

# Certified Meeting Manager Practice Test Questions and Answers

## 1. What is the first step in the meeting planning process?

- A) Booking the venue
- B) Defining meeting objectives and goals
- C) Ordering catering
- D) Creating promotional materials

## 2. Which contract clause is most important when booking a meeting venue?

- A) Parking availability
- B) Cancellation and attrition policies
- C) Decorative options
- D) Wi-Fi password

## 3. What does ROI stand for in meeting management?

- A) Registration of Interest
- B) Return on Investment
- C) Room Occupancy Index
- D) Refreshment Order Information

## 4. Which technology platform is essential for hybrid meeting management?

- A) Email only
- B) Video conferencing and streaming solutions
- C) Social media platforms
- D) Word processing software

Answers: 1-B 2-B 3-B 4-B

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