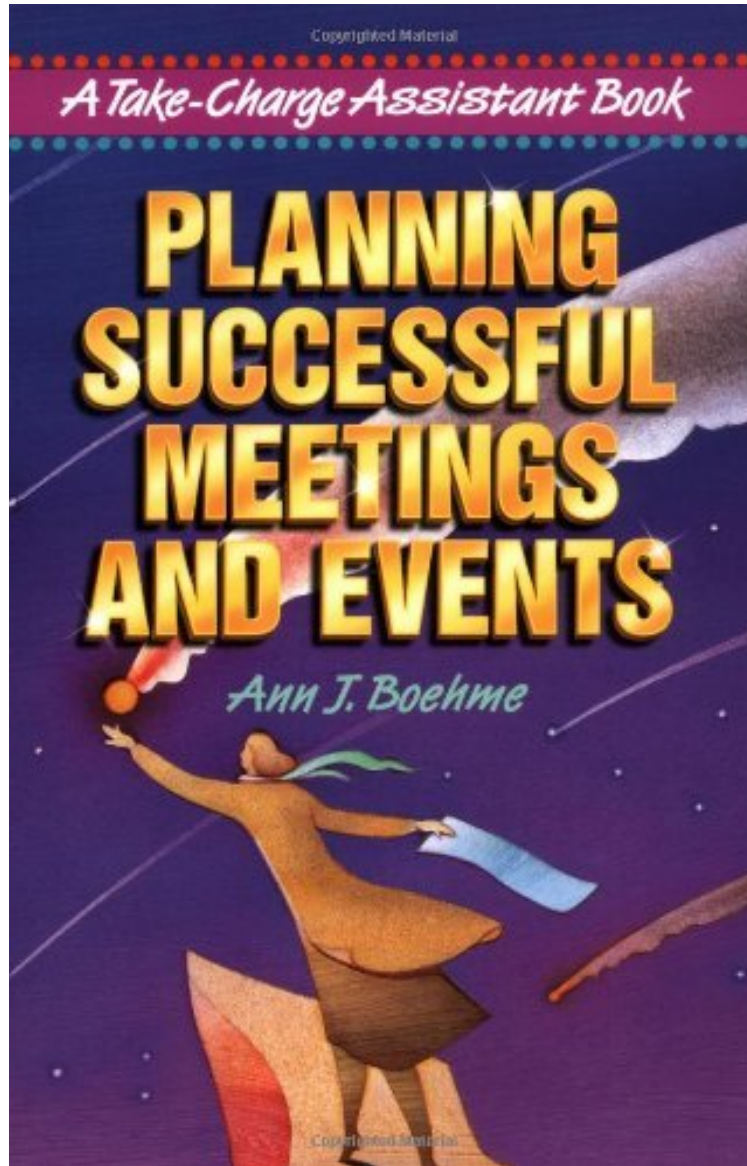


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## Planning Successful Meetings and Events (Take Charge Assistant)

*Ann J. Boehme*

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**Ann J. Boehme : Planning Successful Meetings and Events (Take Charge Assistant)** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Planning Successful Meetings and Events (Take Charge Assistant):

0 of 0 people found the following review helpful. An immense overview of how to plan and what to do for success By TBHelpful, not just to administrative assistants, but executives in all fields -- it offers a macroscopic view of what is entailed in successful communication of information to a group. This was an incredibly thorough breakdown by Ms. Boehme of conceptualizing, integrating with others for support and how to facilitate goals, discerning and listing

necessary resources to assist in implementation -- subject matter specialists, where to order necessary props and concrete assists for participants to experience hands on projects that would clarify understanding, etc., and how to facilitate a cooperative atmosphere among planners, implementers, and participants. An amazing perspective by a woman who has been there and done it all with great success. 1 of 1 people found the following review helpful. Great Reference Guide for Meeting Planners By Chrissy MAs a professional meeting planner (CMP) I found this guide to be helpful for admins who assist meeting planners or anyone who is an admin assistant who may have to assist with planning meetings in his or her office. Great reference guide to have on hand. I purchased this for all the admins in my office and they absolutely love it!!! 0 of 0 people found the following review helpful. NOT written for newbies- needs updating By pdandj This book is extremely dated and written in a very technical and uninteresting manner. It does include some important steps to follow for various scenarios, but not for novices or newbies to event planning.

Planning a meeting or event is no easy task. Just ask any of the administrative staffers who are increasingly being asked to do it. One minor mistake -- a plane ticket that doesn't arrive on time, not enough vegetarian meals at the luncheon, the wrong kind of audio/visual equipment -- can mean big trouble. Now this handy little how-to guide takes secretaries and assistants through the entire process step-by-step. From site selection and registration do's and don'ts to negotiating with vendors and food and beverage planning, this book gives them everything they need to get a meeting planned right. Packed with floor plans, checklists, glossaries of industry-specific terms, lists of resources, and more, *Planning Successful Meetings and Events* is sure to transform any take-charge assistant into the Martha Stewart of meeting and event planning. It's a good thing.

About the Author ANN J. BOEHME (Valley Stream, NY) is founder and president of Meetings and Management Techniques Plus, a meeting planning firm specializing in program development, marketing, and program planning.