



目 录

Unit 1 Planning a Conference	1
Lead-in	1
Part 1 Warming-up	2
Part 2 Sharpening Your Ear and Mouth	3
Part 3 Useful Sentences	5
Part 4 Building Up Your Language Stock	6
Part 5 Reading to Know More: Steps You Should Take Before the Meeting (1)	8
Part 6 Supplementary Learning: Conference Planning and Preparation ...	10
Unit 2 Planning a Convention	15
Lead-in	15
Part 1 Warming-up	16
Part 2 Sharpening Your Ear and Mouth	17
Part 3 Useful Sentences	19
Part 4 Building Up Your Language Stock	19
Part 5 Reading to Know More: Steps You Should Take Before the Meeting (2)	21
Part 6 Supplementary Learning: The Routine Work of Meeting Planners	23
Unit 3 On-site Service of a Convention	26
Lead-in	26
Part 1 Warming-up	27
Part 2 Sharpening Your Ear and Mouth	28
Part 3 Useful Sentences	30
Part 4 Building Up Your Language Stock	30

Part 5	Reading to Know More: Steps You Should Take During the Meeting	32
Part 6	Supplementary Learning: Convention Registration Service	34
Unit 4	Post-convention Tour	36
Lead-in		36
Part 1	Warming-up	37
Part 2	Sharpening Your Ear and Mouth	38
Part 3	Useful Sentences	39
Part 4	Building Up Your Language Stock	40
Part 5	Reading to Know More: Steps You Should Take After the Meeting	42
Part 6	Supplementary Learning: Post-conference Tour of DEMHIST	44
Unit 5	Cost of Attendance	47
Lead-in		47
Part 1	Warming-up	48
Part 2	Sharpening Your Ear and Mouth	49
Part 3	Useful Sentences	51
Part 4	Building Up Your Language Stock	52
Part 5	Reading to Know More: Briefing Profiles of Canton Fair	53
Part 6	Supplementary Learning: Exhibition Tips; Reasons for Attending Exhibitions	55
Unit 6	Introducing Booth	57
Lead-in		57
Part 1	Warming-up	58
Part 2	Sharpening Your Ear and Mouth	59
Part 3	Useful Sentences	60
Part 4	Building Up Your Language Stock	62
Part 5	Reading to Know More: How to Apply for the Participation in International Exhibitions of China	63
Part 6	Supplementary Learning: Situational Conversation	65
Unit 7	Exhibits Transportation and Insurance	67
Lead-in		67

Part 1	Warming-up	68
Part 2	Sharpening Your Ear and Mouth	69
Part 3	Useful Sentences	70
Part 4	Building Up Your Language Stock	72
Part 5	Reading to Know More: Exhibition Insurance	73
Part 6	Supplementary Learning: A Student's Essay Written After Visiting an Exhibition	76
Unit 8 Exhibition Move-in		77
Lead-in		77
Part 1	Warming-up	78
Part 2	Sharpening Your Ear and Mouth	79
Part 3	Useful Sentences	80
Part 4	Building Up Your Language Stock	81
Part 5	Reading to Know More: Move-in Procedures	83
Part 6	Supplementary Learning: More Knowledge about Move-in Notice	85
Unit 9 Reception at the Booth		87
Lead-in		87
Part 1	Warming-up	88
Part 2	Sharpening Your Ear and Mouth	89
Part 3	Useful Sentences	91
Part 4	Building Up Your Language Stock	91
Part 5	Reading to Know More: How to Make a Good First Impression at Trade Shows	93
Part 6	Supplementary Learning: Hiring Entertainment to Liven Your Trade Show Exhibit	95
Unit 10 Business Negotiation and Contract Signing		97
Lead-in		97
Part 1	Warming-up	98
Part 2	Sharpening Your Ear and Mouth	99
Part 3	Useful Sentences	101
Part 4	Building Up Your Language Stock	102

