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# PLANNING SUCCESSFUL MEETINGS AND EVENTS



AMACOM/American Management Association. Paperback. Book Condition: New. Paperback. 128 pages. Dimensions: 8.8in. x 5.9in. x 0.2in. Planning a meeting or event is no easy task. Just ask any of the administrative staffers who are increasingly being asked to do it. One minor mistake -- a plane ticket that doesn't arrive on time, not enough vegetarian meals at the luncheon, the wrong kind of audiovisual equipment -- can mean big trouble. Now this handy little how-to guide takes secretaries and assistants through...

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