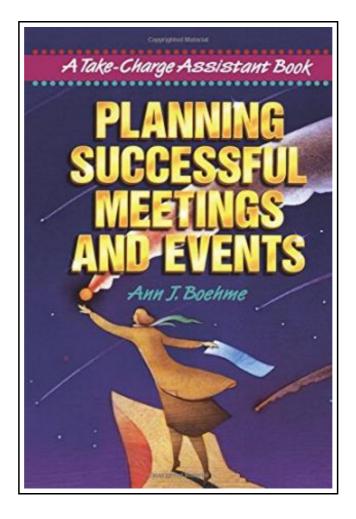
Planning Successful Meetings and Events



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PLANNING SUCCESSFUL MEETINGS AND EVENTS



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AMACOM/American Management Association. Paperback. Book Condition: New. Paperback. 128 pages. Dimensions: 8.8in. x 5.9in. x 0.2in.Planning a meeting or event is no easy task. Just ask any of the administrative staffers who are increasingly being asked to do it. One minor mistake -- a plane ticket that doesnt arrive on time, not enough vegetarian meals at the luncheon, the wrong kind of audiovisual equipment -- can mean big trouble. Now this handy little how-to guide takes secretaries and assistants through the entire process step-by-step. From site selection and registration dos and donts to negotiating with vendors and food and beverage planning, this book gives them everything they need to get a meeting planned right. Packed with floor plans, checklists, glossaries of industry-specific terms, lists of resources, and more, Planning Successful Meetings and Events is sure to transform any take-charge assistant into the Martha Stewart of meeting and event planning. Its a good thing. This item ships from multiple locations. Your book may arrive from Roseburg,OR, La Vergne,TN. Paperback.



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