

# HOSP 235 : Meeting Planning and Production

**Credits** 5

**Quarter Offered** Spring

Students will explore and apply basic concepts and skills required to plan and execute successful conferences and large meetings in a variety of venues.

**Course Outcomes**

Describe the structures of the Meetings, Exposition, Events, and Conventions (MEEC)

Describe the fundamental principles of audio-visual production related to meetings and events

Demonstrate skills of Meeting planning and production from inception to outcome

Demonstrate Meeting & Business Events Competency Standards (MBECS)

Create a meeting resume that connects to other hospitality functions, catering, accounting, hotel room blocks, and financial planning

Classify basic principles of video, audio, and sound for meeting production