

# Convention Sales and Service

HFT4517 | 3 Credits | Spring 2024

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## INSTRUCTOR

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Preferred Method of Contact: **email or Canvas**

## OFFICE HOURS

Tuesday and Thursday 1:00-2:30p or by appointment

## MEETING TIME/LOCATION

Online, asynchronous

## COURSE DESCRIPTION

This course introduces students to the fundamentals of reaching and servicing the meetings, incentives, conventions, and exhibitions market from the perspective of the venue. Students will learn the roles of organizations and groups, strategies for marketing and selling to different group segments, negotiation and contract development, servicing groups after the sale and billing methods.

## PREREQUISITE KNOWLEDGE AND SKILLS

LEI3360 or HFT2750

## MATERIALS

### *Required*

Abbey, J.R. (2016). Convention Sales & Service, 9th Edition, Waterbury Press: Las Vegas, NV.

ISBN-10: 0-9620710-7-2

### *Additional Materials*

Additional (optional and required) readings will be assigned throughout the semester. These readings will be made available on Canvas to access.

## COURSE FORMAT

This course uses a combination of web-based video material/lectures, online student discussion and reflection activities and assigned readings. Course materials and submissions are to be completed online via Canvas course shell. Course Website: <http://elearning.ufl.edu>

## COURSE LEARNING OBJECTIVES:

By the end of this course, students will be able to:

- Describe the scope of the convention, meetings, and trade show industry in terms of types of meetings, who holds meetings, and emerging types of meeting facilities.

- Describe considerations in the organizational design of a sales department and outline how a sales office interfaces with other departments.
- Understand the characteristics of association, corporate and SMERF group meetings that are important for selling to each market.
- Apply different sales initiatives best to reach different group markets.
- Distinguish between the elements of a letter of agreement/contract.
- Apply knowledge of organizational roles to identify who should coordinate hotel service to groups, and the organizational relationships of the position of convention service manager.
- Understand the considerations needed when assigning rooms to meeting attendees, coordinating food and beverage, audiovisuals, and technology for events.
- Describe the typical function room furniture, meeting set-ups, and time and usage considerations for function rooms and be able to know which is best for different event type.
- Describe the functions of key trade show personnel and describe the elements of exhibit planning.
- Describe typical procedures for billing groups and for conducting a post-convention review.

## GRADING SCALE

The University's grading system will be used for this course (for information about UF's grades and grading policies, please consult <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>). Feedback on assignments will be provided via Canvas. In accordance, a student's overall performance in this course will be graded as follows:

<i>Letter Grade</i>	<b>A</b>	<b>A-</b>	<b>B+</b>	<b>B</b>	<b>B-</b>	<b>C+</b>	<b>C</b>	<b>C-</b>	<b>D+</b>	<b>D</b>	<b>D-</b>	<b>E</b>
<i>Point Range</i>	<b>100-94</b>	<b>&lt; 94-90</b>	<b>&lt; 90-87</b>	<b>&lt; 87-84</b>	<b>&lt; 84-80</b>	<b>&lt; 80-77</b>	<b>&lt; 77-74</b>	<b>&lt; 74-70</b>	<b>&lt; 70-67</b>	<b>&lt; 67-64</b>	<b>&lt; 64-61</b>	<b>&lt; 61</b>
<i>GPA Points</i>	<b>4.00</b>	<b>3.67</b>	<b>3.33</b>	<b>3.00</b>	<b>2.67</b>	<b>2.33</b>	<b>2.00</b>	<b>1.67</b>	<b>1.33</b>	<b>1.00</b>	<b>0.67</b>	<b>0.00</b>

## ASSESSMENT SUMMARY

<b>Assessment Tool</b>	<b>Point Value</b>
<b>Active Learning Discussions</b>	5 assignments x 10 points each 50
<b>Quizzes</b>	5 module quizzes x 40 points each 200
<b>Site Visits</b>	2 site visits x 25 points each 50
<b>Module Assignments</b>	4 assignments x 25 points each 100
<b>Final Presentation</b>	1 recording x 50 points 50
<b>Total</b>	<b>450</b>

## ASSESSMENT OVERVIEW

### ACTIVE LEARNING ACTIVITIES

50 PTS

Active Learning Discussions provide an opportunity for students to discuss course topics amongst one another and to demonstrate acquired knowledge through analysis and critique of industry topics, such as sales and meeting contracts, property press kits, convention press releases, banquet menus, sales strategies, etc. These discussions may include case studies, debates, internet exercises, or small activities relevant to the course material.

