**Convention Site Planning**

***Subject Area:*** Information Processing, Computer Applications, Business Management

***Objectives/Overview:*** The students will research a city as a location for a conference. From their research, they will present their findings to the management who will ultimately choose the city for their next convention. They will be using the document, spreadsheet, and presentation features in Google Drive. Through their research, the employee (student) needs to address reasonably priced transportation to the city and transportation in and around the city, hotel accommodations, and attractions that will appeal to the conference attendees. The employee (student) will present their findings about their conference location to the management. The purpose of this project was to introduce the students to the features in Google Drive. Not only using the document, spreadsheet, and presentation tools, but also to share those with others and collaborate on their findings. After this project, the students will have a better understanding of the power of Google Drive, selecting a location for a conference, and promoting that site in hopes that their employer chooses their location.

***Targeted NBEA Standards:***

* Information Technology—Input Technologies: Use various input technologies to enter and manipulate information appropriately.
* Information Technology--Information Retrieval and Synthesis: Gather, evaluate, use, cite, and disseminate information from technology sources.
* Communication—Foundations of Communication: Communicate in a clear, complete, concise, correct, and courteous manner on personal and professional levels.
* Communication—Technological Communication: Use technology to enhance the effectiveness of communication.
* Management—Technology and Information Management: Utilize information and technology tools to conduct business effectively and efficiently.

***Step-By-Step Procedure:*** The students will research a city and a hotel in that city in which to hold a conference for their company. They will use the document feature in Drive to write a paragraph about why they chose that city. They will use the spreadsheet feature to record and share their information about the city and hotel. They will create a presentation to present to the company management providing information of why the city they chose would be an excellent site for their conference. The student will share all documents through Google Drive with their classmates. They are required to respond on Google Drive to four classmates findings and provide feedback as to why that location would or would not be a good site for their upcoming convention. (See attached document for more detailed description of procedure.)

***Concepts/Skills Reinforced or Mastered:***

* The students will gain a thorough knowledge of how the features of document, spreadsheet, and presentation tools in Google Drive are used.
* The students will understand how to conduct research for travel costs to a city, transportation costs while in the city, and attractions that will appeal to conference attendees
* The students will use their presentation skills to promote their city selection to the management and persuade them to choose their city for their upcoming convention.

***Course/Grade Level:*** 10-12

***Materials/Resources/Equipment Used:*** Computer; Google Drive tools; websites to research transportation costs for traveling to another city and city transportation, hotel conference site, and location attractions in the city/area

***Time Required to Complete the Lesson/Unit?*** 7 to 10 days depending on the number of students in the class

***Post Evaluation:*** Students will be assessed using the rubrics provided.