Part 5	Reading to Know More: Ten Things Should Be Considered Before a Contract Is Signed	104
Part 6	Supplementary Learning: Cross-cultural Negotiation Tips	106
Unit 11	Exhibition Move-out	109
Lead-in		109
Part 1	Warming-up	110
Part 2	Sharpening Your Ear and Mouth	111
Part 3	Useful Sentences	113
Part 4	Building Up Your Language Stock	113
Part 5	Reading to Know More: Move-out Notice Sample	115
Part 6	Supplementary Learning: Instructions for Construction and Dismantling of Standard Booth	116
Unit 12	Assessment after Exhibition	118
Lead-in		118
Part 1	Warming-up	119
Part 2	Sharpening Your Ear and Mouth	120
Part 3	Useful Sentences	122
Part 4	Building Up Your Language Stock	123
Part 5	Reading to Know More: How to Measure the Success of an Exhibition	124
Part 6	Supplementary Learning: Evaluating the effectiveness of your participation in the exhibition	126
Unit 13	Preparation for the Events (1)	128
Lead-in		128
Part 1	Warming-up	129
Part 2	Sharpening Your Ear and Mouth	130
Part 3	Useful Sentences	132
Part 4	Building Up Your Language Stock	133
Part 5	Reading to Know More: How to Plan a Successful Event	134
Part 6	Supplementary Learning: The Award Ceremony	137

Unit 14 Preparation for the Events (2) 139

Lead-in 139

Part 1 Warming-up 140

Part 2 Sharpening Your Ear and Mouth 141

Part 3 Useful Sentences 143

Part 4 Building Up Your Language Stock 144

Part 5 Reading to Know More: Tibetan Shoton Festival 145

Part 6 Supplementary Learning: Academy Awards 148

Unit 15 The Management and Service of the Events 151

Lead-in 151

Part 1 Warming-up 152

Part 2 Sharpening Your Ear and Mouth 153

Part 3 Useful Sentences 156

Part 4 Building Up Your Language Stock 156

Part 5 Reading to Know More: A Brief Introduction to Major Sports
Events Committee of Hong Kong 159

Part 6 Supplementary Learning: Agricultural Fairs 161

Vocabulary 164

Reference 174

Lead-in (知识导读)

会议是一种信息传递、交流、创造活动。同时，会议也是一种社会活动，是人们聚在一起所进行的发言、谈论、交流等活动。而在进行这些活动的过程中，人们通过参加会议而结识，成为工作上或是私人间的朋友；通过参加会议发言和讨论、交流等活动，还可以树立及提高自己在某个社会群体中的良好形象和地位。

会议初期的工作，主要为确定会议的目的、议事日程，收集有关会议的信息资料。

会议策划是会议的重要组成部分，它根据会议的目的，借助一定的科学方法和艺术，为决策、计划而构思、策划设计、制作方案以达到预期的会议效果。好的会议策划，一定是策划人对具体的执行方案有深入的思考，具有可行性；一定是在某些方面有突破、有新意、有创意才行。

Part 1 Warming-up (热身)

1. Look at the pictures, and try to figure out the exhibitions.



A



B



C



D



E

- ① International Horticultural Congress
- ② A view of the opening ceremony of the UN Framework Convention on Climate Change (UNFCCC) in Doha on November 26, 2012
- ③ Forbes Global CEO Conference
- ④ The Leaders of the G20, convened in Los Cabos on 18 - 19 June, 2012
- ⑤ Seminar on Low Carbon Economy and Sustainable Development

2. Talk about the pictures with your partner.

Part 2 Sharpening Your Ear and Mouth (听说交流)

Dialogue 1

W — Wang Fang, clerk of the convention center

H — Han Mingfei, who inquires for booking a convention



W: Good morning, sir. What can I do for you?

H: Good morning. I'd like to see your manager. Is it OK now?

W: Have you made a date, Mr. ...?

H: Han Mingfei, from New York Trading Association. I've made no appointment with the manager.

W: Sorry, the manager is away at the moment. Maybe I'll give you some information you are interested in.

H: That's fine. Has your hotel a lot of experience in holding a convention?

W: Yes, quite a lot. Look! These are the photos of the successful events we have ever held.

H: What's this? Is it Forbes Global CEO Conference? Great. Was it held in your hotel this time?

W: Exactly. You must have heard about it. It was such a success.

H: Yeah, thank you. But I wonder if your hotel has been certificated?

W: Sure it is. You see this is the certificate given by ICCA. We are so busy recently with the international conference to be held here in eight months.



