

LISTENING COMPREHENSION

EVENT LOGISTICS

Team Meeting – Event Planning Update

Listen to the audio and fill in the missing expressions based on the context. Use the following expressions to complete the text:

Word Bank: pin down, hammer out, wrap up, line up, hold off on, dot the i's and cross the t's, cut it fine, in full swing, touch base, up in the air

Alright team, let's _____ about the conference. I know things have been a bit _____ lately, especially with the venue and final schedule. But I'm happy to report that things are now _____.

We've finally managed to _____ the keynote speaker's availability, and the logistics team has _____ all the equipment and catering. Great work there.

As for the breakout sessions, we're still trying to _____ a few details with the guest presenters, so let's _____ on printing the programs just yet.

I also want to thank everyone who helped _____ the i's and cross the t's on the security and registration procedures—those small details make a big difference.

One thing though: the shuttle service from the airport is _____. It arrives just 20 minutes before the opening, so we may need to come up with a backup plan.

Let's aim to _____ all pending tasks by Thursday at the latest. Once that's done, we'll be ready to go. Thanks again, everyone.