The discussions require both an initial post responding to the discussion prompt and a response post to a classmate. Students should be proactive and respond to the discussion prompt early to provide time for their

classmates to contribute and add to their portion of the discussion before the deadline. Students will not be permitted to make up missed assignments without the appropriate documentation (see the Course Policies).

#### MODULE QUIZZES

200 PTS

- There will be five (5) online quizzes, one for each module, to be taken outside of the scheduled class meeting time.
- Quizzes will be available at 12:00am on Friday morning and will be available until 11:59pm Monday night unless otherwise indicated. You will be given a 1-hour period to complete the quiz. Only 1 attempt will be allowed.
- Each quiz will consist of multiple choice, true and false, fill in the blank, and short answer questions.
- Quizzes are not cumulative.
- **Do not miss a quiz!** Make-up quizzes will be given only under the most serious circumstances (e.g., illness, accident, or emergency). Your reasons should be properly documented and may be verified. The instructor will follow the UF policy in deciding whether your circumstances grant a make-up.

#### SITE VISITS

50 PTS

- You will be required to complete two site visits to convention hotel and event venues during the semester.
- You will need to find two properties easily accessible to you that cater to group business. You should reach out to the property's Convention Services Manager or Convention Sales Manager to provide you with a tour and information about the property.
- **It is highly suggested that you select your venues well ahead of time to schedule your site visits before the deadlines.**
- You will need to complete the site visit discussion guide assignments based on your visit at each property.
- Each site visit is worth 25 points.

#### MODULE ASSIGNMENTS

100 PTS

Modules 2, 3, 4 and 5 will have a Module Assignment that incorporates the material covered in the Module. Instructions on each Module Assignment are provided in detail on Canvas. Feedback will be provided throughout the document submitted as well as the rubric.

#### FINAL PRESENTATION

50 PTS

Record a video presenting your work completed from Module 2, 3, 4, and 5 Assignments. This video should be no longer than 10 minutes in length. Instructions found on Canvas.

*Any requests for additional extra credit or special exceptions to these grading policies will be interpreted as an honor code violation (i.e., asking for preferential treatment) and will be handled accordingly.*

## COURSE SCHEDULE *(subject to change)*

Due date times are 11:59p unless otherwise specified.

### Module 1: Introductory Module

#### Weeks 1-2. January 8 – January 21

In the Introductory Module, students will be introduced to the MICE industry from the perspective of the venue. This introduces students to industry terms, organizations involved in managing group events, meeting types and the types of organizations that hold meetings, different facility offerings and current trends in the MICE industry.

- Describe the scope of today's meetings market, including the various types of meetings hosted by the convention and meetings industry
- Define terminology specific to conventions and meetings industry
- Describe the various types of meeting facilities
- Describe trends in the meetings industry

Topics	Assignments
Course Introduction + Syllabus Review	ALD #1 (5 pts) <b>initial post 1/11, response 1/14</b>
Introduction to the MICE Industry	Module 1 Quiz (40 pts) <b>opens 1/19 closes 1/22</b>
Industry Terms	
Current Trends	

### Module 2: Role of Organizations and Groups in MICE Events

#### Weeks 3-5. January 22 – February 11

In The Role of Organizations and Groups in MICE Events, students will learn the various roles that are necessary for a MICE event to function, the different groups that MICE events cater to and the organizational format of a sales office from a venue perspective.

