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The Executive's Guide to MEETINGS. CONFERENCES,

James R. Jeffries & Jefferson D. Bates

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The Executive's Guide to Meetings, Conferences, and Audiovisual Presentations James R. Jeffries, Jefferson D. Letitia Balderige's New Complete Guide to Executive Manners Letitia Baldrige, 1993-10-12 America s 1 bible Bates, 1983 of business manners is rewritten for the 90s and includes such issues as sexual harrassment non discriminatory managing substance abuse disabled workers and other timely topics Every business person from entry level to CEO needs this guide to the behavior that spells success The Comprehensive Guide to Successful Conferences and Meetings Leonard Nadler, Zeace Nadler, 1987-10-19 Abstract This book is a step by step guide to planning productive conferences and meetings The authors begin with a discussion of conferences and meetings including definitions of terms commonly used in the planning process Next each aspect of designing a conference is presented Included are the following topics site selection meeting rooms speakers audiovisuals food and beverage events exhibits marketing public relations transportation entertainment budgeting registration and program books The authors conclude with chapters on evaluation conduting the conference and resources for those who plan conferences and meetings Each chapter begins with a checklist of items which should be considered in that particular step of the process and then addresses each of the items on the checklist in more Presentation Graphics Richard Langendorf, 1995 Planning professionals and educators need to communicate detail effectively in written work before small informal groups and in large formal meetings Graphic aids improve your ability to communicate ideas clearly and effectively Presentation Graphics will help all planners who make presentations or use computer software to create graphics to support such presentations. This report is based on an extensive review of software for creating presentation graphics It addresses the reasons that planners should know about presentation graphics as well as issues such as user interfaces organization and layout aids color choice and typographic control It also shows how to organize manage and design a presentation select font libraries and clip art and manage and compress image files Illustrations are found throughout the book with screens from different programs printed for guidance and comparison Appendices include information for planners with a more technical background Managing the Private Law Library ,1992

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