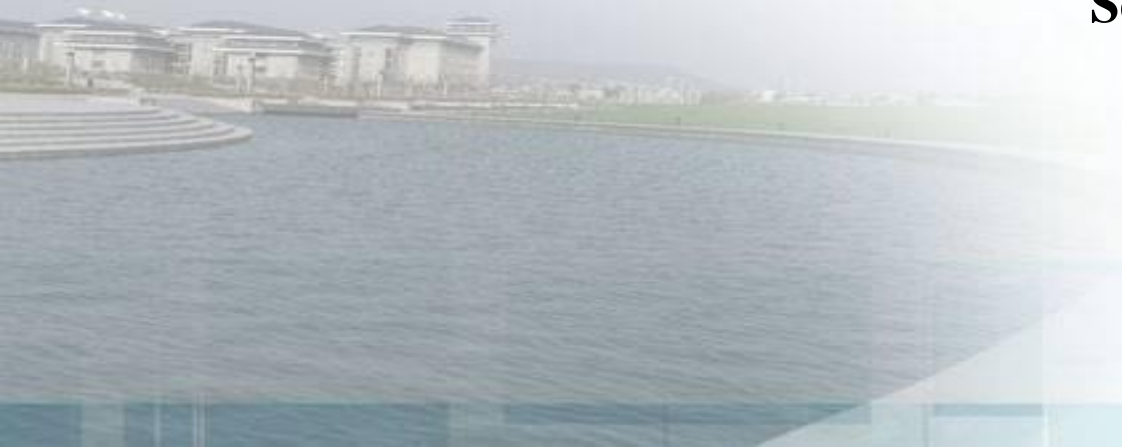




International Conference & *Effective Presentation*

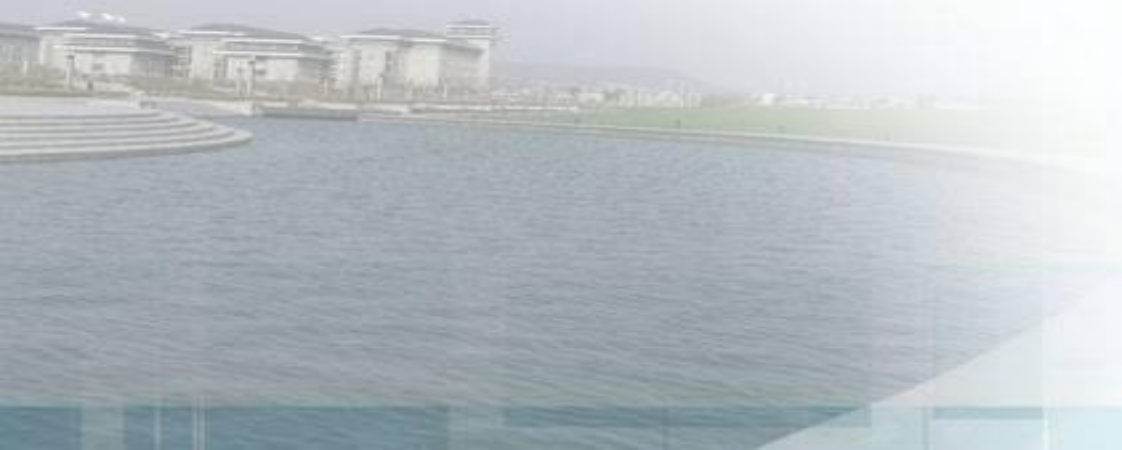
----WU Ting
September, 2019





Outline

1. What is international conference?
2. Who will be at one?
3. What are their roles and responsibilities?
4. How can you make an effective presentation?





