

# Conference facilities

Unit 4

# Revision – Put the sentences into the passive voice

1. Somebody cleaned the room.
2. They will cancel all flights if the weather is bad.
3. People don't use this road very often.
4. Did they promote Tom?
5. They will show the visitor the new buildings  
The visitors...  
The new buildings...
6. Did she ask you about the accident?

1. The room was cleaned
2. All flights will be cancelled...
3. This road isn't used...
4. Was Tom promoted?
5. The visitors will be shown the new buildings.
5. The new buildings will be shown to the visitors.
6. Were you asked about the accident?

# Conference facilities

# Conference facilities

- Is a general name for:
  1. conference halls,
  2. meeting rooms,
  3. banqueting rooms
  4. exhibition areas,
  5. audio-visual equipment,
  6. lecterns,
  7. flip charts



conference halls,  
meeting rooms,  
banqueting rooms  
exhibition areas,  
audio-visual  
equipment,  
lecterns,  
flip charts

flip chart, copying machine, fax machine, laptop, lectern, smart board, projector, screen, microphone and speakers



1. screen
2. flip chart
3. lectern
4. smart board
5. projector

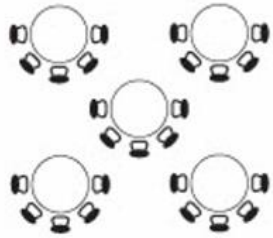
6. laptop
7. microphone and speakers
8. copying machine
9. fax machine

# Seating plans

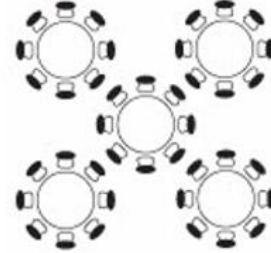
cabaret style  
theatre style  
classroom style  
u-shape style  
boardroom style  
hollow rectangle style  
banqueting style

## Front of the room

**Cabaret Style**



**Banqueting Style**



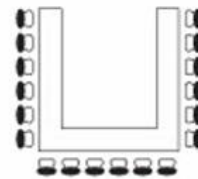
**Theatre Style**



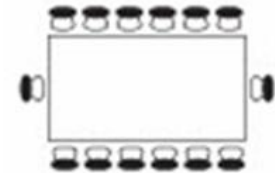
**Classroom Style**



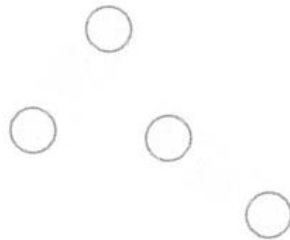
**'U' Shape Style**



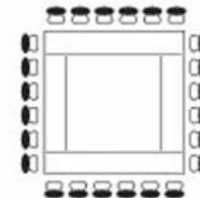
**Boardroom Style**



**Cocktail**



**Hollow Square**



Which seating arrangement would you recommend for the following events?

- a large scientific conference
- lecture
- workshop
- seminar
- board meeting
- formal dinner
- press conference
- wedding meal
- dance performance in a café

# Reading comprehension



READING,  
UNIT 4,  
Vocabulary

- **Venue** - a place where an event happens
- **Accessible** – able to be reached/got easily
- **To host** – to organize services etc. for an event
- **State-of-the-art** – very modern and using the most recent ideas
- **Maximum capacity** – the greatest amount that a space may hold or contain
- **Working lunch** – a meal in the middle of the day during which work is done or discussed

## Still or Sparkling?

Is sparkling as good for you as still water?



- To take up to (90 guests)
- Still and sparkling water
- Leather seating
- Can be hired at a reasonable rate
- To seat (50 people)



**Are these sentences about the text true or false? Correct the false sentences.**

1. Secretarial services are not offered by the hotel.
2. There are four banqueting rooms in the conference centre.
3. The boardroom is on the third floor.
4. Wi-Fi is free.
5. The hire of video conferencing facilities is very expensive.
6. The King's Conference Hall is the largest event room in the hotel.
7. Only the King's Conference Hall offers flexible seating arrangement.
8. For smaller events, the conference halls can be divided into separate rooms.

FILL IN THE  
BLANKS  
WITH THE  
INFORMATION FROM THE  
TEXT.

1. The Boardroom is ideal for \_meetings.
2. The King's Conference Hall is located in\_\_\_\_\_.
3. For private celebrations, the conference hall can be \_\_\_\_.
4. Our banqueting chef can arrange \_for your event.
5. The King's Conference Hall can \_\_\_250 guests.
6. The banqueting rooms\_\_\_\_\_to create a larger space.
7. The Queen's Conference Hall is perfect for\_\_\_\_\_.
8. The support services include\_\_\_\_\_.
9. Video conferencing facilities\_\_\_\_\_at a reasonable rate.
10. The business centre offers\_of office support services.