- Identify the different types of organizations that hold meetings and describe types of group customers
- Distinguish sales from marketing
- Explain the importance of a marketing plan, list the four steps of a marketing plan and describe how marketers conduct market research
- Describe how marketers select target markets, position their properties, establish objectives and action plans, review and monitor their marketing plans and put their marketing plans into action.
- Describe typical sales and marketing staff positions and outline the roles of regional and national sales offices and independent hotel representatives
- Explain how to manage the efforts of the sales team in terms of establishing standard operating procedures, conducting sales meetings, assigning account responsibility, and evaluating the sales effort

Explain the various records, filing systems and technological applications maintained by a sales office

Topics	Assignments
What organizations hold meetings?	ALD #2 (5 pts) <b>initial post 1/25, response 1/28</b>
The Marketing Function	Module 2 Quiz (40 pts) <b>opens 2/9 closes 2/12</b>
Organizing for Convention Sales	Module 2 Assignment (25 pts) <b>due 2/9</b>

### Module 3: Reaching and Selling to Different Group Markets

#### Weeks 6-8. February 12 – March 3

In Reaching and Selling to Different Group Markets, students will go into depth of each MICE group market, including their characteristics, different types, importance, how to reach each market and sell to each market. Students will also learn sales techniques including cold-calling, telephone sales, trade show selling and site inspections. Students will become knowledgeable on important negotiating skills from the perspective of the

venue. They will learn the important terms relevant to drafting contracts for MICE events and apply these terms by drafting an event contract.

- Explain the importance of conventions to associations and identify factors that association meeting planners consider when making a site selection
- Identify factors that association/corporate meeting planners consider when making a site selection
- Describe the different types of association and corporate meetings
- Identify characteristics of association and corporate meetings that are important for selling to the association/corporate market
- Describe the tools salespeople use to locate associations/corporations and to find information about the meetings they hold
- Describe the nonprofit organizations market and explain how to sell meeting services and products to it
- Identify SMERF organizations and explain how to sell meeting services and products to them
- Explain the steps in making a personal sales call and how to conduct telephone selling effectively in meeting and convention sales
- Describe the convention and meeting sales techniques of sales blitz selling, trade show selling, selling with convention and visitors bureaus, site inspection selling and familiarization tours
- Describe how hospitality salespeople prepare to negotiate with meeting planners
- Identify the elements of a letter agreement, or contract, for meeting and convention sales
- Explain the effect of contract standardization and multiple-meetings contracts on the meetings and convention industry

<b>Topics</b>	<b>Assignments</b>
Selling the Association Market	ALD #3 (5 pts) <b>initial post 2/15, response 2/18</b>
Selling the Corporate Market	Site Visit #1 (25 pts) <b>due 2/23</b>
Selling Other Markets	Module 3 Quiz (40 pts) <b>opens 3/1 closes 3/4</b>
Selling to the Meetings Market	Module 3 Assignment (25 pts) <b>due 3/1</b>
Advertising to the Meeting Planner	
Negotiations and Contracts	

#### **Module 4: Servicing the Event**

##### **Weeks 9-12. March 4 – April 7**

In Servicing the Event, students will move from trying to obtain group business to understanding how to service the groups once they have obtained their business.

- Describe the importance of serving convention groups well and discuss who should coordinate hotel service to groups
- Analyze the issues related to the transfer of responsibility for servicing a group account from a hotel salesperson to the convention service manager
- Describe the format and uses of the resume (specification sheet) and banquet event order (function sheet) prepared by the convention service manager
- Identify factors that hotel staff consider when assigning rooms to meeting attendees and managing room blocks.
- Describe the importance of good check-in/check-out procedures
- Describe function rooms and how they are managed, identify various meeting room setups and describe when each is commonly used. Summarize how function rooms are broken down, describe the rooms of the future and explain why it is important to monitor function room usage.
- Identify different types of food service and service-related issues for food functions
- Describe types of audiovisual equipment and their uses
- Identify issues related to providing audiovisual equipment and services and explain the impact that union regulations may have on the operation of audiovisual equipment

