Glossary of terms

Meetings & Events

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Glossary

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MEETINGS & EVENTS GLOSSARY

BREAK-OUT ROOMS: Small function rooms set up for a group within an event as opposed to a plenary or general session.

CONFERENCE: An event where people meet to debate on a given topic.

CONGRESS: A meeting organized by associations regularly (once a year or once every 2 years) consisting of plenary sessions with multiple breakout sessions scheduled around the main plenary session and an exhibition.

CONVENTION: A professional event where the primary activity of the attendees is to attend educational sessions, participates in meetings/discussions, socialize, or attend other organized events. There is a secondary exhibit component.

CORPORATE MEETING: A meeting organized by a company for professional purposes.

EXHIBITION: An event at which products and services are displayed. The primary activity of attended is visiting exhibits on the show floor.

GALA DINNER: Primary social function of an event, usually in the evening, including entertainment or speeches after a formal meal.

GROUP ROOM BLOCK: The total number of guest rooms reserved for one organization or group.

INCENTIVE EVENT: A reward event intended to showcase persons who meet or exceed expectations (commercial teams, distribution network, customers).

M&E: abbr. Meetings & Events.

SET UP: Different ways to organize the furniture in a meeting room, i.e.:

<table>
<thead>
<tr>
<th>Set-Up Type</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>BANQUET</td>
<td>Seating arrangement where typically a grouping of rounds is set in such a way as to facilitate the serving of food, most often a hexagonal or square pattern.</td>
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<tr>
<td>BOARDROOM</td>
<td>Seating arrangement in which rectangle or oval shaped tables are set up with chairs on both sides and ends.</td>
</tr>
<tr>
<td>CABARET/HALF MOON</td>
<td>A particular type of seating arrangement in a meeting room where no seats have backs to the speaker. Usually used for banquet-to-meeting or meeting-to-banquet set ups.</td>
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<tr>
<td>CLASSROOM</td>
<td>Seating arrangement in which rows of tables with chairs face the front of a room and each person has a space for writing.</td>
</tr>
<tr>
<td>THEATER/AUDITORIUM</td>
<td>Seating arrangement in which seats are in rows facing the stage area, no tables.</td>
</tr>
<tr>
<td>U-SHAPE SET-UP</td>
<td>Series of tables set up in the shape of the letter U with chairs set all around on one or both sides.</td>
</tr>
<tr>
<td>V-SHAPE SET-UP</td>
<td>Seating arrangement in which chairs are arranged in rows slanted in a V shape and separated by a centre aisle. They face the head table or speaker.</td>
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</tbody>
</table>
**SOCIAL EVENT**: Lifecycle celebration (e.g. a wedding, bar/bat mitzvah, birthday, etc.).

**WELCOME RECEPTION**: An opening event where welcome drinks and food are often served.

**WORKSHOP**: Small group of people discussing/working together on a particular topic – can be part of a large convention/congress with several running between main plenary sessions.