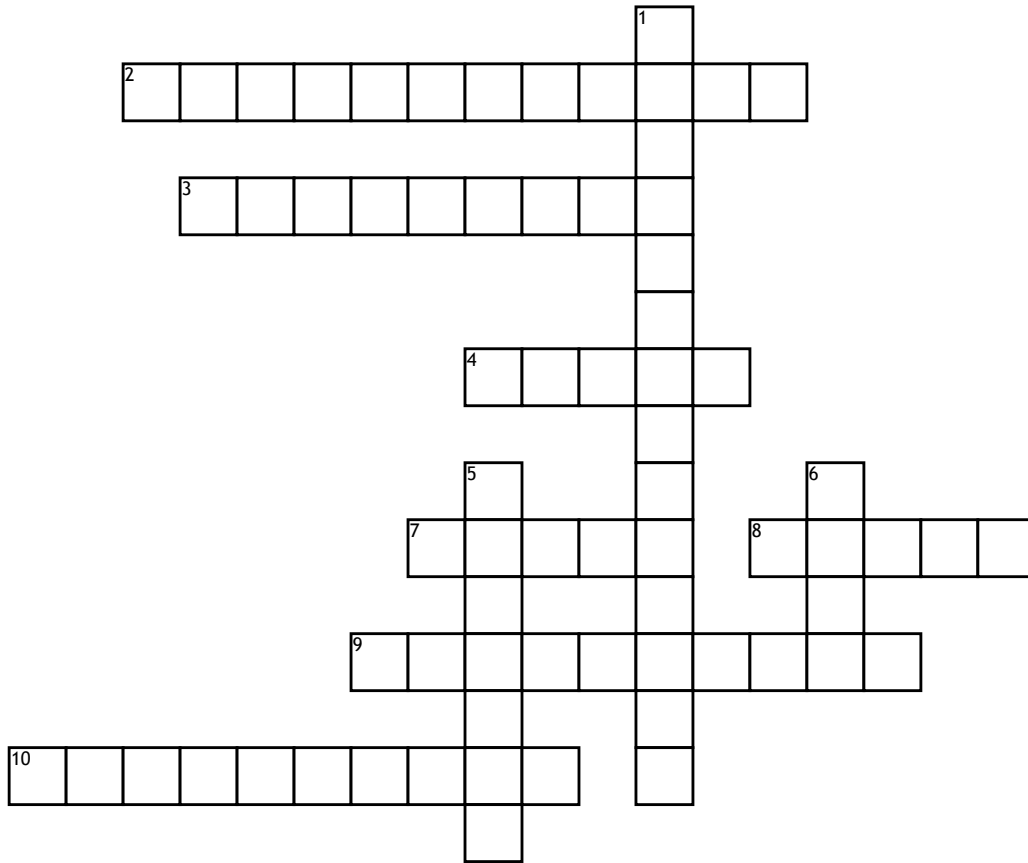


# Meeting and Planning



**Across**

- 2. the action or process of registering or of being registered.
- 3. draw up, put together
- 4. a planned public or social occasion.
- 7. the place where something happens, especially an organized event such as a concert, conference, or sports event.
- 8. record (something) in writing.

- 9. change the time of (a planned event).

- 10. the end or finish of an event or process.

**Down**

- 1. the ability to use one's time effectively
- 5. a period devoted to a particular activity
- 6. the object of a person's ambition or effort; an aim or desired result

**Word Bank**

- |              |                 |            |       |
|--------------|-----------------|------------|-------|
| venue        | goal            | formulate  | event |
| session      | conclusion      | reschedule | noted |
| registration | time management |            |       |