



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Organization Of Congress And Seminars							
Course Code		BYP208		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	1	Laboratory	0
Objectives of the Course		Throughout this course, students will gain competence in making seminar organizations in the Tourism and Travel Services program.							
Course Content		Research and development activities, Program content creation, Operations planning, Social and Cultural Programs Planning, Finance planning							
Work Placement		None							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study					
Name of Lecturer(s)									

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

### Recommended or Required Reading

1	Toplantı yönetimi kongre, konferans, seminer ve fuar organizasyonları , Prof.Dr.Celil Çakıcı
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Week	Weekly Detailed Course Contents	
1	Theoretical	Research and development activities
2	Theoretical	Research and development activities
3	Theoretical	Program content creation
4	Theoretical	Program content creation
5	Theoretical	Program content creation
6	Theoretical	Operations planning
7	Theoretical	Operations planning
8	Intermediate Exam	Midterm Exam
9	Theoretical	Operations planning
10	Theoretical	Operation procedures
11	Theoretical	Operation procedures
12	Theoretical	Social and Cultural Programs Planning
13	Theoretical	Social and Cultural Programs Planning
14	Theoretical	Finance planning
15	Theoretical	Finance planning
16	Final Exam	Final Exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Lecture - Practice	1	14	0	14
Midterm Examination	1	15	1	16
Final Examination	1	16	1	17
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	To be able to make preliminary preparations for seminar and conference organizations.
2	To be able to conduct the process of conference and seminar organizations.



3	To learn the activities and aims of institutions and organizations that are engaged in congress organization activities
4	To learn preparation techniques and processes in all stages of congress and fair organizations
5	To organize financial planning and tables in congress and fair organizations

