

Event Planning

A Guide to Managing Knowledge

This bestselling all-in-one guide to the event planning business is back and better than ever, fully updated and revised to reflect the very latest trends and best practices in the industry. This handy, comprehensive guide includes forms, checklists, and tips for managing events, as well as examples and case studies of both successful and unsuccessful events. Judy Allen (Toronto, ON, Canada) is founder and President of Judy Allen Productions, a full-service event planning production company.

"The Meeting Planning Process -- A Guide to Planning Successful Meetings" by Certified Meeting Professional Mary Jo Wiseman offers a common sense approach to managing the meeting planning process based on the knowledge and experience she garnered over a 20+ year career as a corporate meeting and event coordinator. The author's systematic approach to project management helped her to get and stay focused on the task at hand while handling multiple details, projects and deadlines throughout her career and she wants to share her secrets for success with others. The author firmly believes it is NOT just one person who makes a meeting or event happen, but rather a well led TEAM of dedicated, enthusiastic, talented individuals who come together to do what they do best to help organizations EXCEED PROGRAM OBJECTIVES and make them SHINE. It is the PROCESS or system used to get started that can either keep you on track or send you off the rails. This Guide offers a practical overview of the entire planning process for people just starting out in the business or meeting planning veterans alike, and offers keen insights and valuable tips to help CREATE the perfect EXPERIENCE for their audience by staying true to the basic elements of the planning process. It is intended to lead people through the proper steps and the sequence of tasks involved in planning a meeting such as: Establishing a Planning or Design Team; Developing an Overall Plan; Budgeting; Site Selection; Communications; Contract Review and more. The Guide also includes handy templates developed by the author -- a Meeting Time Line; Overall Plan; and Request for Proposal as well as descriptions and diagrams of possible room set-ups.

*Marketing Destinations and Venues for Conferences, Conventions and Business Events covers key areas in marketing and promotion, such as: * Trends and issues in destination and venue marketing * Strategic marketing planning, ROI and strategy evaluation * Destination and venue selling strategies * Future challenges, opportunities and supply-side developments*

Today's economy is fueled by knowledge. Every leader knows this to be true, yet few have systematic methods for converting organizational knowledge into economic value. This book argues that communities of practice--groups of individuals formed around common interests and expertise--provide the ideal vehicle for driving knowledge-management strategies and building lasting competitive advantage. Written by leading experts in the field, Cultivating Communities of Practice is the first book to outline models and methods for systematically developing these essential groups. Through compelling research and company examples, including DaimlerChrysler, McKinsey & Company, Shell, and the World Bank, authors Etienne Wenger, Richard McDermott, and William M. Snyder show how world-class organizations have leveraged communities of practice to drive strategy, generate new business opportunities, solve problems, transfer best practices, develop employees' professional skills, and recruit and retain top talent. Underscoring the new central role communities of practice are playing in today's knowledge economy, Cultivating Communities of Practice is the definitive guide to fostering, designing, and developing these powerful groups within and across organizations.