



Event terms glossary

1/2 Day DDR	Same as a DDR, lasting only half a day, and only one or two tea / coffee breaks.
24-Hour Rate	A quoted rate to include: a three course dinner, bed and breakfast and DDR.
À la Carte	Literal translation from French means 'from the menu'. Guests choose their selection direct from the menu.
Addendum	An alteration or addition to a contract, signed by both party.
Allocation	A pre-agreed rate for bedrooms, allowing delegates to book quoting a specific code. Bedrooms are not contracted and are subject to release dates without penalty (if met).
Attendees	Individuals registered for an event.
Attrition	Bedrooms held are released into the venue's system following a hold on allocation lead by a series of release dates.
Auditorium	Raked seating similar to cinemas.
AV	Short for 'Audio Visual'. Event production used for set / sound / visuals etc.
B&B Rate	Bed and Breakfast rate.
Back Projection	Projecting an image from the rear of the stage set, thus meaning the projector cannot be seen.
BEO	'Banqueting Events Order'. A venue's version of an Operations Document.
Bowl Food	Small Bowls of food, usually served as miniature portions of traditional larger dishes.
Break Out	Small group sessions, panels, workshops or presentations.
Ca.	'Circa'. Meaning 'thereabouts'.
Cabaret	Seating, usually using Rounds where all delegates have a writing surface and face the presenter.
Cancellation Clause	Contractual term detailing the cancellation policy and any subsequent penalties incurred.
Cash Bar	Guests are required to make individual payment for any drinks they order.
CB	Continental Breakfast i.e. a cold breakfast, for example, pastries.
Ceiling Height	The distance from floor to ceiling in a conference room or area.
Chaffing Dishes	Heated metal containers containing hot food. Generally found during a buffet for self-service.
Chef's Choice	Food items chosen by the chef.
Classroom	Rectangular tables organised in rows. Delegates all face the presentation area.
Coeliac	Dietary requirement which requires a gluten-free diet.
Commission	A payment made from venue to agency for the introduction of new business.
Conference Kit	Or 'Conference Pack'. Event materials collated, usually handed to delegates during registration.
Contract	A written agreement between client and venue / agency detailing the agreed details / of the event and terms and conditions.
Corkage	A per bottle charge applied by a venue when a client wishes to bring their own beverages.
DBB	Dinner, Bed and Breakfast.
DDR	'Day Delegate Rate'. A per delegate rate usually including meeting room hire, two / three refreshment breaks, snacks, lunch, and often projector, screen and flipchart.
Delegate	A person attending an event.
De-rig	Process of removing equipment to depart a room.
Dividing Wall	A fold-away wall that can be used to separate one room into more sections.



