

Contestant Number _____

Time _____

Rank _____

BUSINESS MEETINGS MANAGEMENT CONCEPTS (74)

—OPEN EVENT—

REGIONAL—2012

PILOT

TOTAL POINTS _____ (500)

Failure to adhere to any of the following rules will result in disqualification:

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.***
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.***
- 3. Electronic devices will be monitored according to ACT standards.***

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1. Two or more people come together to discuss one or more topics, often in a formal setting is a
 - a. Convention
 - b. Special Event
 - c. Conference
 - d. Meeting

2. Meeting of people, usually large group, who "confer" about a topic is a
 - a. Conference
 - b. Interview
 - c. Press release
 - d. None of the above

3. Individual who supervises and coordinates the strategic, operational and logistical activities necessary for the production of events is the
 - a. Meeting Professional
 - b. Meeting Planner
 - c. Special Event Professional
 - d. Event Planner

4. Small events do not require a budget.
 - a. True
 - b. False

5. Meeting professionals can be
 - a. Contracted
 - b. Temporary
 - c. Permanent
 - d. All of the above

6. Meetings can take place in
 - a. Schools
 - b. Outside
 - c. Homes
 - d. All of the above

7. The act of defining measureable goals and objectives is
 - a. Planning
 - b. Budgeting
 - c. Managing
 - d. Researching

8. All meetings should have
 - a. Food
 - b. VIP Rooms
 - c. Lodging
 - d. Goals

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9. All event staff must have access to the petty cash fund.
 - a. True
 - b. False

10. Successful Meeting Professionals must
 - a. Have a Bachelor's Degree
 - b. Take continuing education classes
 - c. Communicate effectively
 - d. None of the above

11. The area of responsibility in which meeting professionals plan menus for an event is
 - a. Food and Beverage
 - b. Meal Selection
 - c. Ordering Process
 - d. Menu Selection

12. The area of responsibility in which meeting professionals plan ways to move participants from point A to point B for an event is
 - a. Movements
 - b. Shuttle
 - c. Transportation
 - d. Bus

13. The area of responsibility in which meeting professionals design a way for participants to confirm their attendance at an event is
 - a. Online
 - b. Registration
 - c. Confirmation
 - d. None of the above

14. The area of responsibility in which meeting professionals plan for the necessary equipment at an event including microphones, speakers, lights is
 - a. Audio Visual
 - b. Production
 - c. Sound and Lighting
 - d. Equipment Processing

15. The area of responsibility in which meeting professionals plan specific places for attendees to stay during an event is
 - a. Reservations
 - b. Sleeping Rooms
 - c. Housing
 - d. Hotel Confirmations

16. The best way to secure financial stability for an event in the case of an emergency is
 - a. Insurance
 - b. Waiver Release Forms
 - c. Principal Signatures
 - d. Chaperones

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17. Meeting Professionals must have a certificate in Meeting Planning.
 - a. True
 - b. False

18. The main speaker at a General Event Session is referred to as the
 - a. Keynote Speaker
 - b. Main Speaker
 - c. Featured Speaker
 - d. Center Speaker

19. Conference speakers are never permitted to sell merchandise at an event.
 - a. True
 - b. False

20. Event speakers may be
 - a. Paid
 - b. Voluntary
 - c. Staff
 - d. All of the above

21. Event entertainers who perform satisfactory should always receive a
 - a. Complimentary audio-visual
 - b. Free advertising in a conference program
 - c. Thank you letter
 - d. Complimentary lodging

22. Registration late fees may be charged for events of any size.
 - a. True
 - b. False

23. Who is responsible for ensuring that ADA is met for events?
 - a. Hotel staff
 - b. Meeting planner
 - c. Mayor
 - d. Local police officers

24. Events can take place at a
 - a. Hotel
 - b. Museum
 - c. Gallery
 - d. All of the above

25. Which is an example of a “green” conference gift?
 - a. Paper Conference Program
 - b. Recycled Lanyards
 - c. Styrofoam Cup with Coffee Beans
 - d. None of the above

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26. Persons with disabilities are required to pay for handicapped accessible rooms in a hotel.
 - a. True
 - b. False

27. Meeting Professionals are required to arrange transportation in cases where attendees must walk more than 1 block to the meeting event.
 - a. True
 - b. False

28. If driving, attendees must be prepared to cover what transportation expense on-site at an event property?
 - a. Valet Parking
 - b. Parking
 - c. Parking Insurance Fees
 - d. Auto Storage Fees

29. Meeting Professionals must be prepared to handle which of the following?
 - a. Special dietary needs request
 - b. Last minute housing requests
 - c. Special needs accommodations
 - d. All of the above

30. Events must always make a profit.
 - a. True
 - b. False

31. Attendee registration fees may be paid
 - a. In advance
 - b. On-site
 - c. On-line
 - d. All of the above

32. Ethical Meeting Professionals never charge registration late fees.
 - a. True
 - b. False

33. It is customary to provide a tip for which service?
 - a. Valet Parking
 - b. Hotel Check-in
 - c. Event Registration Check-in
 - d. Conference Speakers

34. Which of the following individuals would not be included on an event staff roster?
 - a. Meeting Professional
 - b. Exhibit Contractor
 - c. Audio Visual Contractor
 - d. Hotel Concierge

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35. An event location best suited for large music concerts and sporting events is a(n)
- a. Hotel
 - b. Conference Center
 - c. Convention Center
 - d. Arena
36. An event location best suited for meetings requiring overnight sleeping rooms is a(n)
- a. Hotel
 - b. Conference Center
 - c. Convention Center
 - d. Arena
37. An event location best suited for meetings encompassing large vendor displays or exhibits is a
- a. Hotel
 - b. Conference Center
 - c. Convention Center
 - d. None of the above
38. An event location best suited for small intimate gatherings focused on fundraising is a(n)
- a. Conference Center
 - b. Convention Center
 - c. Arena
 - d. Art Gallery
39. Direct mail is the most effective way of promoting an event.
- a. True
 - b. False
40. An event MC is also known as the
- a. Main Carrier
 - b. Master of Ceremonies
 - c. Mister of Ceremonies
 - d. Managing Company
41. A fee is charged to play recorded music at events.
- a. True
 - b. False
42. Guests of an event may include
- a. Spouses
 - b. Children
 - c. Caretakers
 - d. All of the above
43. An award recipient is never charged for registration.
- a. True
 - b. False

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44. The fastest and most affordable way to promote and publicize an event is
 - a. By email
 - b. Radio promotions
 - c. Through word of mouth
 - d. Direct mail campaigns

45. Events bring in income by
 - a. Charging registration fees
 - b. Selling event merchandise
 - c. Securing event sponsors
 - d. All of the above

46. Event sponsors
 - a. Sell merchandise at an event
 - b. Off-set the cost of an event
 - c. Must be given free advertising
 - d. Are given free lodging at events

47. Meeting Professionals are responsible for
 - a. On-site transportation
 - b. Housing
 - c. Registration
 - d. All of the above

48. The best way to off-set the cost of event staff is to utilize
 - a. Public transportation
 - b. Volunteers
 - c. Paper/pencil registration
 - d. All of the above

49. Event staff is expected to tip for customary services.
 - a. True
 - b. False

50. Event programs may include
 - a. Speaker Biographies
 - b. Map of building
 - c. QR codes
 - d. All of the above