

Glossary Of Meeting Terms

attrition costs - An expense that occurs when the actual number of rooms to be occupied falls below the original number blocked in the signed contract. On a predetermined date, a certain percentage of the original block can be canceled without charge.

breakout rooms - Small meeting rooms used in addition to the larger general session room, suitable for specialized training and problem solving.

cancellation policy - If a meeting is canceled after the contract is signed and after a designated date, the hotel has the right to charge a substantial penalty to recoup their loss of revenue.

day rate - The flat rate charged by the hotel or conference facility for guests who attend the full day but do not use sleeping rooms.

event order - An outline of the entire meeting plan, including guaranteed number of attendees, times, locations, menus, room setups and orders for audiovisual aids.

guarantee - To ensure that the facility has enough food for the meals planned, a final attendee count is given—or guaranteed—to the venue 72 hours in advance.

individual pay own - "IPO" on a rooming list informs the hotel that the attendee will pay for his or her room, tax and incidentals.

no-show charge - The cost of a room charged to the meeting master bill if an attendee does not arrive and or cancels the room reservation.

pre-con - A meeting prior to attendees' arrival that is held by the meeting planner and the key facility personnel.

transfers - Pre-arranged private transportation that will take attendees between the airport and meeting venue.

For more meeting planning terms, visit
<http://glossary.conventionindustry.org/>