

**WORD****DESCRIPTION**

実行委員会

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

管理委員会

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

運営委員会

Group which decides on the order of the procedures.

組織委員会

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

整合委員会 ; コーディ  
ネーション委員会

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

財務委員会

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

諮問委員会

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

学術委員会 ; プログラ  
ム委員会

Group of people meeting specifically to discuss, supervise and co-ordinate the scientific content of the

programme, and who, where appropriate, would select papers from submitted abstracts.

#### 常設委員会

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

#### 特別委員会

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

#### 小委員会

Group of people, frequently including one or more members of the main committee, meeting outside of the main committee, with responsibilities for specific areas of activity.

#### 名誉顧問団

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

#### 地方委員会 ; 国内委員会

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

#### 国内組織委員会

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

#### 資格認定委員会

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

査読委員会

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

委員長

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

副委員長

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

事務局長

Permanent head of the general organization.

事務総長

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

常設事務局

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

PCO ; プロフェッショナル  
ルコンGRESオーガナ  
イザー

Company or individual professionally engaged in organizing meetings.

顧問 ; アドバイザー

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

会議主催者

Member of committee in charge of convening participants.

会議運営責任者

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

運営 ; 管理

Organization and management.

評議会

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

理事会

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

会議準備事務局

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

コンパニオン

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.

ガイド

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

交通輸送コーディネーター

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

学術事務局

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

名誉書記

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

名誉会長

Either a person chairing a meeting or presiding over an organization on an unpaid basis or one not performing such a function but accorded the title as a mark of special esteem.

議長

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

副議長

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

講演者

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

招待講演者

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

基調講演者

Speaker who sets forth the theme of the meeting.

発表者

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

モデレーター

Person who presides over panel discussions and forums.

ディスカッションリーダー

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

フロア参加者

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

紹介者

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

ラポーター

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

スポークスマン

Person who speaks on behalf of a group.

参加者

Person taking part in the activities of a meeting.

代表者

Voting representative at a meeting.

代表団

Representatives of a particular country or organization at a meeting.

オブザーバー

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

同伴者

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.

主催者 ; 主催団体

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

開催国 ; 主催国

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

補佐役 ; 進行役

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).

コンサルタント ; コンサルタント企業

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.

主催国組織委員会

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

幹部 ; 役員

Appointed personnel with specific tasks.

後援者

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

信任管理委員会

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

チーム

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

任命

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

コンベンションビュー  
ロー

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.

検閲委員会

A committee of inspection, control.



専務取締役

Principal executive officer of a company.

会議事務局

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

現場責任者

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

(ケイタリングサービス) 営業責任者

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

経営最高責任者

The principal officer responsible for overall administration of an organization.

財務責任者

Executive responsible for financial affairs of an organization.

実施責任者

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

1. 公認ミーティング  
プロフェッショナル  
2. 宿泊, 食事  
付会議 パッケージ

1. Certified Meeting Professional: accredited designation offered by the US Convention Liaison Council. This designation certifies competency in 2 areas of meeting management through application and examination. 2. Complete Meeting Package: an all-inclusive plan offered by conference centers: includes lodging, all meals and support services

委員会

A group of people appointed for a specific purpose.

添乗員

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

通関業者

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

営業責任者

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

管財人

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

輸出業者

A business which handles export shipments.

地上運輸業者

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

ミーティングプランナー

Professional Conference Organizer

借地人

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

貸主

Person or organization which offers a lease.

インバウンド・オペレーター

Destination Management Consultant.

名誉会長

Senior member of the committee of honour.

クローク係

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

駐車場係

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

ステージ責任者

Employee of the venue in charge of stage facilities.

同業者連（合）

Relating to groups whose members work in common fields.

トレードショー主催者

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

会議補助要員

Those persons who work in the congress' auxiliary services and have been identified by the organizer and the contracted firm (if any) whose names are clearly stated in a previously prepared register.

警備員

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

付帯サービス

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

専門施設

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

財務処理

Outline of accounting and banking systems.

見積り

Preliminary calculation of the cost of work to be undertaken.

予算

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

段階的予算

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

支出算定

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

支出管理

Process of maintaining levels of expenditure within the budget.

支出

Money paid out.

収入

Money received.

(中間) 決算

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

決算

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

会計報告書

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

財務委員長 ; 会計監事

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

会計監査役

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

承認印 ; 公的署名

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

支払承認

Signed authority to proceed with an item of expenditure.

請負費用

Fixed payment with no extra costs to be added.

登録料

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

公式領収証

Official acknowledgement of money received.

謝金

Payment made in token of personal involvement in an event.

返金

Money repaid.

請求書支払承認

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

支払手形

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

現入金

Money received on account for payment.

予約金

Partial payment to secure product or service

未決済勘定

Outstanding invoice not yet paid.

支払不足

Insufficient payment/funds received for items ordered.

支払方法

Method of settling a bill/account.

銀行振出小切手

Payment format issued by a bank.

銀行送金

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

電信送金

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

変動性

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

銀行保証

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.

無利子貸付

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

付加価値税

Government tax levied on goods and services.

契約（書）

Legal agreement between two or more parties.

仕様（書）

Complete description of requirements.

否認条項

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

解約条項

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

募金

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

寄付

Sum of money or items of value received as gifts.

補助金

Money obtained from bodies or authorities to underwrite expenditure.

後援団体；後援者

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

協賛団体；スポンサー

Bodies contributing product or financial support to an event in return for propotion of the company name or logo. Bodies simply allowing their names to be used in endorsement of an event will more usually be



referred to as ‘patrons”, though the distinction is not rigid.

後援

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

の主権による

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

無料

Offered at no cost.

保証

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

銀行送金

Money forwarded by or to a bank.

追加条項

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

後援

Donated financial or material support.

借方

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

貸方

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

請求書

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

の後援で

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

銀行業

The carrying out of financial operations.

会計監査

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

実費精算

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

予算外支出

Unbudgeted expense.

変更による追加費用

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

出国税

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

郵送請求

Accounts receivable mailed to individuals or firms with established credit.

先物契約

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

信用狀

A document issued by a bank per instructions from a buyer of goods, authorizing the seller to draw a specified sum of money under specified terms

返金基準

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

原価

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

賃貸料

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

補償条項

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

不可抗力条項

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

一覽後（日付後）定期  
払い手形

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

事前登録

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

登録

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

姓

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

名

Name given to identify individual family members.

国籍

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

生誕地

Denotes place of birth (not necessarily nationality).

