



## Introducing Speakers---conference 3

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# Contents

Background knowledge of the introduction

Procedure and tips

Templates

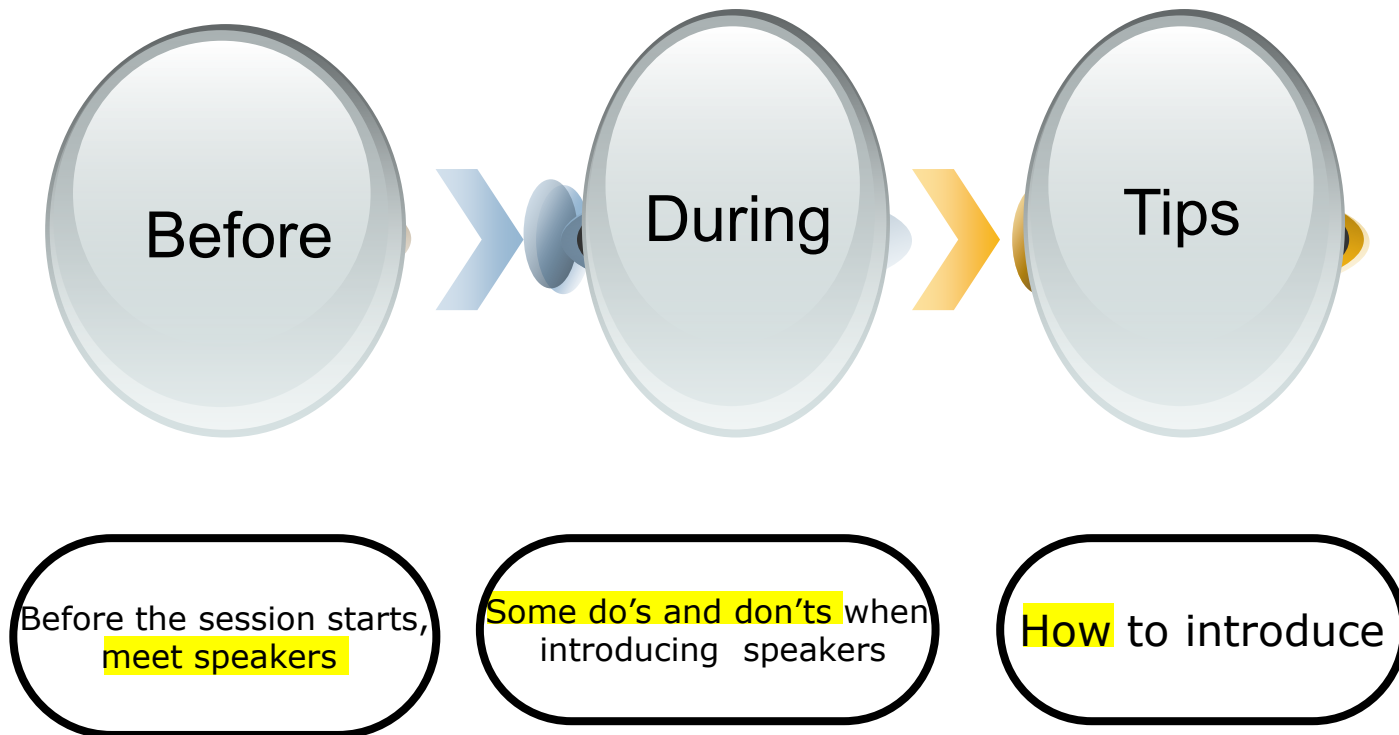
# The purpose of an introduction

- A bridge, a transition between sections, mental and emotional shift.
- Motivate, heighten audience's sense of openness and anticipation.
- Expand the influence of the speaker in academic field

A good introduction should answer 3 questions

- why *this* speaker,
- on this subject,
- to this audience?

