**THE BOSS IS AWAY . . . . . .**

I have had an “emergency” come up (just happens that it is in Cancun ☺) and I will need to be out of the office for a few days. I know you are relatively new to the company, but I am counting on you to carry on in my absence. I have listed below the tasks that I need you to complete.

You may use your own judgment in how to best complete the tasks unless otherwise specified.

Use the same color scheme, topic, resort, etc. throughout the entire project. Do not change color schemes resorts, or other important information.

**Here’s what you need to do:**

I am planning a conference for all of the company executives. I have not decided on the location yet, so I would like you to do that. The location of the conference needs to be held in the continental United States. You can use the Internet to research locations to find the best place for us to go. Here is what we need:

* It should be easily ***accessible by air from all major cities*** in the United States.
* Choose a place where the ***weather will be warm enough in February*** for outdoor activities.
* The meeting must be held at a ***resort with a golf course***(s). There should also be a ***spa and a pool*** for those who prefer to relax during their spare time.
* Plan our ***arrival on the third Wednesday in February*** and ***departure on that following Sunday***.
* The resort needs to have ***meeting space available that will accommodate 500*** people. We will need a meeting room that will accommodate all 500 people at once and also it should have meeting rooms that will accommodate 50-100 for breakout sessions. There will ***need to be 4 breakout rooms*** available. (One large meeting room and four smaller meeting rooms).
* There should be a ***restaurant at the resort*** and other restaurants in the area.

Hint: There are many places to search for a **US resort conference center.**

1 Prepare an INFORMATION SHEET or FLYER about the resort you have chosen

* You may prepare the information sheet using any format you choose, but it should get the attention of the conference participants. This will help them decide to come to the conference.
* Include a ***picture*** of the resort. (Be sure it is a good quality picture).
* Include information about the ***resort amenities*** (i.e. health club, restaurants, entertainment, etc.)
* Include information about the ***golf course***.
* Include information about ***guestrooms***.
* Include information about other ***places of interest*** in the area.
* Include information about ***room rates***.
* Include information about ***how to make reservations***.

# 2 Plan one OFF-SITE ACTIVITY for conference participants for an evening of “fun”

* Using the Internet research and find a ***fun activity*** for everyone to do. It should ***include dinner***.
* ***Prepare a FLYER*** advertising the activity.
* The participants will not have to pay for this, but they do need to ***register with you by February 1st***. They may also bring a guest, but they will need to let you know by the registration deadline.



3 Prepare an ITINERARY for the meeting using the following information:

#### Wednesday, February ??

Conference participants will arrive between 1 p.m. and 6 p.m. From 7:30 – 8:30 p.m. there will be a reception at the pool.

#### BS02014_Thursday, February ??

From 8:30 – 9 there will be a Continental Breakfast. The Opening Session will begin at 9:00 and end at 12 noon. Stephen Covey, author of “7 Habits of Highly Effective People” will be the guest speaker. The participants have until 2 p.m. to lunch (on their own). At 2 p.m. there will be 5 breakout sessions. The sessions will last 1½ hours. The topics are: Time Management for Executives, Effective Presentation Techniques, Communicating for Success, Marketing Our Products on the Internet, Stress Management. At the conclusion of the breakouts, the participants are on their own for the rest of the day.

Friday, February ??

Participants will have free time until 12 noon. At noon there will be a luncheon that will last 2 hours. We will give company awards at the luncheon. At 2:15 and at 4 p.m. the 5 breakout sessions that were conducted on Wednesday afternoon will be repeated. At 6:30 p.m. we will do the “fun” activity that you planned.

#### Saturday, February ??

There will be a continental breakfast at 8:30 a.m. The Closing Session will begin at 9 a.m. and last for 2½ hours. Bill Gates, chairman of Microsoft, will be the closing session speaker. At the conclusion of the closing session, participants are free to spend the afternoon however they choose. We will have a party with dinner and dancing beginning at 8 p.m.

#### Sunday, February ??

Participants will check out and go home.

4 PREPARE A CONFERENCE REGISTRATION FORM for participants to send to you to reserve their spot at the conference/convention.

* There is no registration fee for the conference, but participants must register.
* They need to register a guest if they are bringing one.
* They also need to register for each of the meal functions that are being provided as part of the conference (i.e. continental breakfast, lunch, dinner, evening out, etc.).
* On the registration form you need their name and home and business address and phone numbers.
* The registration deadline for the conference is February 1.
* Registration materials should be mailed to you at: Dream Corporation, 123 Dreamway, Atlanta, GA 30303.

