

Wednesday, January 25, 2011

Globalization and environmental issues in the tourism industry.

Organized by - The Global Environmental Council (GEC)

CONFERENCE PLANNING SCHEDULE

1. Meeting Time line up:		
Main Meeting Started on the Date: Monday, October 25, 2010	Total Person 250 Delegates (With Partners)	DATE AND TIME
Task Detail	Date, Time and Numbers	
<ul style="list-style-type: none"> * Welcome Cocktail Reception 	<ul style="list-style-type: none"> Total Person 250 Delegates (With Partners) 	<ul style="list-style-type: none"> Date: 24th, Jan. 10 Time: 7:00 PM
<ul style="list-style-type: none"> * Meeting location 	<ul style="list-style-type: none"> THE ROOSEVELT HOTEL, 45 EAST 45TH ST. AT MADISON AVENUE, NEW YORK, NY 10017 	
<ul style="list-style-type: none"> * Total accommodation 	<ul style="list-style-type: none"> Up to 850 Person 	
<ul style="list-style-type: none"> * Meeting Started on 	<ul style="list-style-type: none"> THE ROOSEVELT HOTEL 	<ul style="list-style-type: none"> Date: 25th, Jan. 10 Time: 4:00 PM
<ul style="list-style-type: none"> * Guest Speaker 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 25th, Jan. 10 Time: 11:00 PM
<ul style="list-style-type: none"> * Conference (Only with two speaker and Guest Speaker) 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Date: 26th, Jan. 10 Time: 8:00 AM
<ul style="list-style-type: none"> * Buffet Launch 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Date: 26th, Jan. 10 Time: 12:30 AM
<ul style="list-style-type: none"> * Golf Competition 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Date: 26th, Jan. 10 Time: 2:00 AM
<ul style="list-style-type: none"> * Conference (All day long) 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Started On: Date: 27th, Jan. 10 Time: 8:00 AM
<ul style="list-style-type: none"> * Gala Dinner 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Started On: Date: 27th, Jan. 10 Time: 7:00 PM
<ul style="list-style-type: none"> * Guest Speaker 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 27th, Jan. 10 Time: 11:00 PM
<ul style="list-style-type: none"> * Breakfast and Departure 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Started On: Date: 28th, Jan. 10

		Time: 8:00 AM
<ul style="list-style-type: none"> • 12-6 Months Ahead 		
<ul style="list-style-type: none"> • * Finalize meeting dates 		<ul style="list-style-type: none"> • Meeting will be start on 25th January 2010 but will the date for primary object analysis and guest speakers will be on conference with some welcome conversation and detailing about the meeting on 24th January 2010
<ul style="list-style-type: none"> • * Select meeting location 		<ul style="list-style-type: none"> • Finalized the meeting venue from the proposed venue.
<ul style="list-style-type: none"> • * Create a website 		<ul style="list-style-type: none"> • For all event and keep all info there have to order a developer for creating a website
<ul style="list-style-type: none"> • * Send "Save the Date" notices via email 		<ul style="list-style-type: none"> • For each decision by the team of management sending a mail to all the delegates and the related organizer every time
<ul style="list-style-type: none"> • * Begin agenda format planning 		<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • * Begin speaker/topic selection 		<ul style="list-style-type: none"> • Select all the topics for individual speaker to make success in this conference
<ul style="list-style-type: none"> • * Establish working budget 		<ul style="list-style-type: none"> • A primary budget allocated from the organization for all the cost regarding rent, food, facilities, salaries, equipments and any other cost involved in the conference
<ul style="list-style-type: none"> • * Determine theme, if any 		<ul style="list-style-type: none"> • How to design the total conference should have to design a primary layout
<ul style="list-style-type: none"> • * Decide special events (golf outing, fun, etc) 		<ul style="list-style-type: none"> • Includes the Golf competition for the delegates who want to partake and other functions and entertainment schedule
<ul style="list-style-type: none"> • * Additional contracts transportation, equipment rental, etc.) 		<ul style="list-style-type: none"> • All includes prepare a list
<ul style="list-style-type: none"> • * Assemble mailing lists 		<ul style="list-style-type: none"> • List all mailing lists
<ul style="list-style-type: none"> • 6-4 Months Ahead 		
<ul style="list-style-type: none"> • Finalize program & agenda 		
<ul style="list-style-type: none"> • Finalize speakers & topics 		
<ul style="list-style-type: none"> • Finalize special event costs and schedule 		
<ul style="list-style-type: none"> • Review audio-visual availability and needs 		
<ul style="list-style-type: none"> • Obtain maps, etc. from hotel 		
<ul style="list-style-type: none"> • Update webpage to include information on accommodations 		
<ul style="list-style-type: none"> • 4-3 Months Ahead 		
<ul style="list-style-type: none"> • Select menu 		<ul style="list-style-type: none"> • For Breakfast, Lunch and Dinner
<ul style="list-style-type: none"> • Submit facility contract for processing 		
<ul style="list-style-type: none"> • Mail registration instructions 		
<ul style="list-style-type: none"> • Request speaker handouts 		
<ul style="list-style-type: none"> • Send room setups to conference center 		
<ul style="list-style-type: none"> • Update website 		