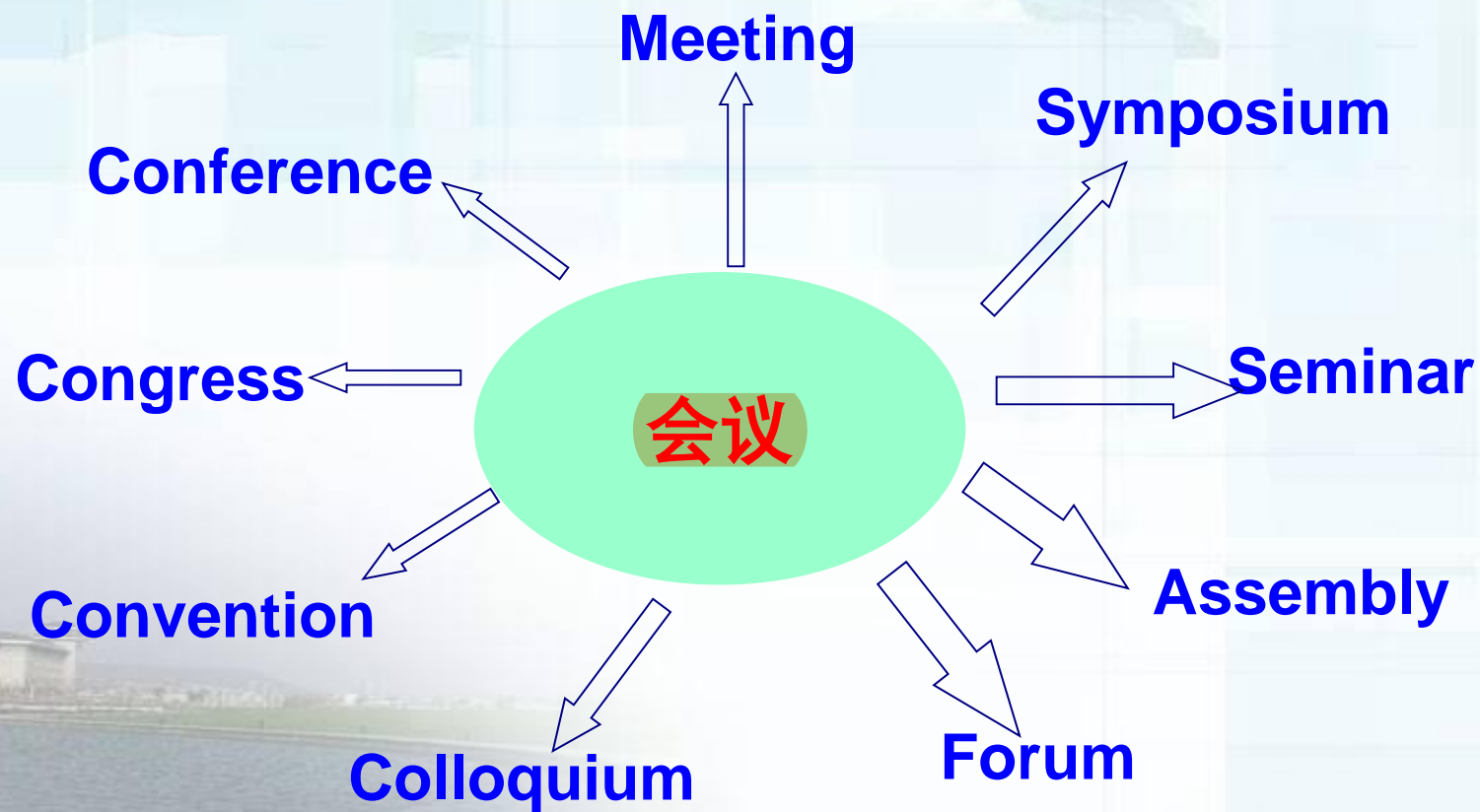
Discussion:

- Have you ever been at a conference?
- Will you attend an international conference in near future?
- Is that a requirement by your supervisor or department?
- What's your experience of attending an international conference?
- How would you make it successful?





1. What is international conference?



1.Meeting: 一般性的会议，使用最为广泛。

E.g. group meeting 小组会议

welcome meeting 欢迎大会

a farewell meeting 欢送会

a convivial meeting 联欢会

multilateral meeting 多边会晤

official meeting 正式会议

2.Conference

The **formal** meeting which usually **lasts a few days** on a **large scale**

E.g. The Cairo Conference 开罗会议

Bandung Conference 万隆会议

3.Congress:

usu. attended by representatives or delegates who belong to **national or international** , **governmental or non-governmental organizations** .

It is held to discuss **issues and policies** of **public interest**.

