

Contestant Number \_\_\_\_\_

Time \_\_\_\_\_

Rank \_\_\_\_\_

# **BUSINESS MEETINGS MANAGEMENT CONCEPTS (74)**

**—OPEN EVENT—**

**REGIONAL—2012**

**PILOT**

**TOTAL POINTS \_\_\_\_\_ (500)**

***Failure to adhere to any of the following rules will result in disqualification:***

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.***
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.***
- 3. Electronic devices will be monitored according to ACT standards.***

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**BUSINESS MEETINGS MANAGEMENT  
REGIONAL 2012 (PILOT)  
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1. Two or more people come together to discuss one or more topics, often in a formal setting is a
  - a. Convention
  - b. Special Event
  - c. Conference
  - d. Meeting
  
2. Meeting of people, usually large group, who "confer" about a topic is a
  - a. Conference
  - b. Interview
  - c. Press release
  - d. None of the above
  
3. Individual who supervises and coordinates the strategic, operational and logistical activities necessary for the production of events is the
  - a. Meeting Professional
  - b. Meeting Planner
  - c. Special Event Professional
  - d. Event Planner
  
4. Small events do not require a budget.
  - a. True
  - b. False
  
5. Meeting professionals can be
  - a. Contracted
  - b. Temporary
  - c. Permanent
  - d. All of the above
  
6. Meetings can take place in
  - a. Schools
  - b. Outside
  - c. Homes
  - d. All of the above
  
7. The act of defining measureable goals and objectives is
  - a. Planning
  - b. Budgeting
  - c. Managing
  - d. Researching
  
8. All meetings should have
  - a. Food
  - b. VIP Rooms
  - c. Lodging
  - d. Goals

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9. All event staff must have access to the petty cash fund.
  - a. True
  - b. False
  
10. Successful Meeting Professionals must
  - a. Have a Bachelor's Degree
  - b. Take continuing education classes
  - c. Communicate effectively
  - d. None of the above
  
11. The area of responsibility in which meeting professionals plan menus for an event is
  - a. Food and Beverage
  - b. Meal Selection
  - c. Ordering Process
  - d. Menu Selection
  
12. The area of responsibility in which meeting professionals plan ways to move participants from point A to point B for an event is
  - a. Movements
  - b. Shuttle
  - c. Transportation
  - d. Bus
  
13. The area of responsibility in which meeting professionals design a way for participants to confirm their attendance at an event is
  - a. Online
  - b. Registration
  - c. Confirmation
  - d. None of the above
  
14. The area of responsibility in which meeting professionals plan for the necessary equipment at an event including microphones, speakers, lights is
  - a. Audio Visual
  - b. Production
  - c. Sound and Lighting
  - d. Equipment Processing
  
15. The area of responsibility in which meeting professionals plan specific places for attendees to stay during an event is
  - a. Reservations
  - b. Sleeping Rooms
  - c. Housing
  - d. Hotel Confirmations
  
16. The best way to secure financial stability for an event in the case of an emergency is
  - a. Insurance
  - b. Waiver Release Forms
  - c. Principal Signatures
  - d. Chaperones

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17. Meeting Professionals must have a certificate in Meeting Planning.
  - a. True
  - b. False
  
18. The main speaker at a General Event Session is referred to as the
  - a. Keynote Speaker
  - b. Main Speaker
  - c. Featured Speaker
  - d. Center Speaker
  
19. Conference speakers are never permitted to sell merchandise at an event.
  - a. True
  - b. False
  
20. Event speakers may be
  - a. Paid
  - b. Voluntary
  - c. Staff
  - d. All of the above
  
21. Event entertainers who perform satisfactory should always receive a
  - a. Complimentary audio-visual
  - b. Free advertising in a conference program
  - c. Thank you letter
  - d. Complimentary lodging
  
22. Registration late fees may be charged for events of any size.
  - a. True
  - b. False
  
23. Who is responsible for ensuring that ADA is met for events?
  - a. Hotel staff
  - b. Meeting planner
  - c. Mayor
  - d. Local police officers
  
24. Events can take place at a
  - a. Hotel
  - b. Museum
  - c. Gallery
  - d. All of the above
  
25. Which is an example of a “green” conference gift?
  - a. Paper Conference Program
  - b. Recycled Lanyards
  - c. Styrofoam Cup with Coffee Beans
  - d. None of the above

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26. Persons with disabilities are required to pay for handicapped accessible rooms in a hotel.
  - a. True
  - b. False
  
