**Part 1**

First, lets take a look at the duties of the host or hostess in the international conference. Usually they are responsible for greeting guests, giving an introduction to the conference, such as the background and the theme of this year’s conference. Also, they ought to introduce speakers and make connections between various parts of the conference, promote the interaction between guests and speakers. Last but not least, emergencies may occur in the conference, host and hostess should have the capability to deal with them.

As for the Simulated International Conference Presentation, what should the host or hostess do? Since hosting involves working with the guests, host should greet the audience in the first place, and then introduce themselves. Next step is to introduce the conference, content containing the background of the conference, the meaning of this year’s topic and the conference agenda. What’s more, there’s always a break between the two speakers, host or hostess needs to make the transitions smooth during this time. They may get some applause from audience, conclude the former speech and introduce next speaker and his topic. In some sections, such as Q&A section, it’s host’s duty to facilitate the interaction between the speaker and the audience, so as to accelerate the conference progress. At the end of the conference, brief closing remarks should be made by the host or hostess, followed by an acknowledgement

There are some tips for the host or hostess to mention. Some are about oral language: host or hostess should speak in a positive attitude with appropriate speed so that the audience could keep up with you. Also, stress should fall on some important words so that the audience will not miss some crucial points. Remember to interact with audience and say thanks to speakers. As to body language, host or hostess usually stand in the middle of the stage or a little bit left of the centre. They have to eliminate the telltale signs of nervousness, such as excessive twitching, crossed arms, shaking legs. Showing respect for speakers and audience means using the suitable gestures, such as nodding your head.

**Part 2**

The second part is opening speech.

**What does an opening speech do?** The opening speech is usually delivered by the chairperson or a well-known authority in the field or a distinguished guest. It represents the start of any special event or occasion requiring a formal opening. It is also a prelude to a conference, setting the keynote of the conference, The speaker will give the audience a preliminary understanding of the theme of the conference.

**What should be included in an opening speech?** First, salutation. It is a good manner to salute to the audience, it will show the speaker’s respect to the audience. Second, self-introduction. It is not necessary if they have already been introduced. Third, express their warm welcome to all the participants. Fourth, deliver sincere thanks to the organizations and individuals involved. Fifth, the speaker would state the background, characteristics and purpose of the conference. Last but not least, show their good wishes to the conference and the participants.

**What should we pay attention to in the opening speech?** First, speakers should wear formal clothes and pay attention to controlling the rhythm of their speech. Second, opening speeches should not be too long, but should be concise and clear. After all, you don't want the audience to spend a lot of time reading sentences and delaying your speech. Third, opening speeches should convey warm and sincere feelings. Opening speeches often set the tone of the whole meeting, so the expression should be based on the theme of the meeting to create a suitable atmosphere. The language should convey warm and sincere feelings.

**Part 3**

Firstly, you need to make sure the significance of an introduction.

An introduction helps build a bridge between different sections and the emotional shift.

An introduction could motivate audience’s sense of openness and anticipation.

To prepare a good introduction, you need to pay attention to following three aspects：

* You need to remember the speaker’s **name** and practice the **pronounce** of it to show the basic respect for the speaker.
* You need to know the speaker’s **title and position**. You also need to know the **education background and academic achievements** of the speaker.
* You need to know enough about the subject to talk about in this conference to sound knowledgeable.

There are also some other tips to make the introduction excellent.

* **Avoid** using sensitive or embarrassing information without approval or could lead to misunderstanding.
* Search for **more information** like the biographical information and previous speeches about the speaker.
* Using appropriate **gestures, pause and emphasis** to attract the audience arouse their interest bout keynote speaker.

Remember some dos and don’ts during the introduction.

Remember to smile at the audience.

Speak loudly and clearly.

Do not read the draft.

Do not forget eye-contact.

**Part 4**

The following part is keynote speech.

First of all, we will explain some nouns. Keynote is the main theme of a speech or the part which is emphasized the most.Keynote speech is a speech setting for the keynote, containing a central or the most important idea.

Then we will discuss the components of Keynote speech. Keynote speech mainly consists of three parts: Introduction , Body and Conclusion.

The introduction part usually covers the research background and literature review.The body of the speech tells the audience what you have done in your research or what your research is about.

The conclusion demonstrates the result of your research , which points out the value of your research.

(Now we have few suggestions for the keynote speech:

Suggestion 1:Write a brief manuscript for your oral talk before delivering it. Present your main points one by one in logical order.

Suggestion 2:Tell your audience what you are going to tell them . Repeat where necessary to highlight your strong points and stress key points in various way.

Suggestion 3:Avoid sentences which are long, complex, and filled with jargon. Pause at the end of each point.

Suggestion 4:Speak loudly, slowly and clearly toward the audience.Make it absolutely clear when you move to another point.

Suggestion 5:Do not overuse your body movement and hand gestures. Too many and too flamboyant gestures could distract your audience from what you are saying.

Suggestion 6:Do not run overtime. Finish your talk with in the time limit. Sum up what you have presented so that the audience are prepared for Question session.) 视情况而定

To make a good introduction, we should capture listeners attention.We can begin with a question ,a funny story, a startling comment, or anything that will make them think.We may state our purpose.For example:I will going to talk about...And we are ought to present an outline of our talk.For example:I will concentrate on the following points:First of all...Then...