E.g. The National People's Congress 全国人民代表大会

The Congress of USA 美国国会

4.Symposium

A symposium is a conference in which experts or academics discuss **a particular subject**

专题讨论会，座谈会，学术报告会；专题论文集；（古希腊）酒宴，宴会

E.g. He had been taking part in an international symposium on population.

5.Assembly: 议会；代表大会,集会。

An assembly is a large group of people who **meet regularly** to **make Decisions or laws** for a particular region or a group of people gathered together for a particular purpose.

6.Forum

A forum is a place, situation, or group in which people exchange ideas and discuss issues, especially **important public issues**.

E.g. The quarterly had been a forum for sound academic debate。

这本季刊曾经是进行颇有见地的学术讨论的论坛

7.Colloquium

An **academic** meeting or seminar usually led by a **different lecturer** and on a **different topic** at each meeting.

8.Seminar: 研讨班，讲习会；研讨小组；研讨会；培训会

9.Convention: (组织、政治团体的)大会，大型会议

A convention is a **large** meeting of an **organization** or **political group**.

Seminar



Congress



Assembly



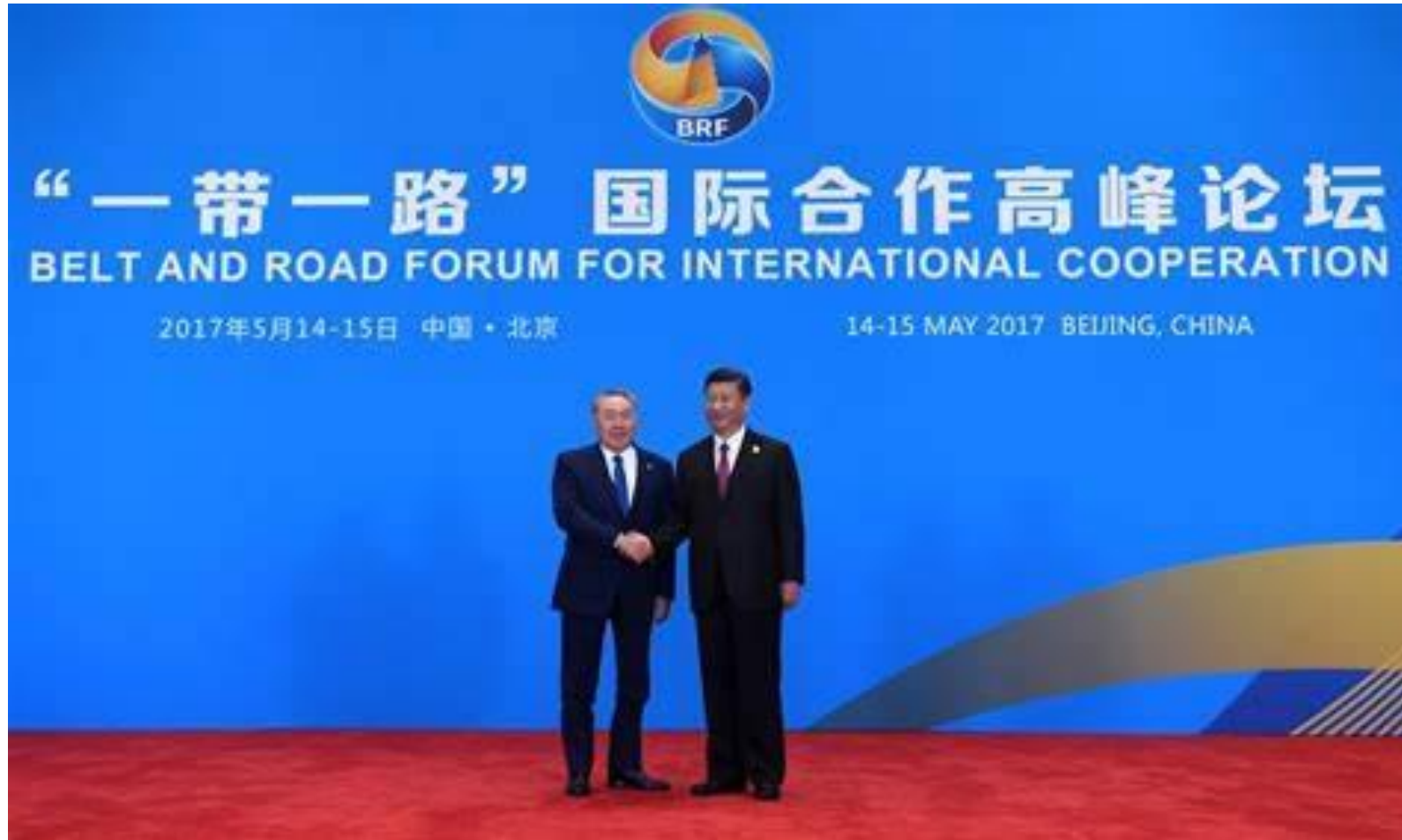
Convention



Symposium



Forum



Colloquium



Conference





2 Who will be at one? What are their responsibilities?

Institution:

主办方 **sponsor** 承办者 **organizer**

协办单位 **co-sponsors** 组委会 **organizing committee**

Persons:

主题发言人 **keynote speaker** 参加者 **participant**

大会名誉主席 **honorary chairman**

主席 **chair** 副主席 **vice chairman** 分会主席 **session chair**

程序委员会 **program committee** 成员 **members**

联系人 **contact person**

会议执行秘书 **executive secretary**





3. Procedure of an international conference

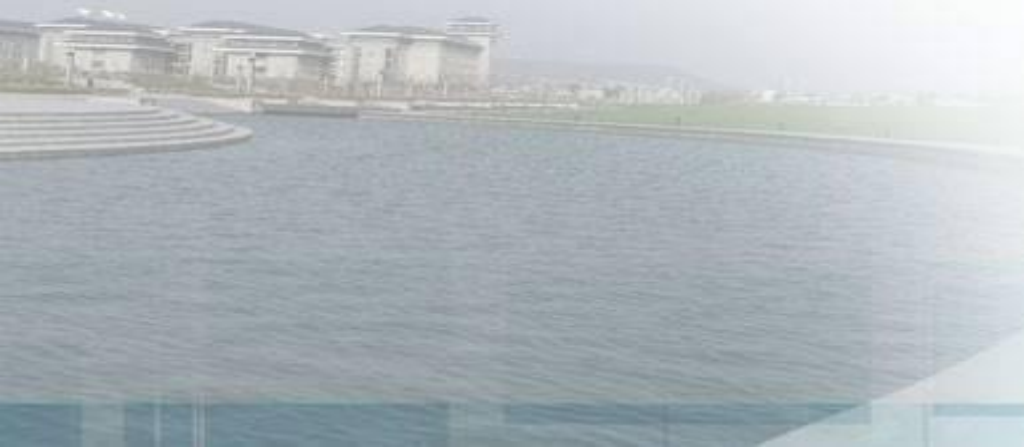
