

## 101-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	國際會議管理	Serial No. / ID	2053 / RMM2016
Dept.	休閒事業管理學系	School System / Class	大學日間部3年1班
Lecturer	吳淑女	Full or Part-time	專任
Required / Credit	Optinal / 3	Graduate Class	No
Time / Place	(一)234 / B505	Language	Chinese

Introduction
The course objective is to discern, with the help and efforts of a team, the ins and outs of how to plan, implement, and evaluate a successful conference. Thus the student will be able to handle conferences smoothly without a hitch in the future as a meeting professional.

Outline
Bidding of international conventions, meeting planning, staff considerations, finance management, activity/agenda programming, and post-meeting evaluations

Prerequisite
None