27. Meeting Professionals are required to arrange transportation in cases where attendees must walk more than 1 block to the meeting event.
  - a. True
  - b. False
  
28. If driving, attendees must be prepared to cover what transportation expense on-site at an event property?
  - a. Valet Parking
  - b. Parking
  - c. Parking Insurance Fees
  - d. Auto Storage Fees
  
29. Meeting Professionals must be prepared to handle which of the following?
  - a. Special dietary needs request
  - b. Last minute housing requests
  - c. Special needs accommodations
  - d. All of the above
  
30. Events must always make a profit.
  - a. True
  - b. False
  
31. Attendee registration fees may be paid
  - a. In advance
  - b. On-site
  - c. On-line
  - d. All of the above
  
32. Ethical Meeting Professionals never charge registration late fees.
  - a. True
  - b. False
  
33. It is customary to provide a tip for which service?
  - a. Valet Parking
  - b. Hotel Check-in
  - c. Event Registration Check-in
  - d. Conference Speakers
  
34. Which of the following individuals would not be included on an event staff roster?
  - a. Meeting Professional
  - b. Exhibit Contractor
  - c. Audio Visual Contractor
  - d. Hotel Concierge

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35. An event location best suited for large music concerts and sporting events is a(n)
- Hotel
  - Conference Center
  - Convention Center
  - Arena
36. An event location best suited for meetings requiring overnight sleeping rooms is a(n)
- Hotel
  - Conference Center
  - Convention Center
  - Arena
37. An event location best suited for meetings encompassing large vendor displays or exhibits is a
- Hotel
  - Conference Center
  - Convention Center
  - None of the above
38. An event location best suited for small intimate gatherings focused on fundraising is a(n)
- Conference Center
  - Convention Center
  - Arena
  - Art Gallery
39. Direct mail is the most effective way of promoting an event.
- True
  - False
40. An event MC is also known as the
- Main Carrier
  - Master of Ceremonies
  - Mister of Ceremonies
  - Managing Company
41. A fee is charged to play recorded music at events.
- True
  - False
42. Guests of an event may include
- Spouses
  - Children
  - Caretakers
  - All of the above
43. An award recipient is never charged for registration.
- True
  - False

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44. The fastest and most affordable way to promote and publicize an event is
  - a. By email
  - b. Radio promotions
  - c. Through word of mouth
  - d. Direct mail campaigns
  
45. Events bring in income by
  - a. Charging registration fees
  - b. Selling event merchandise
  - c. Securing event sponsors
  - d. All of the above
  
46. Event sponsors
  - a. Sell merchandise at an event
  - b. Off-set the cost of an event
  - c. Must be given free advertising
  - d. Are given free lodging at events
  
47. Meeting Professionals are responsible for
  - a. On-site transportation
  - b. Housing
  - c. Registration
  - d. All of the above
  
48. The best way to off-set the cost of event staff is to utilize
  - a. Public transportation
  - b. Volunteers
  - c. Paper/pencil registration
  - d. All of the above
  
49. Event staff is expected to tip for customary services.
  - a. True
  - b. False
  
50. Event programs may include
  - a. Speaker Biographies
  - b. Map of building
  - c. QR codes
  - d. All of the above



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—OPEN EVENT—

## **KEY**

## **PILOT**

## **REGIONAL—2012**

**TOTAL POINTS** \_\_\_\_\_(500)

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***Judges/Graders:***

Please double-check and verify all scores!

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KEY  
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- |     |   |     |   |
|-----|---|-----|---|
| 1.  | D | 26. | B |
| 2.  | A | 27. | B |
| 3.  | A | 28. | B |
| 4.  | B | 29. | D |
| 5.  | D | 30. | B |
| 6.  | D | 31. | D |
| 7.  | A | 32. | B |
| 8.  | D | 33. | A |
| 9.  | B | 34. | D |
| 10. | C | 35. | D |
| 11. | A | 36. | A |
| 12. | C | 37. | C |
| 13. | B | 38. | D |
| 14. | A | 39. | B |
| 15. | C | 40. | B |
| 16. | A | 41. | A |
| 17. | B | 42. | D |
| 18. | A | 43. | B |
| 19. | B | 44. | A |
| 20. | D | 45. | D |
| 21. | C | 46. | B |
| 22. | A | 47. | D |
| 23. | B | 48. | B |
| 24. | D | 49. | A |
| 25. | B | 50. | D |