<ul style="list-style-type: none"> • 6 Weeks Ahead
<ul style="list-style-type: none"> • Obtain registration headcount
<ul style="list-style-type: none"> • Order attendee materials (portfolios, notebooks, etc.)
<ul style="list-style-type: none"> • Finalize special event details
<ul style="list-style-type: none"> • Update website, post agenda
<ul style="list-style-type: none"> • Order name tags/badges
<ul style="list-style-type: none"> • 3 Weeks Ahead
<ul style="list-style-type: none"> • Confirm guest/meeting room arrangements
<ul style="list-style-type: none"> • Confirm menu
<ul style="list-style-type: none"> • Print program
<ul style="list-style-type: none"> • Assign session moderators
<ul style="list-style-type: none"> • Complete sponsor signs
<ul style="list-style-type: none"> • Update website
<ul style="list-style-type: none"> • 1 Week Ahead
<ul style="list-style-type: none"> • Ship materials to hotel
<ul style="list-style-type: none"> • Hold pre-conference meeting
<ul style="list-style-type: none"> • Send email update to participants/speakers
<ul style="list-style-type: none"> • Review all set-ups and AV needs
<ul style="list-style-type: none"> • Develop registration sign-in sheet
<ul style="list-style-type: none"> • 1 Week Post-Conference
<ul style="list-style-type: none"> • Send sponsor and VIP thank you letters

Considering Venue:

- Choice for 1st Venue - THE ROOSEVELT HOTEL, 45 EAST 45TH ST. AT MADISON AVENUE, NEW YORK, NY 10017 – (Max Cap – 850)
- Benito's Restaurant - 7000 Boulevard E, West New York, NJ1 Event Space (Max Cap - 700)
- Radisson Hotel Freehold, NJ50 Gibson Place Free hold, NJ 07728 - 9 Event Spaces (Max Cap: 500)
- Renaissance Woodbridge Hotel - 515 US Highway 1 South Iselin, NJ 0883015 Event Spaces (Max Cap: 800)
- Smooth Sailing Celebrations - 1500 Harbor Blvd, Weehawken, NJ - 1 Event Space (Max Cap: 1200)

Approximately 65% of management comity delegates decided to finalized the venue - THE ROOSEVELT HOTEL

Considering Equipments required for the conference:

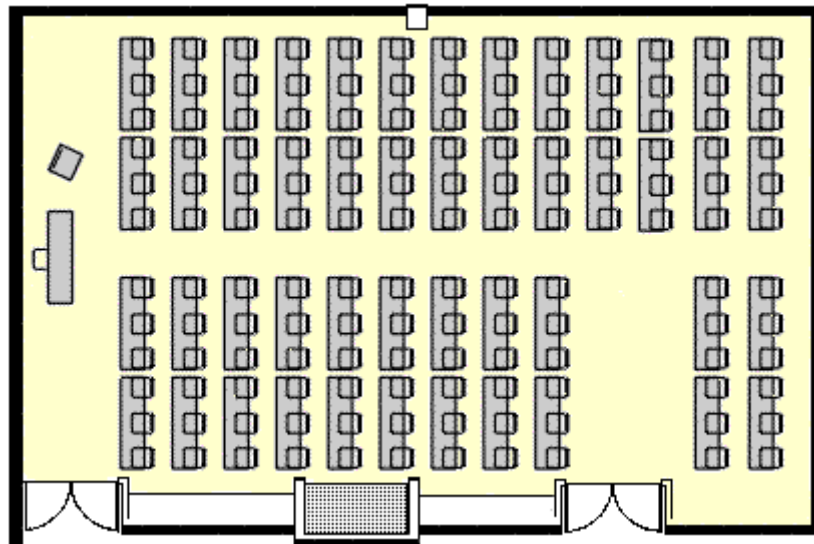
M&R is a sound company which specializes in simultaneous interpretation systems, but they also supply straight sound systems for use at meetings and conferences where interpretation equipment is not required, or as an add-on system when Simtran is in use. M&R's standard systems comprise mixing desks and a range of microphones in addition to the specialized simultaneous translation equipment, so they only need to add amplifiers and loudspeakers to supply a sound system. Specialists in clear speech reproduction M&R provide discreet voice raising such that the sound is so natural it seems to be without amplification. A range of standard conference microphones in addition to the specialized delegate push-to-talk microphones provided for delegate response systems are available from M&R. Top table microphones, lectern microphones, handheld microphones for Q&A sessions, a tie microphone for presenters or any speaker who may walk away from a fixed microphone; all these units are

controlled by the sound engineer at a mixing desk who will ensure the correct sound balance between the different units. Once the M&R simultaneous interpretation and sound systems have been installed, to add audio or video recording is simple and readily available.

Additional Equipments includes:

- √ Pipe and Drape Rental
- √ Entranceway Displays and Design
- √ Registration Booths and Counters
- √ Custom Exhibits and Backdrops
- √ Audio Visual and Lighting Equipment
- √ Easels and Display Cases
- √ PA system Rental
- √ Tour Guide System Rental
- √ Simultaneous Interpreting Service with On-Site Engineers
- √ Delegate Microphone Systems for Rental or Hire
- √ Wired & Wireless Microphone Rental
- √ Soundproof Booths for Rent with On-Site Engineers, Cables, Connectors & Accessories
- √ Voting Pads/Audience Response Systems
- √ Equipment for Factory Visit
- √ Equipments for Soundless Meetings
- √ Webcasting software and equipments
- √ IR and FM Receivers up 10,000 delegates
- √ IR and FM Transmitters
- √ Large Venue sound system for concerts

Layout of the Conference Room:



This is the decided and finalized layout of the conference room for more than 500 people. This is a theater type conference room, THEATRE STYLE is the usual set-up for large sessions where attendees listen more than participate. Avoid straight rows of chairs. Insist on arched or semi-circle arrangements

to give attendees better visibility. Above all, give attendees room to shift in the chair without nuzzling the ear of the person beside them. For any group larger than 100, you need an aisle, plus side access. For big convention sessions, it's best to have at least two wide aisles. Generally try to avoid a centre aisle which causes the speaker to look down a chasm.

Other events will be –

Meal – using THE ROOSEVELT HOTEL main dining hall with sefulla BAR.

Golf – Hotel Golf court.

