# CONVENTION AND EVENT MANAGEMENT - Lesson Plan

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| Time allocated | Work to be covered | Teaching method/learner activities | Resources |
| Session 1  1.5 hours - Study  1.5 hours - Assignment | 5.1. Meetings, Incentive Travel,Conventions, Exhibitions and Event Management  5.2 Meeting covers | * Self study * Tutor explanation | * PowerPoint Presentations * Multimedia Resources |
| Session 2  1.5 hours - Study  1.5 hours - Assignment | 5.3 Types of meetings  5.4. Incentives & Convention & Exposition | * Self study * Tutor explanation | * PowerPoint Presentations   Multimedia Resources |
| Session 3  1.5 hours - Study  1.5 hours - Assignment | 5.5. Major Players in the convention Industry  5.6. ROLE OF A MEETING PLANNER | * Self study * Tutor explanation | * PowerPoint Presentations   Multimedia Resources |
| Session 4  1.5 hours - Study  1.5 hours - Assignment | 5.7. Successful event planners  5.8 Careers in event planning | * Self study * Tutor explanation | * PowerPoint Presentations * Multimedia Resources |