

14 Conferences

Get ready!

1 Before you read the passage, talk about these questions.

- What are some things that happen at a conference?
- Why do people go to conferences?



Reading

2 Read this excerpt from a conference agenda. Then, fill in the blanks with the correct words from the word bank.

Word BANK

lunch conference
sign up choice

The program shows the events for the first day of a business 1 _____. First, delegates meet and 2 _____ for sessions. After a welcoming address, there is a lecture. Then there is a 3 _____ of seminars. After 4 _____, delegates can attend one of three workshops.

I.B.A.M. Conference

International Business and Marketing

DAY 1 PROGRAM OF EVENTS

Meet and Greet

9:00 - 9:30

Please collect your **nametag** from the **lobby** and sign the attendance book. You will have the opportunity to meet the other **delegates**. You can also sign up for **sessions**. The lists are on the notice board. Tea and coffee are available.

Welcome

9:30

Meet in the main **auditorium** for a **welcoming address** by Roger Daniels.

Lecture 10:00 - 11:00

Ten Important Things to Remember in Business

Lecture Room 2.1 Speaker: Ronald Thompson

Inside the Mind of a Manager

Lecture Room 2.2 Speaker: Liz Jensen

11:00-11:30

Break.

Refreshments in the lobby.

11:30-1:00

Seminars

Room 2.3

Increasing Motivation

Room 2.5

Best Practice

Room 2.6

Green Business

1:00-2:00

Lunch in the Blue Room

2:00-4:00

Workshops

Room 2.3

Business Planning

Room 2.5

Creative Marketing

Room 2.6

Health and Safety

End of Day One

Vocabulary

3 Check (✓) the sentence that uses the underlined parts correctly.

- ___ A Your nametag identifies who you are.

___ B The welcoming address was at the end of the conference.
- ___ A The lecture will take place in the session.

___ B The auditorium was filled with people.
- ___ A I attended a workshop on computer programming.

___ B Lobbies allow delegates to have a break between events.
- ___ A Bring business cards to the meet and greet.

___ B There will be delegates served after the workshop.