

<b>Chapter 10</b>	<b>Basics of Setting up an Event</b>	<b>/</b>
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## 1. Pre-learning task

### 1.1 'Write down what you should do when holding a class reunion as an organizer' Present in a group.

What you should do:

### 1.2 Consider this by using the YTT (Yesterday, Today, and Tomorrow) method

When is the best time for putting each of the above items into action? When performing activities, it is important to determine the best timing. To do it, the YTT method is useful.

- Y: (Yesterday) the day before the event**
- T: (Today) the day of the event**
- T: (Tomorrow) the day after the event**

\* 'the day before the event' and 'the day after the event' do not necessarily refer to a timespan lasting one day.

Let's sort out what you should do by using the YTT method.

**Y (before the event)**

**T (at the event)**

**T (after the event)**

## 1.3 Terminology you should understand

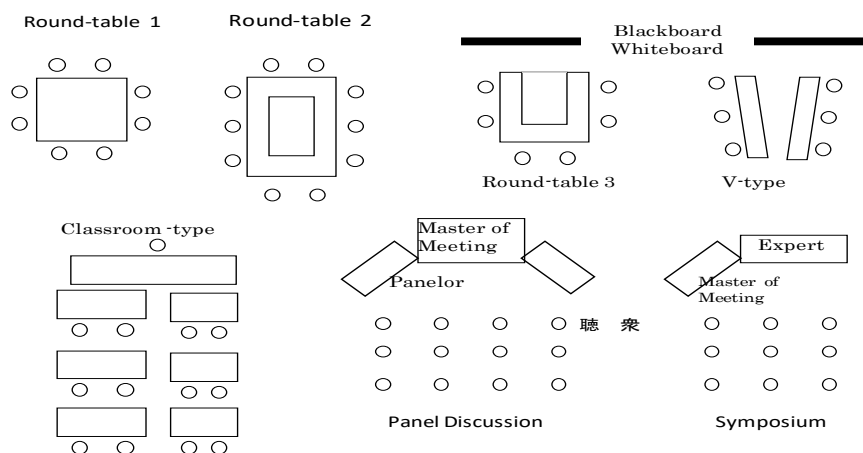
### ▼Kinds of Meetings

Round-table Meeting	Suitable for a group of about 20 people. Free-talking style. At such a meeting, there is no order of precedence.
Panel Discussion	A group of people with different perspectives discuss a specific topic in front of an audience, and then respond to audience opinions and questions.
Symposium	A presentation or discussion by experts on a particular topic with audience participation. Often used for academic meetings.
Bass session	Discussion in small groups of 6 to 10 people. Each group then presents their opinions and arguments.
Forum	a public medium or a place in which anyone can participate to exchange opinions on a particular topic.

### ▼Terminology about a meeting

Convocation	An invitation to attend a meeting
Agenda	A list of subjects to be discussed in a meeting. If there are many agenda items, they should be numbered.
Quorum	The minimum number of members required to conduct a meeting.
Principles of one unrepeatable	The Principle that the same matter should not be debated twice in the same session.
Motion	A formal request to make a resolution or proposal of an unscheduled agenda made orally by a member in a meeting
Vote	Making a decision by a show of hands, standing or a vote.
Consultation	Asking for opinions from a higher-ranked person to a lower-ranked person
Proposal:	Making a report about the consultation

### ▼Types and Seating of Meetings



## 2. Setting up

When a meeting, gathering or a party is held by a senior member of a company, many related people take back-ground roles. To make the event run smoothly, each person involved pays keen attention to everything from the start to the end - from preparation to cleanup — which is called ‘setting up’.

The YTT method is used to consider this flow. The three stages of the YTT method will help you easily understand each stage of ‘before the event’, ‘at the event’ and ‘after the event’, so that you can act accordingly.

### 2.1 Y (Yesterday) Check-up before the event

♪ work ♪

Q : What are the things you must confirm before setting up any event?

① \_\_\_\_\_

② \_\_\_\_\_

③ \_\_\_\_\_



### 2.2 Y; (Yesterday) long-term event preparation (one or two months before the event)

♪ work ♪

Proceed with the specific event set-up preparations based on what you have confirmed. If you are not familiar with this task, you should work on it while consulting with your superior or seniors.