出身国

Denotes country of parental nationality.

敬称 ; 称号

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

役職 ; 肩書

Function or job description within an organization.

連絡先 ; 郵送先

Address to which correspondence is sent.

登録締切日

Date by which all those intending to apply to attend an event, submit a paper or request any form of subsidy or grant, must submit their application.

登録確認証

Official acknowledgement of receipt of registration and fees.

仮登録

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

後期登録

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

新規登録

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

当日登録

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

早期登録

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

1 一定期間内の参加者  
総数 2 一定期間内の出  
展者総数

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

仮登録リスト

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

参加動機

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

過去の会議参加経験

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

参加者出身地

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

開催期日

The time of the year when the meeting takes place.

会議開催期間

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

開催地

The destination where the meeting takes place.

開催周期

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

## 会議主要題目

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.

## 開催地

The building and environment area where the meeting takes place.

## 会合

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.

## 講演

Discourse given before an audience, especially for educational purposes.

## コンファレンス ; 会議

Participatory meeting designed for discussion, fact-finding, problem solving and consultation. As compared with a congress, a conference is normally smaller in scale and more select in character – features which tend to facilitate the exchange of information. The term “conference” carries no special connotation as to frequency. Though not inherently limited in time, conferences are usually of limited duration with specific objectives.

## コンベンション ; 会議

1. General and formal meeting of a legislative body, social or economic group in order to provide information on a particular situation and in order to deliberate and, consequently, establish consent on

policies among the participants. Usually of limited duration with set objectives, but no determined frequency.

#### kongress ; 会議

Regular coming together on a representational basis of several hundreds – or even thousands – of individuals belonging to a single professional, cultural, religious or other group. A congress is often convened to discuss a particular subject. Contributions to the presentation and discussion of the subject matter come only from members of the organizing body. Frequency: usually established in advance and can be either multiannual or annual. Most international or world congresses are of the former type while national congresses are more frequently held annually. A congress will often last several days and have several simultaneous sessions.

#### 総会

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.

#### フェア ; 博覧会

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

#### セミナー

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.

#### シンポジウム

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

#### 共同討議 ; 専門家会議

Informal meeting for the purpose of discussion; usually of an academic or research nature and aimed at ascertaining areas of mutual interest through exchanges of ideas. Frequency: as and when appropriate, but with little regularity.

#### 研究日

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

#### ワークショップ

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

#### フォーラム

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

#### ラウンドテーブル

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.

非公式会議

Informal gathering, not necessarily social.

ブレインストーミング  
セッション

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

討議

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

ブリーフィング

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.

テレコン会議

Generic term for all types of meetings which bring together three or more people in two or more locations through telecommunications. Sometimes specifically means a meeting using voice-only telecommunications as opposed to a videoconference.

オーディオ会議

Conference bringing together three or more people in two or more locations using voice-only telecommunications. The term teleconference is sometimes used as a synonym for audioconference although it has a wider meaning.

ビデオ会議

It allows two or more groups of participants, situated in different locations, to converse while seeing each

other and showing, if needed, images, graphics and documents.

電話会議

Telephone conversation involving a number of subscribers simultaneously.

パネルディスカッション

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

ディスカッショングループ

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

ワーキンググループ

Group with a specific task at which the participants discuss a particular subject, analysing it from all possible angles. It is usually intended to arrive at a common position within the group for the proposal to a higher body of a solution to that problem. Also, group meeting to learn a particular technique by means of the practical application of the methods and techniques in question.

研究グループ

Meeting of experts with the purpose of being analysis alone.

専門家グループ

Group of specialists in a particular field.

ブレイクアウトセッション ; 分科会

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

コンカレントセッション ; 分科会

Sessions scheduled at the same time.

パラレルセッション ; 分科会

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

ポスターセッション

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

口頭発表

Contribution made verbally.

ランプセッション

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

ラップセッション

Informal session with no specific agenda.

フリーペーパーセッション

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.

プラクティカルデモン  
ストレーション ; 実演

Special sitting for the demonstration of particular practical methods.

ワーキングセッション

Every prearranged session of a meeting.

プレパレーターセッション ; 準備セッション

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

プレナリーセッション ; 全体セッション ; 全体会議

Session in which all the members of the meeting participate or have the right and, sometimes, the duty to participate, with no other sessions taking place at the same time.

臨時セッション

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

質疑応答

Question and answer period.

分科会型会議

Conference with parallel programme session when participants have the choice to follow one or the other road or to jump from one track to the other during the duration of the meeting.

理事会

A meeting of the governing body of an organization.

グループ・セッション

Method to increase audience participation by dividing all participants in discussion groups each of which reports the group's findings and opinions during a following plenary session.

教育関係会議

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

教育プログラム

The educational aspects of an event.

一般セッション

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

地域イベント

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

ティーチ・イン

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

ポスター展示

Area with display of posters.

社会人対象教育コース

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.

サテライト会議

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

事前打合せ会議

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

公開討論会

A discussion within a forum (cf forum).

イベントの一部として  
開催されるシンポジウ  
ム

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

インタラクティブ・セ  
ッション

Session where participants take an active part in the work.

クロス・パラレル・セ  
ッション

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

全体会議

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

サテライト・シンポジ  
ウム

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

サテライト・セミナー

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

イベントの一部として  
開催される会議

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

イベントの一部として  
開催されるセミナー

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

基調講演

Top level presentation.

実施件数

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

臨床講義

Workshop-type educational experience where students learn by doing.

コーポレート・ミーティング

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.

出張

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.

1. 国内会議, 国内学会  
2. 地域会議 3. 地方会

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.



## 国際会議

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

参加者は特定の1カ国の出身者に限定されているが、開催地がその国以外の国である場合もある会議

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

少なくとも4カ国から100人以上の参加者が出席する国際会議

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

国内会議 ; 国内学会

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

## 世界会議

Membership or meeting participation available to organizations or individuals from all nations that meet worldwide. The term most commonly applied to this definition is International.

オープン・スペース・テクノロジー、OST

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.

オープン・スペース・イベント

A meeting organized through Open Space Technology.

政府会議

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

開催団体の国以外の国  
で行われる会議

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

会議前打合せ会

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

学術会議

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

技術会議 ; テクニカル  
・ ミーティング

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

催し物

That which happens, an occurrence.

インセンティブ・ミー  
ティング

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

総合研究所 ; シンク  
タンク

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

顧問団 ; ブレーントラ  
スト

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

政府間会議

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

会場見学

Hosted trip to assess facilities, locations or services.