- Identify and discuss the elements of exhibit planning, including the duties and responsibilities of key trade show and exhibit personnel
- Describe registration, types of admission systems and other services used for meetings and summarize security issues

Topics	Assignments
The Service Function	ALD #4 (5 pts) <b>initial post 3/21, response 3/24</b>
Preparing for the Event	Site Visit #2 (25 pts) <b>due 3/29</b>
Guest Rooms	Module 4 Quiz (40 pts) <b>opens 4/5 closes 4/8</b>
Function Rooms and Meeting Set-ups	Module 4 Assignment (25 pts) <b>due 4/5</b>
Food and Beverage Service	
Exhibits and Trade Shows	
Audiovisual Requirements	
Admission Systems and Other Services	

### Module 5: Post-Convention Topics

Weeks 13-15 April 8 – April 24

In Post-Convention Topics, students will learn how to track costs and prepare the final billing for the group. Students will also learn the importance of measuring event effectiveness and maintaining group business long-term.

- Explain how hospitality properties handle billing for conventions and meetings
- Describe typical procedures for conducting a post-convention review
- Explain the importance on maintaining relationships with clients after the meeting has passed

Topics	Assignments
Convention Billing	ALD #5 (5 pts) <b>initial post 4/11, response 4/14</b>
Post Convention Review	Module 5 Quiz (40 pts) <b>opens 4/19 closes 4/22</b>
Maintaining the business long-term	Module 5 Assignment (25 pts) <b>due 4/19</b>

### Final Week

Time allocated to complete final presentation. Students with questions should reach out to instructor as early as possible.

#### Assignment

Final Presentation **due 4/30**

## Course & University Policies

### COURSE POLICIES

Students are expected to be professional, which requires them to:

- Actively participate. Active participation includes asking thoughtful questions, contributing knowledge and ideas relevant to the topic, volunteering answers to questions, and sharing relevant material from other readings, classes, newspapers, and media sources.
- Be punctual with regards to assignments, readings, and due dates.
- Be prepared. Students are required to read all assigned materials.
- Be courteous and respectful to your peers and the instructor.

### ATTENDANCE POLICY

Online learning can present significant challenges, particularly to individuals who are not self-starters or those who do not possess good time-management skills. The online classroom is available 24 hours a day.



Unlike traditional instructional settings in which each student gets the same class, the online setting means that every student will participate in the course that they choose to experience. This type of instruction should be more adaptable to a variety of learning styles. Everyone learns differently, so prescribing a “best” approach is difficult. However, you should note that this course is not self-paced. You are expected to adhere to the course calendar and timeline.

That said, sometimes personal circumstances arise that may interfere with the ability to meet a deadline. If such an event does happen, please let the instructor know as soon as possible. Proactive communication that informs the instructor of potential conflicts ahead of time will be met with more receptivity than retrospective requests for extensions without a compelling rationale.

Requirements for make-up exams, assignments, and other work in this course are consistent with the University’s policies and can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

### **DEMEANOR OR NETIQUETTE**

Students are expected to behave in a manner that is respectful to the instructor and to fellow students in all email messages, threaded discussions, chats, or any form of communication. Opinions held by other students should be respected in discussion forums. Review the Netiquette Guide for Online Courses for expected student behavior.

### **LATE ASSIGNMENT POLICY**

Assignments must be submitted by the deadline posted by the instructor. A penalty will be enforced if students fail to submit an assignment by the deadline.

- Assignments received within 24 hours after the posted deadline will receive an automatic 10% deduction.
- Assignments received within 48 hours after the posted deadline will receive an automatic 20% deduction.
- Assignments received 48 hours after the posted deadline will receive a zero.

### **QUIZ POLICIES**

Students will complete quizzes at the end of each Module. Quizzes will be made available on Canvas on 12:00am Friday morning until 11:59pm Monday night, unless otherwise indicated. Students can take quizzes at any time during this period. It is the responsibility of the student to ensure they have access to the Internet and appropriate technology (computer, tablet, etc.) during this period to take the quiz. Due to the length of time students have to complete the quiz, there will be no make-up quizzes provided. Therefore, it is the responsibility of the student to ensure they do not miss a quiz. If students have any inquiries about quizzes after initial grading, please contact the instructor.

