet

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.

toimitusjohtaja

Principal executive officer of a company.

toimitusjohtaja; pääjohtaja

The principal officer responsible for overall administration of an organization.

toimivaltuutus

Signed authority to proceed with an item of expenditure.

T-pöytämuoto; T-muotoinen
pöytäjärjestys

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

transkriptio (puheen teksti
kirjoitettuna)

Written copy of spoken material.

tuki; suojelus

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

tulenkestävä; palamaton

Material that is flame resistant.

tulkaaminen; tulkkaus

Oral translation from one language to another.

tulkkipoppi

Soundproof cabin in which the interpreter works.

tulkkitiimi; tulkkiryhmä

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

tullaaja

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

tuloselvitys

Procedure for guest arrival and registration.

tuloslaskelma

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

tulot

Money received.

tuote-esittely

Display of products.

turvamies

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

turvapalvelu

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

tutustumísmatka

Hosted trip to assess facilities, locations or services.

tuuletus; ilmanvaihto

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

työistunto

Every prearranged session of a meeting.

työkieli

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

työlounas; lounaskokous

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

työohjelma; työaikataulu

Timetable of meeting content.

työryhmä

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.

työryhmä; tutkimusryhmä

Meeting of experts with the purpose of being analysis alone.

ulkoilmanäyttely

Space/stands located outdoors.

ulkomaankokous

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

ulkomailla pidettävä kansallinen kokous

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

U-pöytämuoto; U-muotoinen pöytäjärjestys

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

urheilupalvelut; iikuntapalvelut

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

uusi ilmoittautuminen

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

uutistoimisto

Agency that collects and distributes information to the news media.

vaakasuoraan liikkuva teksti

Text moving horizontally across the bottom of a video screen.

vaatesäflö

Room in which outer garments may be left temporarily.

vaatesäilytyksen hoitaja

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

vahvistettu varaus

Reservations confirmed in writing.

vahvistin

Device enabling sound to be intensified.

vahvistus; varausvahvistus

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.

vakuutustodistus

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

valinnainen retki

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

valinnaiset palvelut; valinnaiset tapahtumat

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

valinta; vaihtoehto

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

väliovelliset huoneet

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

väliseinä

Movable interior wall.

valkokangas

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

valmismatka

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

valmisosasto

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

valmisteleva istunto

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

valmistuneille tarkoitettu kurssi; jatko-opiskelukurssi

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.

valokopiokone

Machine for photocopying documents.

valonheittimet; kohdevalot

Adjustable lamps with direct or high intensity light.

valopuomi; valokisko

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

valotaulu

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

valtakirjantarkastustoimikunta

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

valtioiden välinen kokous

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

valtuutetun allekirjoitus

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

valuutan vaihdettavuus

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

valvontatoimikunta

A committee of inspection, control.

vapaa esitelmä

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

vapaa keskustelu; foorumi

A discussion within a forum (cf forum).

vapaa-ajan asu

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

vapaa-ajan palvelut

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

vapaamuotoinen kokous

Informal gathering, not necessarily social.

vapaamuotoinen kokous

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.

vapaamuotoinen tutustumistilaisuus

An informal social gathering.

vapaamuotoiset kokoontumiset

Gatherings for social purposes.

vapaasti seisova näyttelymateriaali

self-supporting and independent exhibit material.

varainhankinta

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

varapuheenjohtaja

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

varapuheenjohtaja

Person selected to deputize for, or assist, the chairman in controlling and

managing either a committee or a meeting session.

varastoalue; varastotila

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

varastotila

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

varata

To make a reservation.

varauloskäynti

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

varsimikrofoni

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

vastaanotin

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

vastaanotto

Stand-up social function with only canapés and beverages.

vastaanotto; vastaanottoalue

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

vastuuvapauslauseke

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

vastuuvapauslauseke

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

vesiliittymä

Temporary supply of water to a stand.

videoesitys

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

videokasetti; videonauha

Magnetic tape used in video equipment.

videokonferenssi

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.

videolevy

Recorded disc containing images and sound.

videonauhuri

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

videonauhuri

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

videotykki

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

vientilupa

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

vieraidenkestityssviitti

Room or suite of rooms used to entertain guests.

vierailu; käynti

Organized outing to a local place of interest.

vierekkäiset huoneet

Rooms with common walls which do not have connecting doors.

viestikeskus; posti ja viestit

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

viestintäkeskus

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

vihkonidonta

Binding process using wire staples.

viihdeohjelma

Programme of events organized for the entertainment of participants.

viihdetoiminta; viihde

Activities performed for the enjoyment of others.

viimeinen ilmoittautumispäivä

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.

virallinen illallinen

Evening meal forming part of the official programme.

virallinen kieli

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

virallinen kuitti

Official acknowledgement of money received.

virallinen lentoyhtiö

Officially designated airline that handles meeting transportation at preferential prices.

virallinen vastaanotto

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

virkailija

Appointed personnel with specific tasks.

virvoketauko

Time between sessions when refreshments are served.

voimassaoloaika

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

vuokraaja; vuokranottaja

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

vuokrakulut; vuokrahinta; vuokra

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

vuokranantaja

Person or organization which offers a lease.

vuokraosasto

Complete booth package offered to exhibitors on a rental basis.

vuokrasopimus

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

WC; käymälät; naisten – ja/tai miestenhuone

Sanitary convenience.

workshop; työpaja

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

yhdenhengen huone

Room containing one bed for one person.

yhteenliittymä; johonkin kuuluva

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

yhteenvedo keskusteluista

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

yhteistyö; yhteys

A close collaboration for smooth coordination.

yleisinformaatio; yleisohjeet

Information of interest to all participants.

yleisistunto; täysistunto

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

yleiskokous

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.

ylibuukattu hotellivieras;
ylibuukkauksen johdosta toiseen
hotelliin lähetetty hotellivieras

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

ylibuukkaus

In the context of air transport, hotels, restaurants, tours: situation where number of confirmed reservations

exceeds number of seats, rooms,
places available.

ylityó

Work performed on overtime.

yöpymiset

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

yrittyskokous

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.