

## **TERM OF REFERENCE**

### **International Practitioner**

#### **“Meetings, Incentives, Conventions and Exhibitions (MICE)”**

Speaker	:	Lalla Sanaa El Massin El Fellah
Moderator	:	Dr. Widya Paramita, S.E., M.PA.
Study Program Coordinator	:	Dr. Christian Wiradendi Wolor
Kind of Activity	:	International Practitioner
Theme	:	Meetings, Incentives, Conventions, and Exhibitions (MICE)
Day/Date	:	Saturday, March 18th, 2023

#### **1. Description of Activity**

The holding of an international practitioner, with the theme "Meetings, Incentives, Conventions and Exhibitions (MICE)" is an activity of the D-4 Digital Office Administration Study Program, Faculty of Economics, State University of Jakarta in 2022 which invites lecturers from abroad as speaker(s). This activity is expected to increase students' competence and knowledge in increasing skills in the industry sector where they need to balance and align themselves in the world of work in industry era, so that students can be able to overcome and face challenges outside, both nationally and internationally.

#### **2. Form of Activity**

Presentation of material and question and answer discussion.

#### **3. Presented Material**

The material that will be presented in the international practitioner is about "Meetings, Incentives, Conventions and Exhibitions (MICE)". The aspects that are expected to be delivered in international practitioner include:

- Expanding knowledge about MICE;
- Matters that must be considered related to MICE;
- Tips and tricks for new graduate students who want to explore MICE;
- MICE in an international scope.

#### **4. Expected Output for Participants**

The implementation of the international practitioner has a target for participants to have outputs that are in accordance with the objectives of this activity. The expected outputs to participants are:

- Each participant is expected to understand the material and be able to share knowledge with other participants;
- Increased participant skills in understanding MICE;
- Get motivation when participating in this activity;
- Can foster enthusiasm and confidence in MICE skills needed by companies in the future; and
- Participants can knowing tips and tricks about MICE International.

#### **5. Participants**

The participants in this international practitioner are all D-4 Digital Office Administration students, Faculty of Economics, State University of Jakarta.

#### **6. Equipment Provided**

Equipment provided by the international practitioner committee to support the implementation of this activity, including:

- Laptop
- Zoom Cloud Meetings
- Live Streaming YouTube

#### **7. Time and Place**

The international practitioner event will be held on:

Time : 10.00 – 11.30 TRT (UTC +3) / 14.00 – 15.30 WIB (UTC +7)

Place : Zoom Cloud Meetings & YouTube Live Streaming

## 8. Rundown

14.00 – 15.30 WIB (UTC +7)

No	TIME	ACTIVITY DETAILS	DURATION
1.	13.40 s.d. 14.00	Preparation	40 Minutes
2.	14.00 s.d. 14.05	Opening	5 Minutes
3.	14.15 s.d. 14.20	Greetings from Study Program Coordinator	5 Minutes
4.	14.20 s.d. 14.25	Greetings from Dean of the Faculty of Economics	5 Minutes
5.	14.25 s.d. 14.30	Moderator Introduction	5 Minutes
6.	14.30 s.d. 15.10	Material Introduction	40 Minutes
7.	15.10 s.d. 15.20	Question and Answer Session	10 Minutes
8.	15.20 s.d. 15.25	Submission of Certificates to Speaker	5 Minutes
9.	15.25 s.d. 15.30	Documentation	5 Minutes
10.	15.30 s.d. 15.35	Closing	5 Minutes

10.00 – 11.30 TRT (UTC +3)

No	TIME	ACTIVITY DETAILS	DURATION
1.	09.40 s.d. 10.00	Preparation	40 Minutes
2.	10.00 s.d. 10.05	Opening	5 Minutes
3.	10.15 s.d. 10.20	Greetings from Study Program Coordinator	5 Minutes
4.	10.20 s.d. 10.25	Greetings from Dean of the Faculty of Economics	5 Minutes
5.	10.25 s.d. 10.30	Moderator Introduction	5 Minutes
6.	10.30 s.d. 11.10	Material Introduction	40 Minutes
7.	11.10 s.d. 11.20	Question and Answer Session	10 Minutes

8.	11.20 s.d 11.25	Submission of Certificates to Speaker	5 Minutes
9.	11.25 s.d. 11.30	Documentation	5 Minutes
10.	11.30 s.d. 11.35	Closing	5 Minutes

## **9. Closing**

This Terms of Reference (TOR) were created as a reference in carrying out International Practitioner activities with the title "Meetings, Incentives, Conventions and Exhibitions (MICE)" in 2023.