THE BOSS IS AWAY - Part 1 Evaluation Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| COMPLETE**2 points** | INCOMPLETE**1 point** | MISSING**0 points** | 68 POINTS POSSIBLE |
|  | **LOCATION** |
|  |  |  | Easily accessible by air |
|  |  |  | Weather in February appropriate for outdoor activities |
|  |  |  | Availability of golf courses |
|  |  |  | Availability of spa and pool  |
|  |  |  | Meeting space for 500 |
|  |  |  | Four breakout rooms available |
|  |  |  | Restaurant at resort |
|  | **INFORMATION SHEET** |
|  |  |  | Picture of resort |
|  |  |  | Resort amenities information |
|  |  |  | Golf course information |
|  |  |  | Guest room information |
|  |  |  | Places of interest information |
|  |  |  | Room rate information |
|  |  |  | Reservation information |
|  | **OFF-SITE ACTIVITY** |
|  |  |  | Complete information given (i.e. date, time, place, activities) |
|  |  |  | Flier is attention getting |
|  |  |  | Registration deadline given |
|  |  |  | Guest information included |
|  | **ITINERARY**--**Complete information given for:** |
|  |  |  | Wednesday |
|  |  |  | Thursday |
|  |  |  | Friday |
|  |  |  | Saturday |
|  |  |  | Sunday |
|  |  |  | Dates are correct |
|  |  |  | Format is attractive and easy to read |
|  | **CONFERENCE REGISTRATION FORM** |
|  |  |  | Complete registration information about participant |
|  |  |  | Home address |
|  |  |  | Home telephone number |
|  |  |  | Business address |
|  |  |  | Business telephone number |
|  |  |  | Guest registration information  |
|  |  |  | Registration for all meal functions |
|  |  |  | Conference registration deadline given |
|  |  |  | Address for registration given |
|  |  |  | TOTALS \_\_\_\_\_/68 |
| EXCEEDS EXPECTATIONS5 Points | MEETS EXPECTATIONS3 Points | DOES NOT MEET EXPECTATIONS**1 points** | **FORMATTING 15 POINTS POSSIBLE****GRAMMAR****SPELLING \_\_\_\_\_\_/15** |
|  |  |  | Information is attractively arranged in an easy-to-read format |
|  |  |  | Information is well written using proper grammar |
|  |  |  | All words are spelled correctly |
|  |  |  | **TOTALS** | **FINAL GRADE \_\_\_\_\_\_/83** |



THE BOSS IS AWAY – PART 2

Your boss has returned to the office and is so pleased with all of the work that you did in planning the conference! The last step before all details can be finalized is to have the conference plans approved by the CEO of the company. If the CEO approves the plans, you will get to go to the conference as a guest of the company!

Your boss has asked you to prepare a PowerPoint presentation about the site you have selected and the plans you have made. Using the information you gathered previously, prepare a PowerPoint presentation that includes the following:

* Title Slide

 Location and Date of the meeting

* Search for airline flights and list major airlines that serve the area—include any special arrangements that have to be made for transportation
* Weather during February at the site you selected
* Golf facilities
* Spa facilities
* Details on meeting space—general sessions and break-out sessions
* Guest rooms—information on types of rooms and price range
* Restaurants—at the resort and in the area
* Places of Interest—other things to do in the area of the resort
* Off-Site Activity—what you planned and where it will be held
* Itinerary—Make a slide for each day showing major activities—you do not have to include time for each activity on the presentation. You should include the “off-site activity” you planned for Job 2.

Be creative…you could include a short video clip of an interview from a past guest of the resort (digital camera), you could link from your PowerPoint presentation to the resort’s web site, you can have pictures “come on the slide” after you give the details (cover up the text).

You do not have to have one slide for each topic listed above, but you must include each of these items in your presentation.

You may use the Internet to get appropriate pictures or you may copy them from your Word documents and paste in PowerPoint.

You will be graded using a rubric similar to the one that was used for your Word project.

In addition to the completeness and interest of your presentation, grammar and spelling are very important.

##  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## THE BOSS IS AWAY (PART 2) EVALUATION

|  |
| --- |
| CONTENT—24 pts. |
| **ITEM BEING CHECKED** | Complete2 POINTS | Incomplete 1 POINT | Missing0 POINTS |
| Title –Location and Date of Meeting |  |  |  |
| Airline Flights—Major airlines that serve the area |  |  |  |
| Weather |  |  |  |
| Golf Facilities |  |  |  |
| Spa Facilities |  |  |  |
| General Session Meeting Space |  |  |  |
| Break –Out Sessions Meeting Space |  |  |  |
| Guest Rooms—Type of Rooms |  |  |  |
| Restaurants—at the resort and in the area |  |  |  |
| Places of Interest |  |  |  |
| Off-Site Activity—Activity planned and location |  |  |  |
| Agenda—Major activities for each day |  |  |  |
| **Content Total** |  \_\_\_\_\_/24 |

|  |
| --- |
| SLIDE PRESENTATION—35 pts. |
| Template | Template used sets tone and establishes focus of presentation.4-5 pts. | Template used distracts viewer from presentation.1-3 pts. | No template used; blank background.0 pts. |
| Content | Text provides concise information; uses phrases of parallel structure; length of text is appropriate; avoids abbreviations and acronyms.4-5 pts. | Text provides information with parallel structure; is wordy and too lengthy per slide; uses some abbreviations and acronyms.1-3 pts. | Text does not provide useful information; is not of parallel structure; is wordy and too lengthy per slide; uses abbreviations and acronyms.0 pts. |
| Special Effects | Special effects are used to add to the presentation4-5 pts. | Special effects detract from the presentation1-3 pts. | No special effects are used0 pts. |
| Colors | Colors chosen are appealing to the eye and easy to read4-5 pts. | Some colors chosen are difficult to read1-3 pts. | Colors chosen distract from the presentation0 pts. |
| Graphics  | Graphics selected always support data or information appropriately; appropriate number of graphics is always selected.4-5 pts. | Graphics selected could have been better at time(s); too many graphics or not enough graphics are used on some slides.1-3 pts. | Graphics selected do not represent data or info appropriately; too many graphics or not enough graphics are used on most slides.0 pts. |
| Spelling | All words are spelled correctly4-5 pts. | Minor spelling errors1-3 pts. | Major spelling errors—would be unacceptable in a business setting0 pts. |
| Grammar | Free of grammatical errors4-5 pts. | Minor grammatical errors1-3 pts. | Major grammatical errors—would be unacceptable in a business setting0 pts. |
| **Slide Presentation Total** |  \_\_\_\_/35 |