### **EMAIL**

Each of you has a UF email address. It is vital that you maintain an active UF email account and that you check it often. This tentative syllabus is subject to change, and any changes will be transmitted to you via your UF email account and Canvas (see below). Students should email the instructor if they have questions about any of the lectures, readings, assignments, or exams. You should expect a response within about 24-48 hours during weekdays. On holidays or weekends, expect a response in 1-2 business days. The instructor will reasonably expect similar time frames for responses to emails sent to students.

## **EXTRA CREDIT OPPORTUNITIES**

Any extra credit opportunities will be announced via Canvas in the course shell. It is recommended to visit the announcements tab occasionally to ensure you do not miss important information.

## **UNIVERSITY HONESTY POLICY**

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Academic dishonesty, such as plagiarism and cheating, will not be tolerated. Violation of the UF Academic Honor Code will incur serious consequences. Any act of academic dishonesty will be reported to the Dean of Students Office. Plagiarism and cheating may be punished by failure on the exam, assignment, or project; failure in the course; and/or expulsion. There are no exceptions to this policy. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor.

## **STUDENTS REQUIRING ACCOMMODATIONS**

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

## **SOFTWARE USE**

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

## **PRIVACY**

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

## **COURSE EVALUATIONS**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.



## Resources

The University of Florida has support services available for all students. If you need additional support, you are encouraged to reach out to your instructor.

### COUNSELING AND WELLNESS CENTER

Offers services and resources related to a variety of personal concerns, including but not limited to test-related stress, anxiety and depression, substance use, relationships, and sexual orientation and gender. All services are confidential. If a student is having a mental health emergency, they may call 352-392-1575 to speak to a crisis counselor. Additional contact information: 3190 Radio Road, (352) 392-1575. More information can be found at <http://counseling.ufl.edu>.

### OFFICE OF VICTIM SERVICES

Recognizes that few events, if any, that may occur in one's life can compare to the potentially traumatizing effects of being a victim of a crime. A victim advocate is available 24/7 to provide support for victims of actual or threatened violence. All services are free and confidential. You can speak to an advocate directly by calling 352-392-5648 during business hours (M-F, 8:00 a.m. – 5:00 p.m.) or 24/7 by calling the University Police Department's Dispatch Center at 352-392-1111. More information can be found at <https://police.ufl.edu/about/divisions/office-of-victim-services/>.

### GATORWELL HEALTH PROMOTION SERVICES

Is UF's campus health promotion department. Services include HIV testing, Quit Tobacco coaching, Wellness Coaching for Academic Success, Health Huts, and various other outreach/educational events. GatorWell also provides free condoms and other sexual health resources to students. Visit one of their three campus locations including their main location on the First Floor of the Reitz Union. More information can be found at <http://gatorwell.ufsa.ufl.edu/>.

### UF COMPUTING HELP DESK

Is available to help students with technical issues, including CANVAS. You can call the UF Help Desk 24/7 at 352-392-HELP. More information can be found at <http://helpdesk.ufl.edu/>.

### U MATTER, WE CARE

Is an initiative committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if someone is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu). More information can be found at <http://www.umatter.ufl.edu/>.

### CAREER CONNECTIONS CENTER

Can help you across the lifespan of your career and is located on the First Floor of the Reitz Union. More information can be found at <https://career.ufl.edu/>.

### INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY RESOURCES

For suggestions or concerns related to IDEA, please reach out to any of the following:

- Daniel Rogers, THEM IDEA Representative, [dcrogers@ufl.edu](mailto:dcrogers@ufl.edu)
- Dr. Heather Gibson, THEM Undergraduate Coordinator, [hgibson@hhp.ufl.edu](mailto:hgibson@hhp.ufl.edu)