王:早上好,先生。我能为您做些什么吗?

韩:早上好。我能见你们经理吗?

王:先生,请问您预约了吗?

韩:韩明飞,来自纽约贸易协会。我没有预约。

王:抱歉,经理现在不在,但是我可以提供一些资料,也许您会感兴趣。

韩:好的。你们酒店是否有丰富的办会经验?

王:是的,我们有丰富的经验。看,这些是我们成功举办的会议照片。

韩:这是什么?是福布斯全球CEO大会吗?很好,这是在你们这里举行的吗?

王:正是,您可能已经听说过。这次会议相当成功。

韩:谢谢。但我还想知道你们酒店是否有行业协会颁发的资质?

王:当然。请看这是国际大会及会议协会颁发的证书。目前,我们正忙于筹备8个月后将在这里举办的一个全球性大会。

H: Really?

W: Yes. Let me show you the endorsement by the International Horticultural Congress.

H: Well, I see. I can fully depend on you because of your excellent work.

W: Thank you. If you want more detailed information, please follow me to the sales department. There are videos for you.

H: Let's go then.

韩:真的吗?

王:是的。您看,这是国际园艺大会的确认书。

韩:明白了。你们做得很出色,我完全可以放心了。

王:谢谢,如果您还想了解更多信息,请跟我去我们销售部看看,那有更多的视频资料。

韩:那走吧。

Dialogue 2

S — Su, Clerk of the sales office of the convention center

M — Mike Hilton, who inquires for booking a convention



英文

S: Hello! Beijing Convention Center, how can I help you?

M: This is Mike speaking from New York Translators Association. I would like to know about holding a meeting at your place.

S: I'm glad to help you, sir. How many people will attend the conference?

M: It's a party for about 180 people.

S: When will it be held? What will the conference be?

M: From October 18th to 20th, three days. FIT XXth World Congress

S: Would you mind holding on a second? Let me check it please.

(After a few seconds)

Sorry to have kept you waiting, sir. There are vacant suites, standard rooms and conference hall at the period you desire for.



中文

苏:您好!北京会议中心,请问可以为您服务吗?

麦克:你好,我是麦克,纽约翻译协会的。我想咨询关于在你们酒店举办会议的事宜。

苏:很高兴为您服务。请问有多少人参加?

麦克:大约180人吧。

苏:什么时候举行?是什么会议?

麦克:从10月18日到20日,三天。是第20届世界翻译大会。

苏:请稍等,让我查一下。

(一会儿后)

对不起,让您久等了。您要求的那段时间我们的套房和会议厅都可用。

M: Good. We need 20 suites and 80 standard rooms.

S: No problem. You know ours is an all suites convention center, and every attendee is offered a suite and therefore receive VIP treatment.

M: I like that so much. Then what is the rate?

S: We offer competitive rates, with standard room 580 *yuan* and suite 1,230 *yuan* per person per day.

M: Great! Sounds reasonable.

S: Exactly, sir. If you are interested in our center, I will send you a reservation form and a prospectus about our meeting facilities.

M: That's very kind of you. Can you send them by email?

S: Sure, sir. May I have your e-mail address?

M: Mike @yahoo. com. cn.

S: Thank you very much. I will make it right away, sir.

M: Thank you. Goodbye.

S: Goodbye, sir. Thank you for your calling.

麦克: 好, 我们需要 20 个套房, 80 个标准间。

苏: 没问题。您知道我们是一家全功能会议中心, 可以向所有的与会者提供全套设备和 VIP 服务。

麦克: 我非常喜欢。那么请问如何收费?

苏: 我们提供的价格相当有竞争力, 标准间每人每天 580 元, 套房每人每天 1230 元。

麦克: 很好! 听起来很合理。

苏: 正是。如果您有兴趣, 我可以发给您预订表和会议厅设备介绍。

麦克: 非常感谢。请问你能发电子邮件给我吗?

苏: 当然可以。请问您的邮箱地址?

麦克: Mike @yahoo. com. cn.