For the body of keynote speech,we should present our main points one by one in logical order.Meanwhile,it is important for us to pause at the end of each point to give people time to think about what we are saying.Make it absolutely clear when we move to another point.For example:The next point is that...

In the part of conclusion,we should pay attention to the following things:Leave our audience with a clear summary of everything we have covered.Summarize the main points again,using phrases like: To sum up...So,in conclusion...Restate the purpose of your talk and say that you have achieved your aim,for example,I think you can now see that...Finally,we should thank the audience and invite questions.For example,thank you,are there any questions?

When delivering a keynote speech,we should take our body language into consideration.We must keep eye contact with audience,keep smiling in our facial expressions,keep a lively speaking style gestures and keep a standing erect and learning forward posture.

**Part 5**

In this section, we continue to introduce Q&A part of the International Conference. We focus on the definition of Q&A, the types of problems in the Q&A process, and how we can better participate in this Q&A. Finally, we give the practical tips of the Q&A.

Questions and Answers Session is an important part in an international conference and is arranged for most of the meetings after presentation.

Questions are the interactive element of your presentation. Members of the audience have a chance to ask and learn more about those aspects of the subject in which they are most interested; Besides, you can take each one as an opportunity to support your argument and reinforce your message. It's also an opportunity to learn more about your audience and get to know that the subject being discussed very well; you and the sponsors receive valuable feedback information about audience reaction to the subject of the speech.

There are four types of questions to be asked:

Questions for clarifying problems

Questions showing special interests

Questions raising different opinions

Questions following up others’ questions

A good Q&A session-one that adds value to your presentation--reauires planning and thoughtful contributions from both the audience and the speaker.

From the audience's perspective,

1. Wait for the microphone, if there is one.

2. Pause for silence don't talk over a chattering crowd.

3. Don't make excuses for yourself. This is tireso-me and unnecessary.

4. Don't address speakers by their first names. This always sounds affectedand inappropriately familiar, unless the atmosphereof the presentation is extremely casual.

5. Don't be longwinded. Careful planning will help you avoid being long-winded.

6. Speak up. Nothing's more frustrating to the audience than not being able tohear a question

From the speaker's perspective

1. It may be helpful for you to try to predict wha-t questions will be asked so that you can get prepared in advance.

2. You may wish to accept questions at any time during your presentation, or to keep a time for questions after your presentation.

3. Normally, it's up to you, and you should make it clear during the introduction.

4. Be polite with all questioners, even if the audience ask difficult questions. They are showing interest in what you have said and they deserve your attention.

Start by anticipating questions that might come up. You should have a good understanding of your audience and the kind of questions you are likely to encounter, even those unrelated to your presentation that could lead to questions. Even, you can make a list of all the questions that might arise, including especially the toughest ones. Then prepare a response for each one and make this part of your rehearsal. Prepare even if you're not sure there will be a formal Q&A session. Be ready for those "impromptu" questions that might arise.

I will introduce some practical tips for Facilitating Question and Answer Sessions

Anticipate likely questions and formulate possible responses before you present

Make repeated practice

Establish a time limit

When rehearsing your speech, Practice your question and answer session, too, so that you will have practice articulating responses to likely questions.

Conclude smartly

Inform your audience of the length when you begin the question and answer session. Be firm about cutting off questions when the predetermined time is up.

Prepare a concluding statement to indicate the end of the question and answer session and to reinforce the main points of your presentation.

Restate each question clearly

This helps you clarify the question, ensures that the entire audience hears the question, and gives you a moment to consider your response.

Be brief

Give simple answers to simple questions. When faced with a complicated or unwieldy question, answer concisely and then offer to meet the questioner later for further discussion.

**Part 6**

In the sixth part, we will introduce the meaning of the closing speech at the end of the international conference and the specific process. Also, we share some practical skills.

At a closing session of an academic conference, the organizer or sponsor would deliver a closing speech, expressing thanks to all the people concerned, summarizing the accomplishments of the conference, commenting on the contributions of the conference, announcing the next conference, extending invitation to the participants and declaring the conference closed.

A formal closing speech includes the following steps:

Paying compliments to the distinguished guests and all the participants

Expressing thanks to the participants, keynote speakers, chairpersons, distinguished guests, etc.

Congratulating on the success of the conference

Summarizing the contents and accomplishments of the conference

Inviting the participants to the next conference announced

Extending best wishes to the participants

There are some useful tips for having a perfect closing speech:

Delivering a good summary

You should recap the key points and provide a concise reminder of what you wanted the audience to remember after listening to your presentation. This is called the"sandwich effect, because you begin and end with the same idea, a main point that focuses on your presentation and draws the audience's attention throughout it.

Presenting a short ending

You may deliver a message that logically comes out of the ideas developed in your presentation. It could bea comment, a lesson learned, a recommendation, and so on.fou may also deliver a message that is the realization of the ideas and opinions developedin your presentation. When quoting some famous lines of well-known figures, you should credit the sources of the quotes. The message should encourage the audience to think about or reflect on your presentation. If you want to suggest additional sources of information, you can give your audience some ways to expand on your ideas.

Thanking the audience

The audience would appreciate it if their attendance is recognized even with just a simple expression of gratitude