会場視察

Inspection to assess facilities or location.

リハーサル

Practice run held in advance of an event.

席順 ; 席次

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.

席札

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

名札

Identifying card worn by attendees to a meeting.

コンGRESバッグ

Container for meeting documentation.

コンGRESキット

Generally a comprehensive collection of meeting documentation within its container.

開会式

The formal opening of a meeting.

オープニングセッション

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

開会挨拶

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

基調講演

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

閉会の辞 ; 閉会の挨拶

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

クロージングセッション

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

閉会式

Formal closing of a meeting.

シナリオ

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

議事 ; 議題

Subjects to be discussed at a meeting.

講演時間

Time given to a particular speaker to make his presentation.

講演制限時間

Duration of the time accorded to speakers.

会議中断

Definite break in meeting for a specific and unprogrammed reason.

延会 ; 休会

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

確認証

Admission card confirming a booking and registration.

裏書

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

選択 ; 選択権

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

オプション

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

連繁

A close collaboration for smooth coordination.

時間外労働

Work performed on overtime.

継続（成人）教育認定

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.

別行動

Departure of individual passenger from established group itinerary.

ポスターセッション発表要項

Guidelines for those presenting a poster.

会議中断

Temporary break in meeting for a specific and unprogrammed reason.

フォルオ（登録されたゲストにかかった費用がすべて記録されている用紙）

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

出席者数

Actual number of people attending a function.

市場分野

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

(サービスおよび便宜)

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.

設営計画書

Compilation by organizations of all function sheets, resumes, scripts, instructions, room set-up diagrams, directory of key personnel, forms, and other material relating to the event.

郵送

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.

会場

Meeting site. Premises where the meeting will be held.

会議場

Premises built specifically for holding meetings and exhibitions.

会議室

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

最大収容人数

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

障害者に便利な

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

ホール

Public area in hotel or hall for assembly or registration.

レセプションデスク ;  
受付

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

インフォメーションデ  
スク

Stand at which an official gives information.

レジストレーションデ  
スク ; 登録デスク

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

告知板

Board displaying one or more notices or warnings.

案内板

Board or video screen listing the days events.

メッセージボード ; 伝  
言板

Board on which messages are displayed.



案内用スクリーン

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

案内板

All informational and directional signs required for an event.

ファックス

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.

複写機 ; コピー機

Machine for photocopying documents.

郵便局

Agency handling the transmission of mail.

警備サービス

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

医務室

Place where emergency care is provided.

応急処理

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

忘れ物預かり所

Stand where lost items may be recovered.

非常口

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

クローク

Room in which outer garments may be left temporarily.

トイレ

Samtory convenience.

舞台袖

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

撤去

Action required to dismantle a function setup.

設営転換

Action required to break down and reset a room.

設営

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

固定設備

Fixed equipment.

設営図 ; レイアウト図

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

会議室

Room where an assembly meets.

委員会会議室

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

固定席

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

劇場形式 ; シアタース  
スタイル

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

半円型劇場形式

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

U字型形式 ; U字スタ  
イル

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

馬蹄型式

Horse-shoe shaped table.

E字型形式

Tables set up in the shape of an E with chairs on the outside of the closed end and on both sides of each leg.

V字型形式

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

スクール形式 ; クラス  
ルーム形式 ; スクール  
スタイル

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

ユニオン形式 ; 流しテーブル

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

T字型形式

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

理事会型

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

口の字型

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

ステージ

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

演壇

Raised platform on which a speaker stands or sits.

演台

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

主賓席

Seating location for honoured guests and/or meeting presenters.

半円テーブル

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

サイドチェア ; 肘掛け  
無し椅子

Armless chair.

積み上げ収納可能な椅子 ; スタッキングチェア

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

メモ台付椅子

Chair with an attached writing surface.

黒板

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

ホワイトボード ; 白板

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

フリップチャート

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

仕切壁

Movable interior wall.

移動式仕切り壁

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

防音壁

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

コンセント

Mechanical electrical connector.

照明

The surrounding light, such as that reaching a television screen from light sources in a room. When the environment is a room, the term can be taken as equivalent to “room light”.

蛍光灯

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

スポットライト

Adjustable lamps with direct or high intensity light.

アーク灯

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

制光装置

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

換気

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

空気調整

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

ビジネスセンター

Area in hotel or meeting venue offering various office facilities.

仕向け地（訪問や会議  
開催の候補地）

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

メッセージセンター

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

（集合場所）

Meeting place in venue for individual appointments of delegates.

講師控室

Lounge for speakers to relax and to prepare their presentations.

装飾

That which adorns, an ornament.

スライド準備室

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

舞台前方

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

舞台の奥

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

清掃（会議の後や合い間に、水差しに水を足したり、コップを新しいものに代えたり、灰皿を空にするなど、部屋を掃除すること）

Ä^S^#fi( L)

計時回線

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

開催場所

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

付帯設備

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.

応急手当設備

First aid provision.

ポスター発表用パネル

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

通信センター

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



視聴覚機器

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

ループ ; 回路閉塞器

Closed electric circuit.

(同時通訳用) 送信器

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

スクリーン

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

パラボラスクリーン ;  
湾曲スクリーン

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

電気ポインター ; レザ  
ーポインター

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

プロンプター

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

電子黒板

System for sending handwriting, and hand-drawn graphics, over a telephone line. The sender may use either a light pen or a digitizing tablet, and the appropriate image will appear on a television monitor at the remote location.

プロジェクター ; 映写機

Optical instrument for projecting an image onto a screen.

オーバーヘッド・プロジェクタ ; OHP

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

後方映写 ; リア映写

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

前方映写 ; フロント映写

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

ビーズスクリーン

Type of screen surface used for front projection.

スライド

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

スライド・プロジェクター

Apparatus used for projecting photographic slides onto a screen.

カルーセル (回転式)  
・ プロジェクター

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

回転式トレイ ; スライドトレイ

Circular holder used for projecting 35mm slides.

カセット

Plastic box containing a video- or sound recording tape.

テープレコーダー

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

ビデオテープ

Magnetic tape used in video equipment.

ビデオレコーダー

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

ビデオデッキ

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

テープ再生装置 ; カセットデッキ

Machine designed only for playback of recorded magnetic tapes.

録音再生装置 ; カセットデッキ

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

ビデオディスク

Recorded disc containing images and sound.

映写機

Equipment for projecting cine film.

