

## 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.