苏: 非常感谢, 我马上给您发过去。

麦克: 谢谢。再见。

苏: 再见, 感谢您的来电。

Part 3 Useful Sentences (精彩表达)

- ① We plan to hold The Third World Agriculture Convention 2014 in Hangzhou.
我们计划 2014 年在杭州举办第三届世界农业大会。
- ② I have to contact some big hotels and convention centers to do a site selection for them.
我必须联系一些大酒店和会议中心进行选址。

- ③ Your hotel has a lot of experience of holding events, has it?
你们酒店有丰富的办会经验, 对吧?
- ④ Would you mind holding on a minute? Let me check it please.
请不要挂断电话, 我来核査一下。
- ⑤ Sorry to have kept you waiting, sir. There are vacant suites and conference hall at the period you desire for.
先生, 对不起让您久等了。您要求的那段时间我们的套房和会议厅都可用。
- ⑥ Is the conference room available today at 1:30 this afternoon?
今天下午一点半有会议室可用吗?
- ⑦ —Good afternoon. This is Peter Wang from Sunrise College. We are to have an annual meeting of teaching. I wonder if you could help us cope with it.
下午好! 我是桑瑞学院的皮特·王。我们打算召开一次教学年会。我想知道你们是否能帮我们安排一下。
—We're always ready to offer you service.
王先生, 我们随时准备提供服务。

Part 4 Building Up Your Language Stock (知识积累)

1. Match the words or expressions in Column A with the Chinese in Column B (词语匹配).

A	B
convention industry	会议产业
convention service	赞助
conference venue	会务费
general session	全体大会
breakout session	会议地点
convention planning	新闻报道
registration fee	事实通讯, 业务通讯
press release	会议策划
meeting minutes	会议中心
newsletter	会议服务
sponsorship	分组讨论会
convention center	会议纪要

2. Turn the following sentences into English.

(1) 所有类型的会议室都将提供完善的设备。

(2) 你可以列出他们应该为此次会议所尽的职责。

(3) 能给我一些背景材料做参考吗？

(4) 以上报价仅供参考。

(5) 如需了解更多信息,请拨打预订热线咨询。

3. Turn the short passage into Chinese.

Convention planning is a relatively new career field. There is now a training that helps one trying to break into the field. There must be training for a convention planner to handle all the pressure and work efficiently. A career, as convention planner, involves a lot of work in communication and organization. There are many different names for a convention planner such as convention coordinator, convention planner, special convention coordinator, as well as convention manager. Successful convention planners will develop knowledge like venue selection, catering, production, entertainment, gifts, transportation, lodging and convention services.

Part 5 Reading to Know More (拓展阅读)

Directions: Read the passage and answer the questions that follow.

Steps You Should Take Before the Meeting (1)

Estimate the number of people who will come to the convention. Remember that size matters. Depending on the nature of your convention, you may or may not be able to fully control the size of your convention. However, it will be essential to estimate some numbers, as you will need to book arrangements based on estimated attendance.

Plan it out in writing. With so much to do and so many details to manage, it's far too easy for important steps to fall through the cracks. Plan your work and work your plan. This will also help you keep track of delegating and maintain timely follow ups.

List the number of people required to assist the running of your event in regard to things like camera operators, lighting operators, sound controllers, ushers, security, ticket booth assistants, car park assistants, caterers etc. It is a good idea to seek out from your organization any doctors or nurses who may be prepared to answer a medical call should the need arise.

Create a budget. This step will need to be completed rather early, in order to ascertain sponsorship needs and set a ticket price for attendees.

Pay attention to details. Book the venue. This may be the single most important decision you make regarding the planning of your convention. Choose a location that suits your estimated group size, with clean, well-appointed facilities, and the ability to provide food service to your group in a fresh and timely manner. Consider whether or not your participants will want to come early or stay late, which may mean you'll want to assess nearby attractions.

Save the date. Once the venue is booked, it's never too early to encourage potential attendees to save the date—even if it's a year in advance.

Create a committee. Nobody said you had to plan the entire convention on your own, did they? Enlist help, create a committee, and surround yourself with helpful, hardworking, committed enthusiasts. Plus, it pays to run key ideas across a small focus group, to avoid any major oversights.

Make sure the overall coordinator has no other task for the event than coordina-

tion. The overall coordinator should chair all planning meetings prior to the event and work with the managerial assistants to bring the event together in the planning stage to ensure successful outcomes are attained.