ビデオプロジェクター

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

モニター ; チェックモニター

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

複製 ; デュープ

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

焦点調節 ; フォーカシング ; ピント合わせ

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

アニメ化 ; 動画化 ; スライドマルチ

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

オーバーラップ (暗転)

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

マルチ (多重) ビジョン

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

スーパーインポーズ (二重焼き付け)

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

分割スクリーン (複数同時映写) ; マルチスクリーン

Horizontally or vertically separated video pictures shown simultaneously.

フェイドアウト

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

アナモルフィック・レンズ（円柱レンズ）；シネマスコープレンズ

Lens adapter designed to produce a wide-screen image.

マルチ（多重）チャンネル

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

通知灯；タリーライト

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

ロールテロップ

Text moving horizontally across the bottom of a video screen.

カムリモートカメラ

Pan-tilt device on which a camera is mounted.

ブーム

Adjustable support for positioning microphones or lighting fixtures.

音響；サウンド

Audible effects.

PAシステム

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

増幅器 ; アンプ

Device enabling sound to be intensified.

(音声の) 増幅

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

デッドポイント

Area where sound is muffled or absent.

レシーバー

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

トランシーバー ; 無線機

System for message transmission by radio.

電波送信ユニット ; トランスミッター

Apparatus for transmitting radio waves through space.

インターフォン

Speaker system that connects the control room with the studio.

テクニカルディレクター

Person who calls cues from the control room.

技術者 ; テクニシャン

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

マイクロフォン ; マイク

Instrument which converts sound into electrical signals.

イヤフォン

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

ヘッドホン

Headphone with a built-in microphone.

ブームマイク

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

襟マイク

Microphone designed for positioning on the clothing of the user.

タイピンマイク

Portable microphone that hooks around the neck.

卓上マイク

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

演台マイク

Microphone attached to a lectern.

スタンドマイク

Microphone fixed on a support-stand.

移動可能マイク ; ローピングマイク

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

無指向性マイク

Microphone that picks up sound from all directions.

単指向性マイク

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

ガンマイク

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

超小型マイク

Small microphone.

ポータブルマイク ; ワイヤレスマイク

Portable microphone operating on its own power source.

ラジオ放送用マイク

Microphone used for transmitting radio waves.

リップマイク

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

ヘッドセットマイク

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

集音マイク

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



インターカム ; インカム

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

音響調整室

Area from which technician operates sound system in a room.

コンピューター制御による立体音響使用システム

Sound balance control assisted by computer.

キュー出し

A speaker's prompt

システム

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.

リモコン操作

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

ビデオ映写

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

O.H.P.シート

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

視聴覚

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

操作台

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

チャンネル

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

フィードバック ; 音響  
帰還

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

室内照明

Lighting of room separate from stage lighting.

通話装置 ; インターコ  
ム

Audio system permitting two-way communication.

多重チャンネル

With two or more communication bands (receivers).

マルチメディア

Use of two or more audiovisual media in one presentation.

舞台裏

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

テクニカルリハーサル

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

トラック照明

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

電子白板 ; 電子ホワイトボード

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.

コンピューター・プロジェクター ; マルチメディア・プロジェクター

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

レーザー・ポインター

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

インターネット・アクセス

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

翻訳サービス

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

公式言語

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

使用言語

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

オリジナル言語

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

起点言語

Language from which a speech or document is translated.

目標言語

Language into which a speech or document is translated.

通訳

Oral translation from one language to another.

会議通訳者

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

会議翻訳者

Person who translates meeting documents into other languages.

会議用語専門家 ; テクニカルアドバイザー

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

## 逐次通訳

Oral translation of a speaker's words into another language, either in full or in summary and conducted when the speaker has finished what he was going to say or pauses for interpreting.

## 逐次通訳者

Person who translates a speaker's words into his mother tongue (and possibly vice-versa), either in full or in summary, when the speaker has finished what he was going to say or pauses to allow interpreting.

## 同時通訳

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

## 両方向通訳 ; 双方向通訳

Interpreting both ways: from and into the foreign language.

## ウィisper通訳 : ウィスパーリング

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

## リレー通訳

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.

## ピボット通訳者

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.

リエゾン通訳者

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

コンピューター補助翻訳

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

同時通訳使用言語数

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

有線通訳システム；ケーブル通訳システム（誘導無線ループ方式）

System for the transmission of interpreting by cable or wire.

ワイヤレス赤外線通訳システム

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

遠距離通訳 テレビ会議通訳；電話会議通訳

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

通訳ブース

Soundproof cabin in which the interpreter works.

移動式同時通訳システム

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

同時通訳者チーム

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

使用言語

The language being used by the speaker.

通訳アウトプットに使用される言語

Language into which interpretation is provided.

印刷物（出版物）

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

資料複製

Reproduction of documents.

資料配布

Handing out or mailing of documents.

招待状

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

招待状；カード

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

申込用紙

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

施設・設備申込用紙

Preprinted document on which facilities can be ordered.

申込確認証

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

登録申込用紙 ; 登録フォーム

Document upon which a participant at an event gives all relevant information about him/herself and his/her intended participation in the conference and associated activities.

入場券

Ticket to be used for admission to an event.

登録確認証

Admission card confirming a booking and registration to a meeting.

入場許可証

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

映像発表申込書

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

論文発表申込書

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”.



ポスター発表申込書

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

実演発表申込書

Form requesting authorization to give a demonstration.

質問用紙

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.

参加者要綱

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.

スピーカーズインストラクション ; 発表要綱

Guidelines for those presenting an oral presentation.

執筆要綱

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

コールフォーペーパー ; 論文受付要綱

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

プレリミナリーサーキ  
ュラー（アナウスマ  
ント）；ファーストサー  
キュラー（アナウスマ  
ント）

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

ちらし

Single-sheet printed announcement or advertisement.

プレリミナリープロ  
グラム；アドバンスプロ  
グラム

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.

ポケット版プログラム  
；プログラム一覧表

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

学術プログラム

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

最終プログラム；ファ  
イナルプログラム

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

プログラム

Schedule of events, giving details of times and places.

会議スケジュール

Timetable of meeting content.

会議ハンドブック

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.

会議プログラム

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

参加委員リスト

List of delegates registered to attend an event.

参加者リスト

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

会報 ; ニュースレター

Update information sheet, generally used for promotional purposes.

会議報告書

Official summary of meeting events.

最終報告書

Final summary of meeting events.

プレプリント

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

別刷り ; 抜き刷り

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

ミニッツ ; 議事録

Formal written record of a meeting.

