



Business conferences

Getting started

Work in pairs. Say briefly what is happening in each of the pictures then answer these questions.

- 1 Which of these things do business people find interesting or useful, and which things do they find a waste of time or not so enjoyable?
- 2 Do you travel for business? What do you enjoy or dislike about it?



Arranging conference facilities

Listening

Sally McBride is organising a conference for the South Pacific Tourism Organisation (SPTO). You are going to hear two telephone conversations.

- 1 Read both sets of notes carefully and try to guess what type of information you will need to complete them.

Conversation 1

Sally phones Martin Forbes, who works for the SPTO.

South Pacific Tourism Organisation Annual Conference

Number of delegates: 550 plus 1
(numbers to be emailed)

Also: eight 2

3 : Maori poi dance

Umuikai Polynesian feast: fireworks sponsored
by Air New Zealand with 4

- 2 Listen and write one or two words or a number in the spaces in the notes.

Conversation 2

Sally calls the centre where the conference will be held.

South Pacific Tourism Organisation Annual Conference

Equipment available:

- In main conference room: screen, projector and 5
- Guest speakers should bring 6
- In smaller meeting rooms: flipcharts, screens and projectors 7
- Stands for exhibitors in the 8
- 9 available at all times.