# Procedure



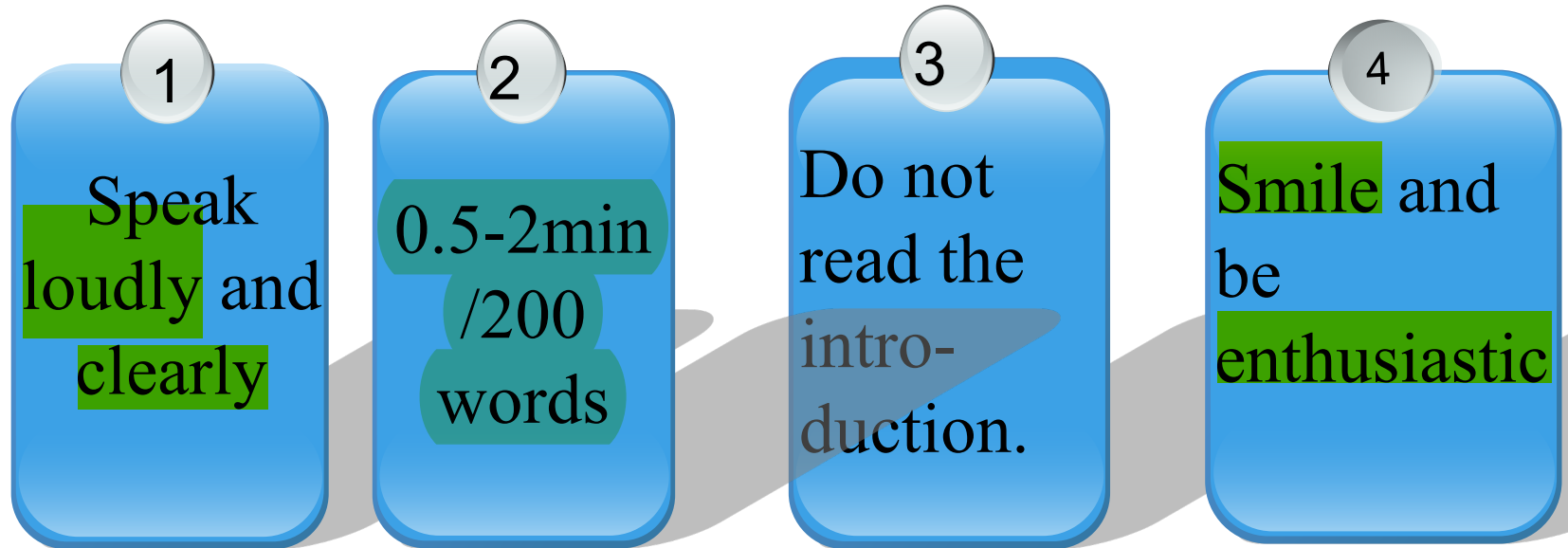
# What's to introduce?

- Name
- Affiliation and titles
- Research interest, current research records
- Books and publications
- awards
- Topic or title of the presentation

# For more *credibility*

- Look up biographical information on the speaker.
- Avoid using sensitive or embarrassing information without approval.
- Find other speeches the speaker has given.
- Include a surprising detail if it fits in your intro.

# Dos and don'ts during introducing speakers





# Other details

- ✓ Identify yourself by name and title, unless this has already been done earlier.
- ✓ Lead the applause.
- ✓ Orient yourself towards the speakers as they approach.
- ✓ Shake the speaker's hand.
- ✓ A handout is preferable for a panel of speakers
- ✓ Never use the old cliché that the speaker needs no introduction
- ✓ You are the catalyst, not the performer. Do not try to upstage the speaker with your knowledge of the subject.

# Template

## Academic achievements

1.....wrote extensively on the issues of .....  
2.Our speaker is the author of the upcoming book.....and has ..... on work.  
3.As an author he/she has published..... Including .....

## Speech experiences

1.Today's speaker has appeared on .....  
2.He/she is a frequent keynote speaker at national , regional and state conferences in .....  
3.As one of the country's leading..... experts, he/she is a sought-after speaker who has addressed associations across the country , including .....