プロシーディングス ;  
論文集

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

速記録

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

推薦 ; 勧告

Strongly suggested course of action; sometimes has binding force.

動議

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

提案

Plan put forward for consideration or acceptance.

決議案

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

予備決議案

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

草案

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

アブストラクト ; 抄録

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.

ディスカッションサマリー

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

サマリーレポート

Short account of a speech, debate or discussion.

アブストラクト集 ; 抄録集

Printed volume containing summaries of accepted papers.

ペーパー ; 論文

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

講演

Usually formal discourse delivered before an audience.

招待講演

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

一般演題

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

講演記録

Written copy of spoken material.

講演原稿

Prepared version of a speech.

ポスター

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.

ロゴマーク ; シンボル  
マーク

Symbol identifying an organization or event.

コンピューター出力文  
字

Lettering generated by a computer.

レイアウト

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

ダミー ; カンプ (モ  
ックアップ) or 体裁見  
本

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.

割付け ; ページセッテ  
イング

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

オリジナル原稿 ; コピー (文字原稿)

Material to be, or in the process of being, set up for printing. Not to be confused with the everyday use of “copy” as opposed to “original”.

カメラレディー原稿 ; 製版原稿 (版下)

Materials ready for photographic reproduction.

オフセット

Printing process.

印刷校正

Final copy for approval before printing.

奥付け

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

発行部数 ; 印刷部数

Number of copies printed.

ポジ ; 陽画

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

ネガ ; 陰画

Reversed form of original art or type.

DTP

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.

ワープロ ; ワードプロ  
セッサ

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

モデム

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

ポータブルコンピュー  
ター

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.

画面 ; ディスプレイ

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

キーボード

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

キー

Button on a computer keyboard.

大文字

Type larger than that used in body of page.



小文字

Small letter, as distinguished from a capital letter.

パンフレット ; 説明書

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

日報 ; デイリーニューズレター

Daily information sheet for participants during event.

案内書

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.

クーポン

A negotiable ticket or voucher; a pass or ticket.

総合案内

Information of interest to all participants.

フルテキスト

The complete version of a text

要望書

Cards collected from attendees, requesting information about exhibitors.

製本

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

完全製本

Binding process by which pages are glued together.

中綴じ

Binding process using wire staples.

平綴じ

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

誘致立候補書類

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

誘致立候補マニュアル

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

保険証書

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

名札

A name card which identifies you.

開催案内

Leaflet or brochure with essentials on forthcoming event.

要約

Written short version of speech or paper.

見出し ; ヘッドライン

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

信用状を与えること

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

プレスルーム

Space reserved for media representatives.

プレス対応広報室 ; 広報室 ; 広報部

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

PR代理店

Agency that collects and distributes information to the news media.

報道担当官 ; 報道担当者

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

切り抜き記事 ; 切り抜き

Article cut from a newspaper or magazine.

プレスキット ; 報道関係者用資料

press release; press communiqué

プレスリリース

Prepared statement released to the news media.

記者会見

Meeting held to communicate information to media representatives.

広報 ; ピーアール

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

広報担当官 ; 広報担当者

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

広報 ; 宣伝

Publicizing and supporting an event.

プロモーター

Person

広報活動 ; 広告活動 ; キャンペーン

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

広報資料 ; 宣伝材料

Brochures or other items needed for promotional purposes.

媒体 (による) 広報 ; マス媒体での広告

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

郵送先リスト

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

アクレディテーション  
・ フォーム ; 取材許可  
申込書

Document for official authorization.

アクレディテーション  
・ ルール

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

アクレディテーション  
・ バッジ

Identifying tag used for official authorization.

関係機関 ; 所属

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

展示会

Event at which products and services are displayed.

出展者 ; 出品社

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

協同出展者

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

出展者リスト

List of exhibiting firms, usually with locations.

来場者 ; 入場者

Person attending an exhibition to view the exhibits.

業界関係来場者

Visitor to an exhibition representing a specific trade or profession.

トレードショー

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

内覧日 ; 会期

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

一般公開

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

製品展示会

Display of products.

開場時間 ; 開催時間

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

開催時間延長

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

展示会場

Venue at which exhibitions are held.

展示ホール

individual room within an exhibition venue.

出展案内状

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.

出展者マニュアル

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

## 出展ガイド

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

## 展示会場レイアウト

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

## 展示主催者

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

## 展示施工業者

Company which provides services to exhibition management and exhibitors.

## 主催者指定業者

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

## 協力業者 ; 下請業者

Company retained by general contractor to provide services.

## ブース施工業者

Contractor or agent responsible for providing an exhibition shell scheme.

小間レンタル契約

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

必要小間総数

Amount of stand/booth space required by individual exhibitors.

小間割

Process of assigning space to exhibiting companies.

出展申込用紙

Form for official request to utilize a particular space.

優先割当システム

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

基本出展料

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

1 m<sup>2</sup>当たりの出展料金

Basic charge for a square metre of exhibition space.

会場図 ; 平面図

Scale plan of the floor area of an exhibition.

最大許容床荷重

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



天井高

Height of the ceiling of the exhibition hall.

小間

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

通路

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.

小間エリア (内)

Space in which stands are laid out.

違法使用

Use of floor space outside exclusive booth area.

小間スペース

Dimensions of assigned space.

角小間

Exhibit space with aisles on two sides.

フロント小間

Stand at the head of a row.

並列小間

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

ブロック小間

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

島小間 ; 独立小間

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

装飾小間 ; パッケージ

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

土間渡し小間 ; スペース渡し小間

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

パッケージブース

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

簡易小間

Exhibit or display built for one use only.

ノックダウン式小間

Unassembled exhibit material requiring on-site assembly.

モジュール式出展物

Exhibit constructed with interchangeable components.

システムパネル

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

小間装飾品

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

カウンター

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

ディスプレイケース ;  
陳列用ガラス箱

Glass-enclosed case for articles on display.

棚

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

出展（品）物

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

備品目録

Total amount of furniture and equipment available for show.

社名板

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

ターンテーブル

Motorized rotating platform.

フォークリフト

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

パレット

Wooden platform used to carry goods.

電話用コンセント

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

電力供給

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

給水

Temporary supply of water to a stand.

設営

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

設営時間 ; 設営期間

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

撤去

Take-down and removal of exhibits.

撤去期限

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

小間内清掃

Cleaning services to individual stand areas.

ゴミ処理

Removal of rubbish from building or stand areas.