Notes

attendance [ə'tendəns] *n.* number of people present 出席人数

attendee [ə'tendi:] *n.* a person who is present and participates in a meeting 出席者; 在场者

budget ['bʌdʒɪt] *n.* a sum of money allocated for a particular purpose 预算

fall through the cracks 未加注意, 疏忽, 未加检查而通过

usher ['ʌʃə] *n.* person who shows people to their seats in theatres, etc 引座员, 招待员, 迎宾员

ascertain [ˌæsə'teɪn] *v.* discover, to make certain 弄清, 确定

regarding [rɪ'gɑ:dɪŋ] *prep.* concerning 关于, 至于, 就……而论

well-appointed *adj.* having a full array of suitable equipment or furnishings 设备完善的; 配备齐全的

e. g. a well-appointed kitchen, a well-appointed apartment

oversight ['əʊvəsait] *n.* an unintentional omission resulting from failure to notice something 疏忽; 失察

coordinator [kəu'ɔ:dɪneɪtə] *n.* someone whose task is to see that work goes harmoniously 协调者

outcome ['aʊtkʌm] *n.* effect or result 结果

Questions for discussion

- 1 What should we do to plan a convention?
- 2 How can you book a suitable venue?
- 3 It's said that creating a committee is of great importance, isn't it? Why?
- 4 What details should you pay attention to in planning a convention?
- 5 What's the meaning of "fall through the cracks" in Line 2, Paragraph 2?

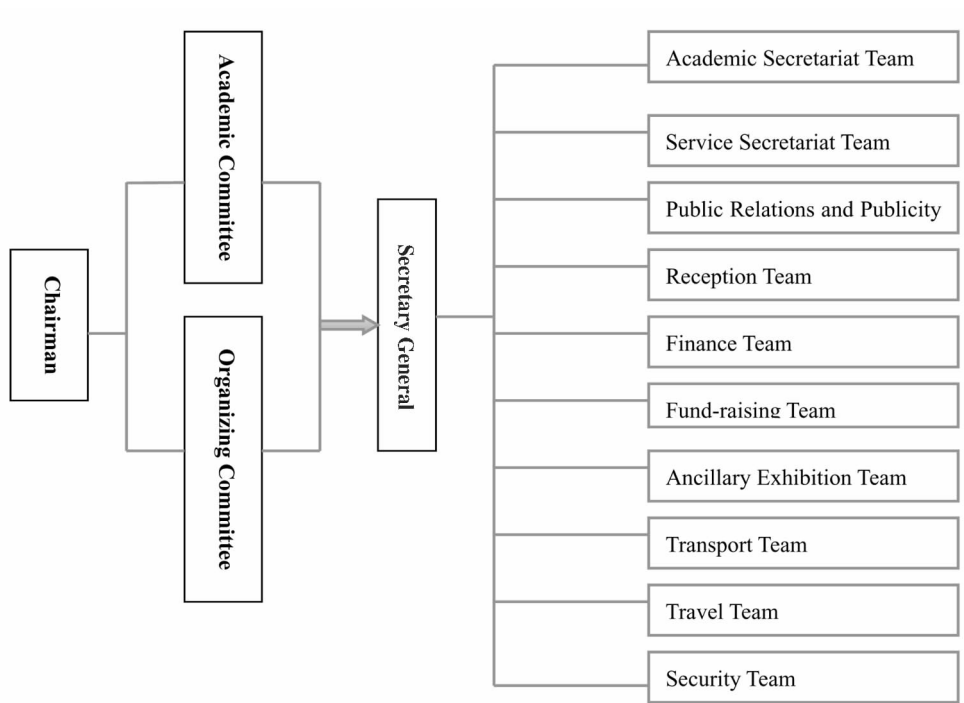
Part 6 Supplementary Learning (补充学习)

Conference Planning and Preparation

1 The Initial Planning 初期筹备

1.1 Establish the Organization of the Conference.

Organization Framework in the International Conference



Common Organization of the International Conference 常见的国际会议组织机构

- (1) International Consulting Committee 国际指导委员会
- (2) International Advisory Committee 国际咨询委员会
- (3) International Organizing Committee 国际组织委员会
- (4) Organizing Committee 组织委员会
- (5) Academic Committee 学术委员会
- (6) Executive Secretariat 秘书处
- (7) Conference Academic Secretariat Team 学术组