- 1) Opening Speech (开幕词)
- 2) Introduction to Keynote Speaker (介绍发言人)
- 3) Keynote Speaker's Speech (主旨发言人发言)
- 4) Question and Answer (问题与回答)
- 5) Closing Speech (闭幕词)
- 6) Introduction to College/Laboratory
(学院或实验室介绍)



4. Make an effective presentation

Watch a video and discuss:

What are the major elements in an effective presentation?



I What Is Academic Presentation?

Academic presentation is a prepared and formal talk given by a speaker in public. It is a powerful way to transmit your message to an audience in a clear and structured way within a time limit.

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II. The **elements** of a presentation

The three elements: information, audience, speaker

■ **Information**

1. What is your point?

-----objectives

2. Structure

- ◆ Tell the audience what you're going to tell them (**introduction**);
- ◆ Tell them (**body development**);
- ◆ Tell them what you've told them (**conclusion**).

3. **Transition**

■ Audience

- ◆ Who is your audience?
- Consider the audience when you define your topic.
What they may already know? What they may not know?
- Be careful when you use terminology.
- Put yourself in the audience's place and think about what they might want.

■ Speaker

The speaker is the source of information. A speaker conveys information with **language** and nonverbal symbols of auxiliary information (非言语符号的辅助信息) with **act, signal, gesture, expression**.

- ◆ Think about **assessment**
 - Content & presentation skills
 - Time limit
 - Voice
 - Pronunciation & intonation
 - Visual aids
 - Body language
 - Eye contact
 - Stage fright**