周辺展示面積

Exhibition space located on an outside edge of exhibition area.

吊し枠

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

運送および展示損害保  
険

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

火水害保険

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

立札 ; 旗

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

運送

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

展示専門業者

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

耐火材

Material that is flame resistant.

フロアー責任者

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

総面積

Total amount of space in exhibition hall or meeting room.

1. 仮押え 2. オプション

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.

屋外展示

Space/stands located outdoors.

展示業者

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

1 平方メートル当たり  
出展料

Cost per square metre/foot for exhibition space.

テーブルトップ展示

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

アドバンス・オーダー  
; 予約

and/or services ordered up front.

通路表示

Signs, usually suspended, indicating aisle numbers or letters.

物置

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

施工業者

Company which fabricates displays.

ドレープ飾り

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

運送

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

送り状 ; 取扱指示書

Form for exhibitor requesting handling of materials.

角出し

Method of marking booth/stand space.

フロアーオーダー

Exhibited goods and/or services ordered on-site.

自由造形

self-supporting and independent exhibit material.

ハードウォール・ブ  
ース / ヨーロピアン・ス  
タンド

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

搬入口

Area on premises where goods are received.

パッケージプラン

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

常設展示スペース

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

レンタル・ブース

Complete booth package offered to exhibitors on a rental basis.

卓上ディスプレイ

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

仮設スペース

Short-term rental space.

画架

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

輸出許可証

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

総重量

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

設営日

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



撤去日

Dates) set for dismantling.

展示面積

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

ライザー

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

間口, 奥行き

Exhibition space with booths at back on each side.

エンターテイメント ;  
催し物

Activities performed for the enjoyment of others.

エンターテイメントプ  
ログラム

Programme of events organized for the entertainment of participants.

ソーシャルプログラム  
; 社交行事

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

同伴者プログラム

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

ウェルカムカクテル

Drink served as an introductory gesture of welcome.

ウェルカムレセプション ; 歓迎パーティー

Reception/party where welcome drinks are served.

バンケット ; 晩餐会

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

ガラ・ディナー

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

公式ディナー

Evening meal forming part of the official programme.

ショー ; アトラクシ  
ョン ; エンターテイメン  
ト

Organized performance for entertainment, usually in the evening.

前座

Activity to liven up the audience prior to show time.

BGM

Music accompanying the arrival or departure of guests.

エクスカーション ; ツ  
アー

Organized outing to a specific place of interest.

旅程

Detailed programme of a visit or tour.

観光ツアー ; 市内観光

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

プレツアー ; ポストツ  
アー ; プレポストツア  
ー

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

会議終了後のイベント

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

訪問

Organized outing to a local place of interest.

視察

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

テクニカルビジット ;  
テクニカルツアー

Tour to a workplace of interest to meeting participants.

工場見学

Tour to a manufacturing plant of interest to the meeting.

ファッションショー

Choreographed display of garments by models.

オプションナルツアー

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

野外イベント ; 会場外  
イベント

Conference Terminology

託児施設

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

タキシード ; ブラック  
タイ ; ディナージャケ  
ット ; 正装

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

平服

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

劇場予約

Reservation of seats at a theatre.

観光局 ; 観光案内所

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

ゲットツギャザーパー  
ティー ; パーティー

An informal social gathering.

席次

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

儀典

Customs and procedures dealing with formalities, precedence and etiquette.

演説

A formal and dignified public discourse.

カジュアルスタイル

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

フォーマルスタイル ;  
晚餐用正装 ; 燕尾服

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

予約

Booking for events taking place at a future time.

公式晩餐会 ; 公式レセ  
プション

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

夕食会

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

集まり ; 会合

Gatherings for social purposes.

カクテルパーティー

Stand-up social function with drinks and snacks.

テーマパーティー

A special reception or banquet designed around a central motif.

スポーツ関係サービス

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

旅行サービス

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

レジャーサービス

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

文化サービス

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

ハプニング

All non-intellectual oriented meetings.

旅行代理店 ; 旅行業者

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

バウチャー

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

包括旅行

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

オフィシャルキャリア

Officially designated airline that handles meeting transportation at preferential prices.

オーバーブッキング

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

旅行損害保険

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

輸送手段

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

トランスファー

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

シャトル ; シャトルサービス

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

レンタカー店

Facility to hire a car.

宿泊 ; 宿泊施設

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

宿泊予約

Booking of a particular type of room for specific dates.

宿泊申込書

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

宿泊コンファメーション ; 宿泊確認 (書)

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.

ルーミングリスト

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

フルボード 1泊3食付宿泊

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

ハーフボード 1泊2食付宿泊

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

ベッドアンドブレックファースト 1泊朝食付宿泊

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.

シングルルーム

Room containing one bed for one person.

ダブルルーム

Room containing one bed for two persons.

ダブルのシングルユース

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



ツインルーム

Room containing two single beds.

スイートルーム

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

アジョイニングルーム

Rooms with common walls which do not have connecting doors.

コネクティングルーム

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

室料

Amount charged for the occupancy of a room.

デイユースの割引料金

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

公示料金

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

特別割引料金

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

オール込み料金 税金・  
サービス料込みの室料

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

サービス料

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

個人勘定となるべき全ての雑費

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

チップ・心付け・サービス料

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".

アメニティー

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

コンプリメンタリールーム 無料で提供される各室

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

ブロックスペース 一括予約

Number of rooms reserved for one group.

団体予約

Block reservation of rooms specifically for a group.

手仕舞日

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

ノーショウ

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

ハイシーズン

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

オフシーズン

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

ケータリング

The provision of food and beverages.

会食人数

Actual number of meals served at a food function.

テーブルプラン

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

メートルドオテル or レストランマネージャー

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

シルバーサービス ; プラッターサービス

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

アラカルト

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

定食 ; セット、セット  
メニュー・コースメニ  
ュー

Full-course meal menu at a fixed price.

コンチネンタルブレッ  
クファースト

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

ランチ ; 昼食 (会)

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

ワーキングブランチ ;  
ランチミーティング ;  
ランチョンミーティン  
グ

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

ディナー

Evening meal for a group; not usually ceremonial.

軽食

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

飲物付休憩

Time between sessions when refreshments are  
served.

コーヒーブレイク

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

ティーブレイク

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

オープンバー

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

キャッシュバー

Private room bar setup where guests pay for drinks individually.

ビュッフェ

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

レセプション

Stand-up social function with only canapés and beverages.

予約

To make a reservation.