- (8) Conference Service Secretariat Team 会务组
- (9) Public Relations and Publicity Team 公关宣传组
- (10) Reception Team 接待组
- (11) Finance Team 财务组
- (12) Fund-raising Team 筹资组
- (13) Ancillary Exhibition Team 附设展览组
- (14) Transport Team 交通组
- (15) Travel Team 旅游组
- (16) Security Team 安保组

1.2 Develop a draft plan, make a budget, and the important dates.

2 Conference Notice 会议通知

Conference notice is to put all kinds of information about the conference to be held publicly to attract the potential participants to the conference. This is a way of conference promotions. There are usually two kinds. One is to make announcement on the site; the other is to send notice to individuals by mail or e-mail. International conference usually needs three rounds of notice. The first announcement is preliminary announcement with the receipt. The second announcement is call for papers. The third round is for registration. The final round contains the final program, that is, the schedule of academic activities and other detailed arrangements.

Sample of Invitation Letter (会议邀请函范例)

The screenshot displays the website for the 29th International Horticultural Congress (IHC2014) in Brisbane. The page features a navigation menu with categories like 'Vegetable Crops', 'Ornamentals', and 'Plant Supply'. A central 'Welcome' section includes buttons for 'Registration Now Open!' and 'Call for Abstracts Now Open!'. Below this, a message from the Congress Co-Chairs, Executive Committee 2014, invites colleagues and the horticultural industry to Brisbane, Australia, for the congress on 17-22 August 2014. The message highlights the exciting scientific program and urges submission of abstracts. A photo of Professor Rod Drew, Co Chair Australia, is included. On the right, there are social media links and promotional banners for 'Meet HortiKoala!' and 'Visit WOCMAP2014'.

英文会议通知范例

Sample of First Announcement 第一轮通知

The 19th World Congress of the International Federation of Automatic Control | Cape Town, South Africa | 24-29 August 2014
Promoting automatic control for the benefit of humankind

<ul style="list-style-type: none"> Home About Updates Committees Registration Call for Papers & Submission Instructions Congress Prizes Programme Social & Accompanying Persons Programme Destination Accommodation Travel & Tours Sponsors Exhibition Sustainability Policy FAQ Media and Resources Contact Us 	<h3>Invitation to Participate</h3> <p>Dear Colleagues,</p> <p>It is my great pleasure to invite you to the 19th World Congress of the International Federation of Automatic Control, taking place in Cape Town, South Africa. The theme for the Congress is "Promoting automatic control for the benefit of humankind", as encapsulated by the vision and mission of IFAC.</p> <p>You will join delegates from across the globe at a gathering that offers us the opportunity to step beyond our regular networks and meet colleagues from around the world while we present, listen to and discuss the latest work in Automatic Control.</p> <p>To date, the triennial congress has operated on two levels - to promote dialogue and debate within the profession, and to promote the development of the profession within the wider engineering and related communities. We hope to achieve both objectives at the 2014 congress by addressing all the topics covered by the IFAC Technical Board, and by providing delegates with opportunities to interact with funding agencies and potential industrial employers.</p> <p>IFAC 2014 in Cape Town will provide the perfect environment in which to not only stretch yourself intellectually, but to develop as an academic or practitioner and extend the networks that will support you in your future career and research ventures.</p> <p>Apart from an interesting and stimulating programme there will of course be time to explore beautiful Cape Town! Take the opportunity for shopping at the nearby Waterfront, a trip by cable car up Table Mountain, visit the world famous Kirstenbosch Botanical Gardens, or a visit to a winery for wine tasting. There is plenty to interest everyone.</p> <p>I would like to invite you to register for the congress and take advantage of the opportunity to travel to South Africa and experience this beautiful country. Registration opens in October 2013.</p> <p>Yours sincerely, Professor Ian Craig President, International Federation of Automatic Control</p>	<h3>Key Dates</h3> <p>Paper Submission Deadline (15 November 2013)</p> <p>Registration opens (November 2013)</p>
		<h3>Lead Sponsor</h3>  <p>technology innovation A G E N C Y</p>
<h3>Hosted By</h3>  <p>South African Council for Automation and Control</p>		

Sample of 2nd Announcement—Call for Paper 第二轮通知——征稿启事

The IFLA Document Delivery and Resource Sharing Section Standing Committee invites papers for the 13th IFLA Interlending & Document Supply Conference, to be held 16 - 18 October 2013 at Peking University in Beijing, China. CALIS, the China Academic Library and Information System, will host the conference. See <http://ilds2013.calis.edu.cn/> for more information.

