

READING COMPREHENSION

NAME: _____ DATE: _____

Planning a Conference at Work

Emma (Event Coordinator): Good morning, everyone. Let's go over the final details for the conference. First, the host will arrive at the auditorium at 8:30 a.m. We need to make sure everything is ready before then.

James (Logistics Manager): Got it. Do we have a list of the host's requirements?

Emma: Yes, the host requested a laptop, a projector, and a wireless microphone. Also, a table with water bottles should be set up on the stage.

Sophia (Facilities Supervisor): I'll make sure the auditorium is clean and that all facilities are functioning properly. We don't want any technical issues during the presentation.

Michael (Receptionist): How many delegates are we expecting?

Emma: Around 150. They will start arriving at 9:00 a.m. We should have a registration desk at the entrance with name tags and schedules ready.

Sophia: Will there be exhibition stands?

Emma: Yes, there will be six stands in the lobby, showcasing different departments and sponsors. Each one should have enough space, power outlets, and promotional materials.

James: Do we need catering?

Emma: Yes, coffee and snacks will be available for the delegates in the break area from 10:30 a.m. to 11:00 a.m. The caterers will arrive at 8:00 a.m. to set up.

Michael: Sounds good. I'll make sure security is aware of the schedule and helps with crowd control.

Emma: Perfect. Let's do a final check tomorrow morning at 7:30 a.m. to ensure everything is in place. Thanks, everyone!

1) Complete the missing information.

Meeting Notes: Conference Planning

Attendees: Emma (Event Coordinator), James (Logistics Manager), Sophia (Facilities Supervisor), Michael (Receptionist)

Key Points Discussed:

Host Arrival:

Facilities:

Delegates:

Stands:

Catering:

Security:

Final Check:

2) Choose and type the correct answer:

Why is it crucial to have the auditorium ready before 8:30 a.m.?

- a) To ensure the host has enough time to set up
- b) To allow delegates to enter earlier if needed
- c) To give employees time for a rehearsal session
- d) To conduct a sound check and final adjustments

What is the main reason for setting up a registration desk at the entrance?

- a) To distribute promotional materials and brochures
- b) To check attendance and provide event schedules
- c) To manage last-minute guest registrations and fees
- d) To help direct people to their designated seats

How should the six exhibition stands in the lobby be arranged?

- a) In a straight line for better visibility
- b) In a circular pattern to encourage movement
- c) With enough space and power access for convenience
- d) Close to the auditorium entrance for quick access

Why is it important for facilities to be checked before the event starts?

- a) To ensure the space meets health and safety regulations
- b) To confirm the number of available seats for guests
- c) To allow exhibitors time to set up their presentations
- d) To make sure catering services are positioned correctly

What could be the consequence of a delay in the catering service?

- a) Employees may need to adjust the event schedule
- b) Delegates might leave before the break ends
- c) The registration process may take longer than expected
- d) The final check-in process might be disrupted

Why is security awareness essential during the event?

- a) To monitor the availability of promotional materials
- b) To keep track of all exhibition stand representatives
- c) To ensure only registered delegates access the premises
- d) To ensure microphones and laptops are not misplaced

How should employees prepare for the final check at 7:30 a.m.?

- a) By confirming delegate numbers and attendance lists
- b) By verifying that all technical equipment is functional
- c) By reviewing the seating arrangement and name tags
- d) By ensuring all employees are present for their shifts

What might happen if the microphone is not tested before the event?

- a) The host may need to raise their voice significantly
- b) The presentation could face unexpected disruptions
- c) The technical team might need to replace the projector
- d) Delegates might find it difficult to locate their seats

Why should promotional materials be available at each exhibition stand?

- a) To ensure sponsors receive maximum visibility
- b) To prevent delegates from losing interest in the event
- c) To help employees organize the registration process
- d) To allow delegates to engage with the event content

What is the primary goal of having a structured event timeline?

- a) To minimize distractions and unnecessary delays
- b) To allow employees to adjust their personal schedules
- c) To give exhibitors flexibility in showcasing their work
- d) To ensure all facilities remain in proper condition