確認済予約

Reservations confirmed in writing.

ダブルベッド

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

ダブル・ダブルルーム

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

ダウングレード

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

早い到着

Guests arrival before confirmed reservation date and/or time.

英国式朝食

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

素泊まり料金

Room rate with no meals included.

家族向けプラン

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

到着が遅れた場合でも  
確保される部屋の予約

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

前払い予約

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.

オープンチケット

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

予約なしの

Guest requesting accommodation or service without a prior notice.

パッケージツアー

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

未払いの客

Departing guest who fails to pay for accommodation.

(延長滞在の客)

Guest who stays at facility beyond stated departure date.

ボトル本数請求

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

飲食実数計算

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

(人数による固定料金)

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

(個数による料金)

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

チェック・インの時間

Preferred time for guests to arrive at hotel.

チェック・アウト

Procedure for guest departure including account settlement.

チェック・アウトの時間

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

持ち込み料

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

ダブルブッキング

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

フラッグキャリア

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

均一料金

One rate for each room in a guest room block.

アップグレード

To change to a superior standard.

ロシア式サービス

Waiter offers food platter to guests who help themselves.

本部ホテル

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



ホスピタリティールーム or 歓待ルーム

Room or suite of rooms used to entertain guests.

ホテルの格付け

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

1. 移動客室数 2. 参加者数

1. Number of sleeping rooms actually occupied during a particular night.

宿泊部門

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

無料アップグレード

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

(ベランダ付きの部屋)

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

乗り継ぎ

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

閑散期

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

客室稼働率

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

米国式カクテルパーティー

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

ゲストが席につく前に料理を配ぜんしておくこと

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

クイーンサイズのベッドが一つある、一人または二人用の部屋

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

クイーンサイズベッド

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

キャンセル待ちの客

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

予約超過のため、予約していたのとは別のホテルに行かされる客

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

列幅

Distance between rows of seats on an aircraft.

あらかじめ決められたテーマの下で開催される国際会議の出席者全員が参加する旅行

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

参加者宿泊

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

会期外宿泊

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

二都市間移動

The means of travelling between two cities.

市内移動

The means of travelling within a city.

到着手続き

Procedure for guest arrival and registration.

グループツアー

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

3Dプロジェクター

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

3Dスクリーン

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

アンドロイド

Android is an operating system for mobile devices such as smartphones and tablet computers.

アンドロイド・マーケット

A service for Smartphone users operating on the Android platform which allows them to browse and download mobile applications

携帯アプリ

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

App store

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

アンサーアナライザー

Is a type of interaction associated with the use of audience response systems, to create interactivity between a presenter and his/her audience. Systems for co-located audiences combine wireless hardware with presentation software, and systems for remote audiences may use telephones or web polls for audiences watching through television or the Internet.

音声中継

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

バーコードリーダー

Is an electronic device for reading printed barcodes, it consists of a light source, a lens and a light sensor translating optical impulses into electrical ones

See smartphone

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

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

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

クラウド

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

ウォッシュ（照明）

Lighting which can be coloured and creates a flood of light up/on the wall

卓上モニター

A screen placed on the lectern or top table at a meeting which displays the presentation as it appears on the screen allowing the speaker to face the audience without turning around to see their slides

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

### デジタルサイネージ

Live information relayed to signs around the venue that can display the conference programme and show what is going on inside session rooms. Can also be instantly updated with new information eg replacement speakers or session changes

A Cloud based application for sharing file downloads

### DVDレコーダー

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

### WEB開催会議/イベント

Conference which is held electronically via the internet

### 電子ポスター

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

Blog space setup for a particular event where attendees can leave thoughts and feedback on any aspects of the event through a number of threads

A social media forum where people can join, make friends, post comments, videos and other items to allow interaction and comment,

USBメモリ

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

File transfer protocol – a Web based application for sharing large file downloads

Any device which produces patterns of light and shadow or various pieces of equipment that go before a light

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

ハンドマイク

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

HDプロジェクター

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

高解像度モニター

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

ヘッドセットマイク

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

An event with both live and virtual attendees

インカム

A device commonly used for closed communication

インターネットカフェ  
/サイバーカフェ

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

通訳ブース

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

同時通訳レシーバー

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

See tablet

See smartphone

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

See media player



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

ピンマイク

A wireless microphone attached to either the tie or jacket

LCDプロジェクター

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

LCDモニタ

Is a type of flat panel display

Light Emitting Diode – Flat panel display which uses LED as a video display

A business orientated Social Networking site

ライブストリーミング

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

Media library application for playing audio, video and viewing files

ネットワークセグメン  
テーション

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

ピクチャー・イン・ピクチャー

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

Ping is a computer network administration utility used to test the reachability of a host on an Internet Protocol (IP) network and to measure the round-trip time for connectivity

プラズマディスプレイ

Type of display screen

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

A type of social media

QRコード

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

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

計時システム

A technology to control the duration of a presentation

See VOIP

A web based community for sharing presentations, documents, videos and webinars

スマートフォン

Is a mobile phone , with more advanced computing ability and connectivity than a contemporary feature phone.

A system setup for attendees to send texts to an advertised number and the texts can be live displayed on the projection screen as live feedback to the proceedings or voting etc

ソーシャルメディア

refers to the use of web-based and mobile technologies to turn communication into an interactive dialogue

ソーシャルネットワーキング

The use of a dedicated website to communicate informally with other members of the site, by posting messages, photographs, etc

a device that allows delegates to find other delegates while at the same event.

Structured Networking Platform

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

(シームレス) スイッチャー

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

タブレットPC

See tablet

タブレット端末

A complete mobile computer, integrated into a flat touch screen device

タッチパネル

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

ツイート

A post on Twitter of no more than 140 characters

A social media forum where people can join and "tweet" in no more than 140 characters what they are doing

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

ユーザー生成コンテンツ

Stands for User Generated Content and refers to a range of Media Content available in a range of communication technologies; mobile, web that enable the individual to create the content

(映像・音声) 中継

used to relay from one session hall to another hall with both video and audio

The interface to the virtual audience during a Live Streamed event

Voice over Internet Protocol – Is a Web based application that allows users to make free voice and video calls over the internet

電子投票・集計システム

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

トランシーバー

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

Second generation of the World Wide Web incorporating new features and functions to allow for more user generated content

WEBカメラ

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

Web配信

A media presentation broadcast over the Internet either live or on demand

オンラインセミナー

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

ワイドスクリーン

Any screen with an aspect ratio greater than 4:3

A wireless internet connection

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

アルゴリズム

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

API、プログラミング  
インターフェース

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

アバター

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

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

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

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

## ブログ

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

## ブロガー

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

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

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

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

### ブックマーク

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

### チャット

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

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



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

#### 集団知能

Collective intelligence is a shared or group intelligence that emerges from the collaboration and competition of many individuals and appears in consensus decision-making in social networks.