Sample of 3rd Announcement—Agenda 第三轮通知——议事日程



ANGEL CAPITAL ASSOCIATION 2012 ACA Summit Agenda

Tuesday, March 6

- 8:00 – 4:15** **Pre-Summit Programs** (*via separate registration*)
- | | |
|--------------------|---|
| 8:00 – 4:15 p.m. | Technology and Investing Showcase (<i>UT Austin Alumni Ctr</i>) |
| 8:00 – 4:15 p.m. | Angel Investing Overview |
| 8:00 – 12:00 p.m. | Trends in Raising Capital/ Valuation of Early-Stage Companies |
| 12:00 – 12:30 p.m. | Lunch for Pre-Summit Attendees |
| 9:00 – 5:00 p.m. | International Exchange Workshop |
| 12:30 – 4:15 p.m. | An In-Depth Look at Term Sheets |
| 12:30 – 4:15 p.m. | Early Exits |
- 3:00 – 4:30 p.m.** **ACA – Gust Users Group Meeting** (*all are welcome*)
- 4:30 – 5:30 p.m.** **ACA Annual Members Meeting**
Annual business meeting and public policy update is open to members and affiliates of the association.
- 5:30 – 7:30 p.m.** **Opening Reception**
- 7:00 p.m. on** **Affinity Dinners**
ACA will provide a list of local venues for dinner. Dinner costs and arrangements are on your own.

Wednesday, March 7

- 7:00 – 8:00 a.m.** **Continental Breakfast Available**
- 8:00 – 8:15 a.m.** **Welcome and Opening Remarks**
Jamie Rhodes, Central Texas Angel Network (Summit Chair)
Catherine Mott, BlueTree Allied Angels (ACA Chair)
- 8:15 – 9:15 a.m.** **Keynote: Dell's Journey from Startup to Powerhouse (and Continuing Evolutions)**
Steve Felice, President and Chief Commercial Officer, Dell
- 9:15 – 10:00 a.m.** **The New Reality - Impact of Washington DC Policymakers on Angels and Startups**
Dan Rosen, Alliance of Angels (Moderator)
Joe Bartlett, Sullivan & Worcester (Chair ACA Policy Advisory Council)
Bill Carleton, McNaul, Ebel Nawrot & Helgren (ACA Policy Advisory Council)
- 10:00 – 10:30 a.m.** **Networking Break**
- 10:30 – 11:30 a.m.** **The New Early-Stage Landscape - Impact of Crowdfunding & Accelerators on Angel Investing**
- 11:30 – 1:30 p.m.** **Luncheon and Keynote Panel**

3 Selection and Booking for the Conference Site 会议场所的选择与预定

3.1 To choose a suitable venue, there are 5 steps to take.

1. List the things the convention must have.
2. Find a venue that matches your convention style.
3. Choose a venue that is suitable in its location, providing the basic amenities and facilities required during the event.
4. Find a venue which is good in price. You have to maintain a balance in expenses. So analyze your budget and see how much you can allocate to the venue without disturbing the rest of the plan.
5. Before making your final decision, you have to make a spot inspection in person to find out its services and the reputation.

3.2 Booking the Conference Site.

Two ways for you to make the reservation:

1. Fill in the form of convention service on spot.
2. Do the online booking.

4 Registration 注册

When the participants receive the notice from the conference, they will do the registration and the payment accordingly. Then the conference will accept the pre-registration. Usually, two ways of pre-registration are available:

1. Registration on-line.
2. Registration by post or fax.

The payment of conference fee from pre-registration participants is as follows:

1. by credit card 信用卡支付
2. by bank transfer 银行汇款
3. by post office 邮局汇款