**READ THE  
TEXT AGAIN  
AND  
ANSWER THE  
FOLLOWING  
QUESTIONS:**

1. Where is the conference centre located?
2. What social events can the conference centre host?
3. How many conference venues does it offer?
4. Which is the largest conference space?
5. What events can the King's Conference Hall host?
6. How many guests can the Queen's Conference Hall seat?
7. What is the Queen's Conference Hall equipped with?
8. How can the seats in the Queen's Conference Hall be arranged?
9. What refreshments can be provided during breaks?
10. What makes the Boardroom an ideal location for executive meetings?
11. What office support services does the business centre provide?
12. Besides technical equipment, what other amenities and services can the conference centre offer to its business guests?

**MATCH THE  
ADJECTIVES  
WITH THE  
SUITABLE  
NOUNS.**

state-of-the-art  
still/ sparkling  
complimentary  
reasonable  
executive  
professional  
working  
private  
wide / full  
secretarial  
contemporary  
separate

lighting  
Rate  
Range  
lunch  
amenities  
area  
services  
staff  
Wi-Fi  
event  
board  
water

can

- *We **can host** your meeting, conference or any other event.*
- **(CAN + PASSIVE INFINITIVE: CAN BE DONE, DIVIDED, HIRED, ETC.).**
- *It **can be divided** into four separate rooms.*
- **!!! Note that CAN is followed by an infinitive verb without 'to'.**

take,  
hire  
help,  
choose,  
arrange,  
organize

- **A** Our chef \_\_\_\_\_ catering for your cocktail party.
- **B** You \_\_\_\_\_ the venue, and we'll help you arrange the event.
- **C** The conference hall \_\_\_\_\_ up to 120 people.
- **D** You \_\_\_\_\_ the seats in theatre style for a larger group.
- **E** The participants \_\_\_\_\_ a lap top in our business centre.
- **F** We \_\_\_\_\_ you arrange a private lunch or dinner party.



serve,  
arrange,  
decorate,  
hire,  
provide,  
connect,  
divide

1. Still or sparkling water \_on request.
2. The seats \_\_\_only in theatre style.
3. Refreshments \_\_\_during the break in the foyer.
4. A data projector \_\_at reasonable price.
5. These smaller rooms \_\_\_to create a larger space.
6. The exhibition hall \_into three rooms with a separate entrance.
7. The banqueting room \_\_with flowers as you wish.

conferences  
audio-visual equipment  
located  
Wi-Fi  
facilities  
PCs  
banquets  
catering  
secretarial  
with  
available  
seminars  
seating

- CONFERENCE FACILITIES

- Our conference hall has a \_\_\_\_\_ capacity of 200 guests. It is \_\_\_\_\_ on the ground floor, in a quiet area of the hotel. It is an ideal space for \_\_\_\_\_, \_\_\_\_\_ and lectures. For smaller events, it can be divided into three separate rooms. Our conference
- \_\_\_\_\_ also include a banqueting hall and a boardroom. They are all fully equipped with \_\_\_\_\_ and free \_\_\_\_\_.
- We can arrange \_\_\_\_\_ for your event, from coffee breaks and light snacks to \_\_\_\_\_.
- Our business centre with office facilities is \_\_\_\_\_ to all guests. It is equipped \_\_\_\_\_ copying and fax machines, \_\_\_\_\_ and laptops. We also offer \_\_\_\_\_ and translation services.

- A. The business centre is equipped with . . .
  - B. There are . . .
  - C. The dimensions of the conference room are . . .
  - D. The boardroom can seat up to . . .
  - E. The conference room contains . . .
  - F. We have got . . .
  - G. The room has a capacity of . . .
  - H. We can provide . . .
  - I. The largest conference room is . . .
- 1. . . a projector, screen, lap top and free Wi-Fi
  - 2. . . 20 metres by 10 metres
  - 3. . . 100 people
  - 4. . . Refreshments
  - 5. . . 30 metres wide and 20 metres long
  - 6. . . toilets outside every conference room
  - 7. . . 20 delegates comfortably
  - 8. . . an interactive whiteboard
  - 9. . . fax machines, copying machines, PCs

## Guess the words

- cnensecrefo
- diauoio-ivsaul eipmueqnt
- fi-wi
- cialfiesti
- baueqtus
- ilabavale
- Hoowll reacngtle syelt
- Bangtinque steley
- searmins
- sagnite

conferences  
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