#### 1) Collect the necessary information. Consider:

- the purpose of holding the event
- the venue and necessary equipment
- whether tea and cakes should be prepared or not; whether meals should be arranged or not; budget accordingly
- whether a post-event reception should be held or not; budget accordingly

#### 2) Choose a venue and make a tentative reservation. Consider:

- whether the venue is large enough to accommodate the participants and the lighting is sufficient and appropriate
- whether the venue is accessible and easy to find
- whether the venue is decent enough for the participants

\*If the venue is outside your company premises, you should check it beforehand and consider the location, atmosphere, facilities, equipment, price and staff, etc.

#### 3) Consult with your superior about the venue:

\*It is important that you propose a few options for comparison, especially if the venue is external.

**4) When the following items are determined, create an opening notice and obtain your superior's approval. Consider:**

- the title of the meeting
- the agenda and the purpose of the meeting
- the date and time (time to start accepting participants, starting time, scheduled ending time)
- the venue (address, telephone number, map, access, parking)
- the way of confirming participation and the deadline (A postcard for confirming attendance is often sent to external guests, together with the invitation card.)

**5) Send an invitation for a meeting approved by your superior, and make an attendee list:**

- This list is an important resource that's useful for checking individual attendance as well as for getting a clear understanding of the overall attendance on the day of the event.
- If you do not receive a participation reply by the deadline, make contact to confirm attendance.

**6) Materials and equipment for the meeting:**

- If it is better to distribute the meeting materials beforehand, mail them to the expected attendees prior to the event.
  - Confirm the layout of the venue and prepare equipment, if necessary.
- \*Arrange the delivery of equipment to the venue, if necessary.

**7) Discuss the final arrangements with your superior and confirm the paperwork for the meeting on the day before it takes place. Consider:**

- how to handle a call, such as emergency call
- how to handle the work in case your superior is absent

**8) Communicate with the person in charge of the venue and confirm how you intend for the meeting to proceed:**

- Confirm if you should take the minutes during the meeting, or if you should take charge of the reception area instead

**2.3 T: (Today) On the day of setting up, carry out last-minute preparation for the meeting. Work to do:**

**1) Check the venue and consider:**

- the layout
- the air-conditioning, room temperature, noise, lighting, etc.
- the arrangement of tea and cakes, or meal
- the coming and going of unauthorized people
- the equipment (slide projector, audio equipment, whiteboard, etc.)

**2) Confirm attendance at the reception based on the attendance list. Consider:**

- who will take coats and belongings

- who will take care of VIPs
- who will deal with uninvited visitors, and how difficult situation will be managed

**3) Call a person who does not show up at the starting time.**

**4) Report the attendance record to your superior just before the opening.**

- In view of the circumstances, if you consider that it is better to start the meeting later than scheduled, announce it to the attendees.

**5) If you take the minutes, prepare a recorder.**

- Choose a seat for the recorder which does not interfere with the meeting.

2.2 T: (Tomorrow) From the end of the meeting to the end of the setting-up. Work to do:

**1) Send the attendees off**

- Correctly return all cloakroom items to owners
- When you are asked to exchange business cards, do so discreetly to avoid making other attendees feel uncomfortable.

**2) Clean up the venue.**

- Check if there are forgotten items.  
If you find something, write down what it is (shape, color, brand name, etc.) and where it was found.
- Put away all of the equipment and apparatus.
- Clean and put away any cutlery that was used.
- Switch off air-conditioners and lights. Lock up the venue.
- Express your appreciation to the staff members who helped you out.
- Go to the section that manages the venue site and report that the meeting has ended.

**3) File the expenses.**

- Be sure to obtain receipts.

**4) Prepare minutes.**

- Distribute to the attendees after obtaining approval from your superior.
- Send 'thank you' letters to attendees, if necessary.

**【Post-learning task】**

Imagine you become an organizer of the circle's newcomers welcome party, and consider how you would set up the event using the YTT method.

**【Pre-learning task】**

Business Document ①

Imagine you belong to the sales department of Nippon Shoji Co., Ltd. The sales manager, Yamashita, has asked you to write a 'thank you' letter to a company in Kanazawa that he visited during a recent business trip.

Write a 'thank you' letter by hand on an appropriate-sized card.