## Awards and honors

1.Our speaker has had fellowships and grants from .....  
2.He/she has earned the title of.....—the highest honor given by ..... only .....members have been so honored

Samples:

# Template

## Topic

1.The topic of today's presentation is .....  
2.Today's presentation is called.....  
3.Please join me in welcoming ....., whose topic is .....  
4.Let me present to you ....., who will speak on.....

## structure

1.We will hear first from....., followed by.....  
2.Our first speaker will be ....., the next speaker will be .....

## Welcome remarks

1.Ladies and gentlemen , please join me in welcoming.....  
2.Please help me give a dynamite welcome to .....  
3.I'd like to extend a warm welcome to.....  
4.I'm glad to present to you .....

Samples:

(1) <u>It is my pleasure to introduce</u> Hilka Klinkenberg, our keynote speaker today!	开场白:讲演人姓名
As one of the country's leading etiquette and protocol experts, Hilka is a sought-after speaker who has addressed associations across the coun-	发言人职业 社会活动
try, including the American Society of Association Executives, the American Council of Life Insurance, the American Society for Training and Development, and the Million Dollar Roundtable.	
Hilka is (2) <u>the author of</u> <i>At Ease Professionally</i> , a book on business etiquette here and abroad. Her columns on business etiquette and protocol appear regularly in a diverse range of publications and web sites around the world including <i>Agenda New York</i> magazine, <i>The Hindu</i> , India's largest English-language newspaper, and <i>horsesmouth.com</i> . Hilka also wrote the "Business Entertaining" column for <i>Worldwide Business Practices Report</i> .	学术成果
Hilka is quoted regularly in (3) <u>some famous newspaper</u> like <i>Business Week</i> , <i>Wall Street Journal</i> , <i>Investors Business Daily</i> , <i>Entrepreneur</i> , <i>Glamour</i> , <i>The LA Times</i> , <i>the Daily News</i> , <i>Newsday</i> , and <i>Consumer Reports</i> , to name but a few.	
Hilka (4) <u>has appeared on</u> hundreds of radio and television talk shows including CNBC, MSNBC, CNN, Lifetime, Good Day New York on Fox, and Today in New York on NBC.	演讲主持阅历
Please (5) <u>help me give a dynamite welcome to</u> Hilka, who is here to discuss: "RSVP: How to Respond to Your Customers".	演讲题目 表示欢迎

# More Templates

- Our first speaker is XX, from YY. Mr. XX is the ...of .... The title of his presentation is ZZ. Now let me hand the chair to our distinguished speaker.
- I am sure from the illuminating report of Dr. XX, we have got a better understanding of ...from the theoretical point of view, but what about the application in industry? Now, I would like to call upon Prof. B who would like to make a report on their recent practice. Prof. B is... Now, let's welcome Prof. B, please.

# Sequence and tense

## Sequence

- Start from the current position and title, and for the past, start from the most distant to the present;
- Start from the current position and title; Prior to that..., still prior to that,...

## Tense

Past, present perfect, simple present,

# Useful Verbs

- Be, serve as, chair, direct,
- Serve on, be affiliated with, work in ,
- Author, co-author,
- Get/ Earn/obtain /receive / hold (the) a degree,
- Include, quote, appear,
- Be engaged in, focus on,

- keynote speaker, sought-after speaker, leading expert, much quoted writer
- won fellowships and grants from..., a member of ..., an honor shared by ... people nationwide/all over the world
- won/earn the title of..., the highest honor ...
- His books are the recognized textbooks in ...; His books have been translated into many different languages, have ... books and publications in professional journals
- To name just a few



# For a self-introduction

- ☐ Name
- ☐ institution or department
- ☐ Academic field
- ☐ previous and current research projects

Note:

No Dr. or Prof.

No important title

No arrogance...**many** of my research papers ...in  
**impressive journals.**

谢 谢