#### コメント

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

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

#### つながり

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

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

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

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

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

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

## 電子ブック

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

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

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

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

#### フラッシュモブ

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

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

#### フォーラム

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

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

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

友人

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

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

Google Documents is a group of web-based office applications that includes tools for word processing, presentations, and spreadsheet analysis. All documents are stored and edited online and allow multiple people to collaborate on a document in real-time.

Google+ is Google’s new social network. It differs in that it promotes social sharing that is more similar to

how people share in real life by providing features such as one that limits who you are talking to, creating 1-on-1 conversation.

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

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

#### グランズウェル

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

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

#### ハッシュタグ

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

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

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

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

## インバウンドマーケティング

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

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

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

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

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

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

いいね！

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

リンクビルディング

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

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

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

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



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

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

MySpace is a social networking website owned by News Corporation. MySpace became the most popular social networking site in the United States in June 2004 and was overtaken internationally by its main competitor, Facebook, in April 2008.

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

#### ニュースフィード

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

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

## Orkut

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

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

## パーマリンク

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

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

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

PostRank monitors and collects social engagement related to content around the web. Essentially it helps

publishers understand which type of content promotes sharing on the social web.

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

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

#### リアルタイム検索

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

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

#### リツイート

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

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

than the website (such as reader services like Google Reader).

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

#### Scribd

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

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

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

#### Seismic

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

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

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

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

#### ソーシャルメディア

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

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

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

#### タグクラウド

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

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

## タイムライン

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

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

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

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

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

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

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

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

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

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

USTREAM is a live interactive broadcast platform that enables anyone with an internet connection and a camera to engage and stream video online.

A URL is most popularly known as the “address” of a web page on the web (e.g. <http://www.example.com>)

A video blog is a blog that produces regular video content often around the same theme on a daily or weekly basis. An example of a successful video blog is Wine Library TV.

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

Vimeo is a popular video sharing service in which users can upload videos to be hosted online and shared and watched by others. Vimeo user videos are often more artistic, and the service does not allow commercial video content.

Viral marketing refers to marketing techniques that use pre-existing social networks to produce increases in brand awareness or to achieve other marketing objectives through self-replicating viral processes.



## ウェブ分析

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

## ウェビナー、オンラインセミナー

A webinar is used to conduct live meetings, training, or presentations via the internet.

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

A wiki is a website that allows the easy creation and editing of any number of interlinked web pages via a web browser, allowing for collaboration between users.

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

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

Yammer is a business communication tool that operates as an internal Twitter-like messaging system

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

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

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

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

zoomr is a online photo sharing service similar to Flickr.

Meetings Incentives Conferences & Exhibitions

棄権する

to decline to use ones vote

延期する

to postpone proceedings

支持者

one who speaks in favour of another

アライアンス

joining in pursuit of common interest

アンフィシアター

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

年代記

a narrative of events, year by year

摩擦

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

拡張現実

Augmented Reality (AR) is a technology enriching the real world with digital information and media, such as 3D models and videos, overlaying in real-time the camera view of your smartphone, tablet, PC or connected glasses

背景、バックドロップ

background staging

投票

recording of votes

帯域幅

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

(パソコンと接続可能な) プロジェクター

projector to which a laptop is connected

基準、ベンチマーク

point of reference demonstrating a particular level

受益者

a receiver of benefits

(屋外の大型) 広告版

a large outdoor board for advertising

副産物

a secondary product derived from a manufacturing process or chemical reactio

分科会

splitting of a larger group into a number of smaller ones

クラブ、キャバレー

entertainment provided at which guests are at a table;

キャバレースタイルの座席

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

カフェテリア

restaurant at which customers fetch the food and drink

乗り物

means of transport

チャプター、章

divisions of a book or a membership association

市全域の

throughout the city

コンプライアンス

a ruling to which you should abide

強制的な、必修の

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

指揮者

director of an orchestra

委託貨物、積荷

shipment of goods

コンサルタント

one who provides specialist advice

コンテスト

competition

不測の事態、コンティ  
ンジェンシー

planning for an uncertain event

コアPCO

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

基準

a principal or standard by which something is judged

クラウドソーシング

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

文化

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

債務

money or goods owing

経営多角化

alternative direction in business from your core activity

大使館

national representation in another country

電子ポスター、eポスター

electronic poster

電子出版

electronic publishing

民族の、エスニック

belonging to a different race from your own

博覧会

Large trade exhibition

教授陣、講師陣

Group of those qualified to teach

ハッキング、不正侵入

by way of breaking into someone else's computer programme

人材

personnel

仲介者、仲介人

someone acting between parties

ストラップ

ribbon or string around the neck holding a badge or identification

ロジスティクス

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

過半数

the greater number of

必須の

compulsory

積荷目録、乗客名簿

list of people, registrations, or items

大天幕

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

調停

a form of reconciliation between disagreeing parties

省

the body of ministers of a government

宮殿

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

同僚、仲間、友人

those persons of the same status as yourself

調達

the obtaining of quotations and proposals

受付、フロント係

a front of house welcoming representative

待ち合わせ場所

meeting point

収入

income

リスク

hazard or exposure to potential danger

ロードショー

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

バナースタンド (ロールアップタイプ)

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



ランナー、メッセンジャー

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

サイン看板

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

スライド一式

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

流しテーブル、晩餐会スタイル

small branch, generally used in congress terms to depict a formal dinner table layout whereby rows of tables are set at rightangles to a long top table, each row representing a sprig

利害関係者

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

展示スペース、区画

a specified area in which an individual company can exhibit

スタンドアローン

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

下請負契約

a company or individual in receipt of an instruction or task who subsequently passes on all or part of the task to a third company or individual

サミット、主要国首脳  
会議

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

持続可能性、サステイ  
ナビリティ

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

チームビルディング

activity to bring people together to work as a team

テレプレゼンス

technology which allows a person to feel as if they  
were present, to give the appearance of being present,  
or to have an effect, via telerobotics, at a place other  
than their true location

階段形式

level of seating, eg in a cinema or theatre

観光

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

Wifi、無線LAN

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