

CONVENTION SITE PLANNING

You own and operate the Waverly Travel Center. The Viking Corporation will host a one-week sales convention in Europe, Asia, Australia, or South America during the month of June. The CEO of Viking Corporation, Art I. Smart, has asked you to prepare a travel plan for the sales force. You will each be choosing a city in one of those continents to create a comparison of the travel options available and what best meets the business needs of the Viking Corporation.

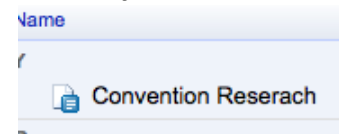
You will use the Internet for your research and Google Docs to prepare your report. As you research your information, you are to add it to the proper Google Doc. You will be using the same document as the other members of your team. You will do this through the “Sharing” feature in Google Docs.

Once all the information is acquired, a slide show will be put together to present the findings to our clients at Viking Corporation. Based on the presentations, you will comment on the results found by four classmates to determine what would be the best site for the convention.

Convention Research

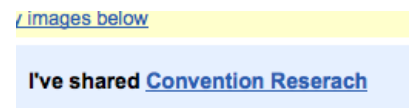
Using the “Document” option for word processing, you are to include the following information to “Share” with the other employees:

1. Access Google Docs using the District 145 Google Docs web site. Use your school login and password to sign in.



2. Once you login, you will see an email from me called Convention Research.

3. Click on the email. The email will indicate that I have shared a document with you. Click on the shared document.



4. In the word processing document, write a paragraph about the city you selected—where it is located such as “Omaha is the largest city in Nebraska and lies in the central region of eastern Nebraska.” Other information you must include is:
 - a. A brief history of the city
 - b. Three points of interest—be specific such as going to the Henry Doorly Zoo
 - c. General weather forecast for June
 - d. List the URL of any site you used to complete your research of that city.
5. When you have finished keying your information, you may need to save your addition. However, it generally saves automatically.

Convention Spreadsheet

To continue your research and comparisons of the cities being considered for the convention, you will determine the airfare and hotel costs for the city. A spreadsheet has been started for you to add your information to the spreadsheet.

1. Use travelocity.com, orbitz.com, or expedia.com to find roundtrip airfares for city.
 - a. Use a major city near you for departure information (Omaha)
 - b. Length of stay is seven days
 - c. Some time during the month of June
2. Either using travelocity.com or a Google search find a hotel or venue that will hold approximately 200 people for the convention.
 - a. The hotel should be a four or five star hotel
 - b. The hotel should have a banquet room to hold 200 people as well as four meeting rooms to hold approximately 40 people.
 - c. What is the price of the room for six nights?
3. You are to also include what ground transportation is available for them to get around the city: shuttle to and from airport, taxi, car rental, city buses, gondolas, ferries, etc.
4. Open the email containing the *Convention Spreadsheet*.
Add your airfare price, room costs, and ground transportation to the spreadsheet.
5. Remember to Save and "Share" the information with the other collaborators/team members.

Convention Presentation

Now that you have found all your information, you will add that information to a presentation document.

1. Open the email containing the *Convention Presentation*.
2. Add the slides needed to present your findings to the Viking Corporation.
3. The slides should include:
 - a. City name and general location
 - b. Brief history of city
 - c. Three points of interest
 - d. Average climate/weather during month of June
 - e. Round trip airfare per person
 - f. Name of hotel and cost for six nights
 - g. Ground transportation

Create Your Own Document to Share with Others and Add Responses

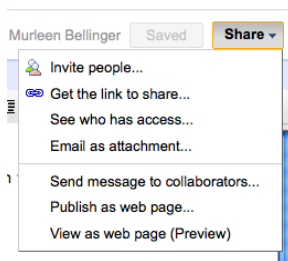
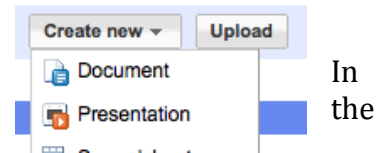
Now you are to create your own “Document” to write a brief paragraph of why you think your city would be the best choice for this convention.

Share the document with the rest of your team members. You should be receiving a document from each team member stating why his/her chosen city is the best choice for the convention.

You are required to respond to at least four of these “shared” documents and state why you think it would or would not be the best selection for the convention. You must have at least two reasons why it would be good or not. You might have to look at the other criteria to decide. For example, maybe the weather is too hot for that time of year, the airfare is too costly, there is nothing to do once they get there, etc.

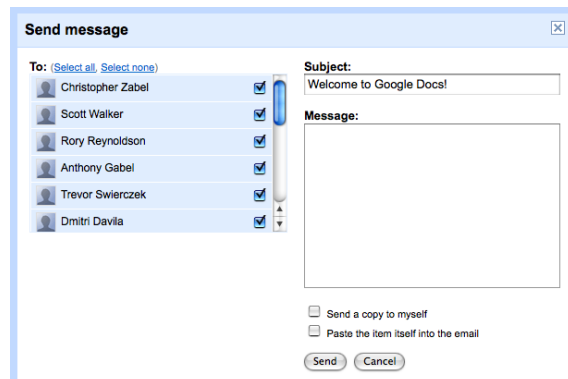
Steps to Create the Document and Share with Others

1. While in Google Docs, under **Create New**, select **Document**. A word processing window should appear. In that window, key your paragraph “selling” your city for convention.



2. When you have that keyed, click on the **Share** button, select “Send message to collaborators . . .”

3. The next window allows you to add “collaborators” or select those that have already been included to receive your message.



4. Once the document is shared, all collaborators should receive an email showing what has been added to the document.
5. When you start receiving the *shared* documents from your classmates, you are to respond to four other classmates paragraph. Your response should look something like this:

Mrs. Bellinger--Omaha, Nebraska would be an excellent site for this conference. Omaha is centrally located in the United States making it easily accessible by all convention goers. The weather is also usually very pleasant in June.