DO NOT WRITE ON TEST

BUSINESS PROFESSIONALS of AMERICA
Giving Purpose to Potential

BUSINESS MEETING MANAGEMENT CONCEPTS ~OPEN EVENT~
(590)

REGIONAL 2022

TOTAL POINTS   _____100 Points

Test Time: 60 minutes

MULTIPLE CHOICE

Identify the choice that _best_ completes the statement or answers the question.

1. Meeting minutes should be shared in advance of a meeting so participants can come prepared and ready to discuss topics.
   - A. True
   - B. False

2. A(n) _____ is a list of all matters to be brought up at a meeting.
   - A. agenda
   - B. meeting minutes
   - C. proxy
   - D. debate

3. Backup plans for outdoor events are unnecessary and expensive.
   - A. True
   - B. False

4. An electronic meeting which takes place in an office or in a conference room is called _____.
   - A. board meeting
   - B. formal meeting
   - C. teleconferencing
   - D. panel discussion

5. A(n) _____ is the amount a car rental agency charges when a car is rented at one location but returned to another.
   - A. drop off charge
   - B. IFTA tax charge
   - C. state border fee
   - D. toll charge

6. _____ is the department responsible for cleaning guest rooms and public areas at a hotel.
   - A. Venue
   - B. Keynote
   - C. Bell Hop
   - D. Housekeeping

7. _____ is used to get the word out about an event.
   - A. Marketing
   - B. A business plan
   - C. A contract
   - D. Force majeure

8. _____ is the location selected for an event.
   - A. Hospitality Suite
   - B. Retreat
   - C. Venue
   - D. Catering

9. During an event, tables will often have _____, which is fabric draped around the tables.
    A. fringe
    B. skirting
    C. catering
    D. dais

10. "On consumption" for bottled beverages or packaged foods means _____.
    A. you only pay for what you use
    B. you pay for what you order
    C. you pay for what was opened, plus 5%
    D. you must consume all food and beverages ordered

11. When determining a location for an event, it is important to consider _____.
    A. a budget
    B. ventilation
    C. purpose of meeting
    D. all should be considered

12. According to the US Department of Labor, the definition of event planning is the coordination of every detail of meetings and conventions, from the speakers and meeting location to arranging for printed materials and audio-visual equipment.
    A. True
    B. False

13. A buffet is usually less expensive on a per-person basis than a plated meal.
    A. True
    B. False

14. A chairperson ends a meeting by _____, or closing the meeting, after all debate and business are finished.
    A. nominating
    B. rescinding
    C. adjourning
    D. campaigning

15. The envelope size for a No. 10 envelope is _____.
    A. 3 ½ by 6 ½ inches
    B. 3 ⅞ by 8 ⅞ inches
    C. 4 ½ by 9 ½ inches
    D. 4 ⅛ by 9 ⅛ inches

16. What is a typical business-to-business event?
    A. Continuing Education
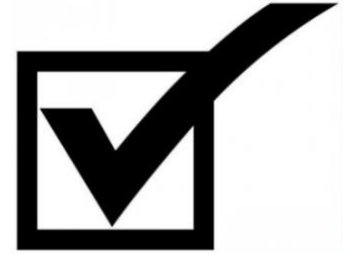   B. Convention
    C. Trade show
    D. Exhibition

17. Which of the following is not one of the SMART objectives?
	A. Achievable
	B. Measurable
	C. Specific
	D. All are SMART objectives

18. What is a type of corporate gathering?
	A. Management meeting
	B. Training meeting
	C. Board meeting
	D. All are types of corporate gatherings

19. The A/V provider is always in-house.
	A. True
	B. False

20. When you send out the invitation or event notice, include a welcome message to let invitees know they can contact the planner regarding accommodations.
	A. True
	B. False

21. When looking for potential sponsors or donors for an event, they may want to know "*WIIFM*" before donating.
	A. What's In It For Me
	B. Why It Is Free Material
	C. What Is It Financing Materials
	D. None of the above

22. _____ is the process of evaluating a meeting in terms of value to the stakeholders involved in it.
	A. DIY
	B. RFP
	C. BUY
	D. ROI

23. Volunteers should be a last resort choice for assistance with an event or conference.
	A. True
	B. False

24. The _____ is the date which the hotel releases your room block back to general inventory.
	A. event date
	B. registration date
	C. contingency date
	D. cutoff date