Menu Planning /Meal :

Date -	Break Fast -	Launch -	Dinner -
24 th October, 2010	One to three juices (e.g., apple, orange, tomato) Assorted baked breakfast breads (e.g., croissants, muffins, toasts) Coffee, decaffeinated COFFEE / TEA & MINTS	Roasted Chicken with a delicate organic lavender seasoning blend Mushroom Meatloaf, moist & thick-sliced with tangy BBQ sauce, sweet & spicy mustard Roast Beef French Dip, au jus Sliced Tri-Tip seasoned with garlic & herbes-de-Provence Buttered Noodles Couscous Red Potato Salad Peanut Cole Slaw Chilled Whole Grain Salad with cucumber, red onion Sweet Corn with Diced Ham & Chili Butter Happy Broccoli Salad Crisp Greens with homemade dressing	Caesar Salad with Rustic Croutons & Parmesan Cheese Crisp Shredded Greens with Carrots, Almonds & Creamy Herb Dressing Tomato Basil Coconut Curry with Chicken & Vegetables BBQ Ribs – “Fall-Off-The-Bone” Pork Ribs in a Sweet, Tangy Southern Mashed Potatoes Couscous with Dried Cranberries & Almonds Microbrew / Imported Beer House Wine – Red House Wine – White
25 th October, 2010	Trio of galia, honeydew & watermelon served with a fresh raspberry coulis. Succulent lamb chops with a black peppercorn crust on a roasted provencale ratatouille COFFEE / TEA & MINTS	Maple-Ginger Pork Loin sliced & glazed with a maple-ginger reduction BBQ Ribs – “fall-off-the-bone” pork ribs in a sweet, tangy homemade BBQ sauce Brown Sugar Glazed Carrots Green Beans with Herb Butter Southern Mashed Potatoes	Bagels with Cream Cheese Homemade Banana Nut Bread Cheese, Nuts & Fruits, accompanied by Gourmet Crackers Queso Dip – chilled spicy cheese & pepper dip served with chips Wild Mushroom Meatballs, with a sweet & spicy mustard dipping sauce Regional NW Wines

			Non-Alcoholic Beer Domestic Beer
26 th October, 2010	Slices of roast topside beef & Yorkshire pudding, fresh turkey breast with a choice of stuffing, pork sausage wrapped in bacon & roast leg of lamb COFFEE / TEA & MINTS	Roasted Chicken with sweet & tangy homemade BBQ sauce Roasted Turkey with peppered gravy Sweet-Glazed Oven-Baked Ham Caesar Salad with Rustic Croutons & Parmesan Cheese Crisp Shredded Greens with Carrots, Almonds & French Balsamic Dressing Southern Mashed Potatoes Sweet Corn with Diced Ham & Chili Butter Fresh Seasonal Fruit	Sliced Chicken Breasts Sautéed with Bell Peppers, Onions & Savory Latin Spices Carne Asada (Beef) Sautéed with Bell Peppers, Onions & Savory Latin Spices Roasted Red Pepper Soup Black Beans topped with shredded cheese Onions, Tomatoes, Shredded Lettuce, Cheddar Cheese & Sour Cream Fresh Salsa & Homemade Guacamole Microbrew / Imported Beer Bottled Water Assorted Sodas House Wine – Sparkling
27 th October, 2010	Fresh smoked salmon filled with cream cheese & North Atlantic prawns, served with lightly toasted ciabatti Fresh vanilla & cream mousse served with a fruits of the forest compote COFFEE / TEA & MINTS	Lavender-Scented Oven-Roasted Turkey Salmon scented with Lemon & Fresh Herbs Southern Mashed Potatoes Sweet Corn with Diced Ham & Chili Butter Caesar Salad with Rustic Croutons & Parmesan Cheese Red Potato Salad Fresh Seasonal Fruit	Pasta with Roasted Chicken in a Cream Alfredo Sauce with Parmesan Cheese Spicy Marinara with Sausage over Pasta topped with Parmesan Caesar Salad with Rustic Croutons & Parmesan Cheese Tomato Basil Wild Rice Microbrew / Imported Beer House Wine – Sparkling Domestic Beer Whiskey Sour

Financial Plan for the Conference:

Conference Package, to include the following aspects of the event and offered at a discounted rate, as follows:

Starting date and Day 1, 2 & 3 conference passes (Mon 3 - Weds 5 Oct)

Three nights' accommodation in the ROOSEVELT HOTEL for non residential delegates (Mon & Tues)

Two evening invitations (welcome & gala)

	Member rate	Non member rate*
Single Occupancy	\$644.68	\$902.55

Shared Occupancy \$590.87 \$827.22

Total budget count for non residential 190 delegates and their partners out of 280 delegates and their partners (total accommodation number is 500). Total budget approximately \$20000

Includes meal and accommodation, events and equipments.