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DMC	'Destination Management Company'. Found in locations abroad with specific local knowledge and contacts.
Double Occ.	'Double Occupancy'. A room that occupies two guests - either single or twin.
Exclusive Use	Hiring of a venue or area for your private use.
External	Services brought in from a company different to that of the venue / supplier.
FEB	'Full English Breakfast'. Includes continental breakfast and hot cooked food.
FCFS	'First come, first serve'. No space is held in a venues diary. The client which confirms first receives the space.
First Option	First refusal to the space quoted for. Held for a designated amount of time.
Flipchart	A3 pad of paper usually on a stand for presentations.
Floor Plan	The 'birds eye' plan of a room, showing details such as pillars, windows etc.
Front Projection	Projection of an image using a projector placed within or behind the audience.
FEM	'Full Event Management'. Whole management of an event from conception, delivery and post event.
Get-in	Also known as 'Access Time'. The specified time for access to a venue for set-up.
Gluten Free	A dietary requirement that excludes gluten and a mixture of proteins found in wheat and related grains.
Group Arrival	A schedule of information detailing the dates and times of arrival for each attendee.
Group Booking	Reservation for a block of bedrooms over 10 rooms.
Group Rate	Confirmed bedroom rate for all attendees to book their rooms.
Guarantee	Taking payment details in case individuals or an organisation default on their payments.
Halal	Dietary requirement where meat is slaughtered in a particular manner and permissible food.
Handheld Mic	Handheld microphone.
Hollow Square	Set-up of seats and tables in a square, with chairs placed around the outside of the tables.
House Wine	A particular wine selected by a venue / restaurant to be their standard product. This is often the lowest priced wine.
Incidentals	Expenses incurred charged to a bedroom.
Individual Acc.	'Individual Account'. Individuals pay their own costs.
In-house	A service provided within the specific venue.
Joint First Option	Two companies both holding space on a first option basis. Whichever company books first receives the space.
Kosher	Dietary requirement where food is prepared according to Jewish dietary laws.
LCD Projector	Also known as a 'Beamer'. A self-contained unit used for projecting images.
Lectern	A stand placed from which a speaker may rest notes, books or present from.
Madonna Mic	A type of microphone which wraps around the back of the head. This enables the presenter to have both hands free.
Master Account	The main account the event is billed to.
Max Capacity	Maximum number of people that can fit in a given area or room.
Min. Number	'Minimum Number'. A number set by a venue dictating the minimum amount of delegates that must be met and charged for.



Event terms glossary

Min. Spend	'Minimum Spend'. An amount set by the venue detailing the minimum amount of income that must be generated via food and beverage.
Non-residential	'Non-residential venue'. A venue that contains event space, but no accommodation.
Ops Doc.	Also known as 'Operations Document'. A document containing all the event details and running order, often including roles and responsibilities.
PA System	'Public address system'. Used to amplify sound using a microphone, usually to a larger audience.
Pax	Short for 'people'.
Pescatarian	Dietary requirement where a person who does not eat meat but does eat fish.
Pillar	Also known as a 'Column'. The purpose is to support a roof, however they may restrict view for delegates.
Plenary	Also known as 'Keynote'. A session attended by every delegate in the same room.
Podium	Also known as 'Staging'. Raised platform where a speaker stands to deliver their presentation.
Poseur Tables	Also known as 'Cocktail Tables'. Tall, thin free standing circular table.
Preferred	'Preferred Supplier'. A pre-determined list of suppliers that the venue or supplier elect to work with to utilise their service.
Project Plan	Also known as 'Critical Time Path'. A schedule that identifies tasks, detailing time-frame and which individuals responsibility it is.
Residential	'Residential venue'; a venue that provides accommodation. 'Residential conference'; a conference that includes accommodation.
Room Drop	A gift left in a delegates' bedrooms to discover upon return.
Room Turnover	Changing the layout of a room from one layout to another.
Rooming List	Full accommodation list detailing names, arrival and departure dates, billing instructions etc.
Rounds	Banqueting tables either 4ft (ca. 6 pax), 5ft (ca. 8-10 pax) or 6ft (ca. 10-12 pax) in circumference.
Screen	The item used to project an image onto using LCD Projectors.
Second Option	Second in line to the space held. There is a first option ahead, who has first refusal. If released, the second option is moved onto first option.
Semi-private	The hire of an area of a venue which will be shared.
Soft Furniture	Relaxed furniture such as sofas, coffee tables etc.
Syndicate(s)	A smaller meeting room(s) used for presenting separate topics to smaller groups. Usually specific in content.
Theatre	Rows of chairs facing the presentation area.
Tie / Lapel Mic	A microphone clipped to a persons tie or jacket to amplify their voice for presentations.
Trestle table	Usually 4 ft or 6 ft in length, rectangular in shape.
Twin Room	A room containing two separate beds.
U-shape	A room set up in a U-shape, using trestle tables and chairs.
Value Added	Items or services provided free of charge.
Vegan	Dietary requirement for an individual who does not eat any foods of animal origins.
Vegetarian	Dietary requirement for an individual who does not eat meat or fish.