25. Name badges can include which of the following types of information:
    A. Attendee name only
    B. Attendee name, meeting information, logo
    C. Attendee first name only
    D. None of these are correct

26. When looking for an event speaker you can connect with the _____.
    A. NSA
    B. CVT
    C. NTC
    D. BRS

27. Microsoft Publisher would be the best choice to create and maintain budget information.
    A. True
    B. False

28. A _____ is a packet of meeting materials, including maps, agendas and additional pertinent information for event attendees
    A. press packet
    B. amenity
    C. registration kit
    D. none of the above

29. One meeting that is part of a series of meetings is called a _____.
    A. menu
    B. benefit
    C. break
    D. session

30. People will volunteer to assist during an event for the following reason(s) _____.
    A. they care about the cause or event
    B. they want to attend for free
    C. they hope to get a job
    D. they are hoping to get a tip

31. A _____ is a device that projects moving copy from the script in front of the speaker so that the talent can read it without losing eye contact with the audience.
    A. pack of note cards
    B. teleprompter
    C. lavalier
    D. telescopic pipe

32. A panel discussion is a structured discussion among group members facilitated by a moderator that takes place in front of an audience.
    A. True
    B. False

33. _____ is the movement of visitors through an exposition or exhibit; also, how the guests will move from one area or room to another.
    A. TBA
    B. Stanchions
    C. Traffic flow
    D. Station

34. A partial payment to secure a venue or service to be paid upfront; usually part of the larger sum of the venue; sometimes refundable, but read your agreement carefully. This is called a _____.
    A. guarantee
    B. invoice
    C. DOS
    D. deposit

35. A "no-show" is someone who has a reservation for a hotel room and does not show up.
    A. True
    B. False

36. _____ continues to be one of the best free promotional channels.
    A. Direct mail
    B. Social media
    C. Mailing brochures
    D. Newspaper ads

37. A keynote speaker is someone with a wealth of expertise about the subject at hand.
    A. True
    B. False

38. _____ can be collected during event registration and also during the post-event evaluations to obtain market research.
    A. Mailing address information
    B. Primary data
    C. Secondary data
    D. None of these

39. Communication for the event or meeting should occur _____.
    A. early and often
    B. infrequently - less is more
    C. only the week prior to the event
    D. All of the above

40. During an event or meeting it is important to schedule _____ for attendees.
    A. breaks
    B. meals (if needed)
    C. none are correct
    D. breaks and meals (if needed)

41. When selecting food items for an event it is important to remember carbohydrates will typically cause the attendee to _____.
    A. keep alert
    B. relax
    C. feel sluggish
    D. none are correct

42. A/V equipment is usually rented by the _____.
    A. hour
    B. day
    C. week
    D. one fee per event no matter the length

43. Event planning is a complex profession requiring a great deal of knowledge.
    A. True
    B. False

44. _____ was established in 1972 and had held the distinction of being the largest association of planners and suppliers in the meetings industry.
    A. MPI
    B. BPA
    C. PBA
    D. IAAP

45. A stakeholder is someone who has a vested interest in the success of the meeting or event. A stakeholder could be a(n) _____.
    A. attendee
    B. sponsor
    C. suppliers
    D. All of these are stakeholders

46. The planned budget compared to _____ is how you measure the financial success of the event or meeting
    A. estimated expenditures
    B. actual expenditures
    C. evaluations from attendees
    D. None are correct

47. After a meeting or event is booked at a facility, either a _____ or both, will handle the details of the event.
    A. CM or CSM
    B. CEO or AP
    C. RFP or ESP
    D. EPS or AP

48. Name tags are not really a necessity at an event, they are a nice addition but rarely are used.
    A. True
    B. False

49. You must demonstrate the _____ of attending the meeting or event to the audience.
    A. costs
    B. hazards
    C. benefits
    D. all of these

50. An announcement of an event, performance, or other newsworthy item that is issued to the press is called a _____.
    A. press release
    B. press announcement
    C. press request
    D. press reminder

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Test Time: 60 minutes

1. B		26. A
2. A		27. B
3. B		28. C
4. C		29. D
5. A		30. A
6. D		31. B
7. A		32. A
8. C		33. C
9. B		34. D
10. A		35. A
11. D		36. B
12. A		37. A
13. B		38. B
14. C		39. A
15. D		40. D
16. C		41. B
17. D		42. B
18. D		43. A
19. B		44. A
20. A		45. D
21. A		46. B
22. D		47. A
23. B		48. B
24. D		49. C
25. B		50. A