Food Production System And Style, Service Security And Safety:

Standard Operating Procedures, The way we do things should be put in writing so everyone understands their obligations of the food act.

Standard Operating Procedures SOP's, Use of Thermometers

- Calibration of Thermometers
- Receiving
- Personal Hygiene
- Cleaning and Sanitizing
- Receiving Time / Temperature
- Refrigerated Food Below 5°C
- Frozen Foods Below -18°C
- Check that all food is delivered at correct temperature control
- Check use by dates
- Check packaging is not broken
- Check frozen foods are completely frozen solid
- Check food is labeled correctly
- Check for infestation
- Check the van and driver is clean

- **Time/Temperature**
 - Refrigerated foods Below 5°C
 - Frozen foods Below -18°C
 - Dry foods 10°C-21°

- **Dry storage**
 - Check the environment is clean
 - Check for stock rotation
 - Check that packaging is not damaged
 - Check that food is not stored on the ground

- **Time/Temperature**
 - Refrigerated foods Below 5°C
 - Frozen foods Below -18°C
 - Dry foods 10°C-21°C

- **Cold Storage**
 - Check the environment is clean free of mould with good air flow
 - Check that temperature is below 5°C
 - Ensure food is covered or sealed in clean containers
 - Check for stock rotation

- **Time/Temperature**
 - Refrigerated foods Below 5°C
 - Frozen foods Below -18°C
 - Dry foods 10°C-21°

- **Frozen Storage**
- Check that frozen food is frozen solid
- Check the temperature is below -18°C
- Check for stock rotation
- Check that packaging is not damaged and no freezer burn
- Check that food is not stored on the ground

Procedure

-Refrigeration

- Foods must be thawed under refrigeration

- Microwaves

- Microwaves can be used to defrost but food should be cooked immediately after

Never defrost on a bench

- Time/Temperature
 - Time as a microbial growth barrier
 - Temperature control

- Prevent Cross-Contamination

- Separate knives/cutting boards

- Cleaning/sanitizing

- Designated procedures/area

- Personal Hygiene

Cooking

- Final Cooking Temperatures Above 75°C -100°C

-For 2-10 minutes

Hot Holding

- Time/Temperature
 - above 60°C
- Use of Equipment
 - Hot holding equipment must be clean
 - Stir product
 - Use thermometers for temperature control

Do not use hot holding equipment as ovens

Cooling

- Time/Temperature
 - Cool to 21°C within 2 hours and refrigerate
 - Cool to 5°C in less than 4 hours then freeze
- Prevent Cross-Contamination
- Personal Hygiene
- Procedure - Product Specific
- Procedure - Equipment Specific

Reheating

- Time/Temperature
 - Heat to 75°C or above in less than 2 hours
- Prevent Cross-Contamination
- Personal Hygiene

Displaying

- All food must be protected from contamination
- Foods must be displayed under temperature control
- All equipment and utensils must be clean

Delivery

- A food business when transporting food must protect the food from contamination
- Check that at delivery food is served at the correct temperature control
- The staff must have good hygiene

Administrative: All administrative and other issues are drawn upon a meeting with central board of delegates along with the member of the house additional with the hotel management committee for detailing the system corporate with this administration and planning and they have to maintain the administrative task as well as cover the financial budget on behalf of us.

Here all indicates for Food production systems, Food production styles, Food and Beverage Service, Meal and Menu planning, Etiquette and Protocol, Administrative protocols which one copy of this issues have already send to all the restaurant members and stuffs of the Hotel and delegates to informed by the management committee.