Hello, everyone. It’s my honor to represent group five to share the ‘……’.

They are my partners.

We will introduce our topic from 6 parts: …….

**Part 1**

First, let’s take a look at the duties of the host or hostess in the international conference. Usually they are responsible for greeting guests, and introducing the conference. Also, they ought to introduce speakers and make connections between various parts of the conference, promote the interaction between guests and speakers. As emergencies may occur in the conference, host and hostess should have the capability to deal with them.

**What should the host or hostess do?** A host should greet the audience in the first place, and then introduce themselves. Next step is to introduce the conference, containing the background, the topic’s meaning 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. It’s host’s duty to facilitate the interaction between the speaker and the audience. 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. Also, stress should fall on some important words. 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 center. They have to eliminate the signs of nervousness, such as excessive twitching, crossed arms and 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. The opening speaker will give the audience a preliminary understanding of the theme.

**What should be included in an opening speech?** First, it is a good manner to salute to the audience. Second, self-introduction. Third, express your warm welcome to all the participants. Fourth, deliver sincere thanks to the organizations and individuals involved. Fifth, you would state the background, characteristics and purpose of the conference. At last, show your good wishes to the conference and the participants.

**What should we pay attention to?** First, you should wear formal clothes and pay attention to controlling the rhythm of your speech. Second, opening speeches should not be too long, but should be concise and clear. Third, warm and sincere feelings are needed.

**Part 3**

Let’s talk about Part3: introducing speech.

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

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

It could also motivate audience’s sense.

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** to show the basic.
* You need to know the speaker’s **title, position, education background and academic achievements**.
* You need to know enough about the subject.

Remember some dos and don’ts during the introduction.

1. Remember to smile at the audience.
2. Speak loudly and clearly.
3. Do not read the draft.
4. Do not forget eye-contact.

**Part 4**

The following part is keynote speech.

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

Keynote speech mainly consists of Introduction, Body and Conclusion.

Introduction usually covers the research background and literature review. Body of the speech tells the audience what you have done in your research or what your research is about. Conclusion demonstrates the result of your research, which points out the value of your research.

To make a good introduction, we should capture listeners’ attention. We can begin with a question, a funny story or anything that will make them think. We should state our purpose. And we ought to present an outline of our talk.

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. Make it absolutely clear when we move to another point.

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. Restate the purpose of your talk and say that you have achieved your aim. Finally, we should thank the audience and invite questions.

To be a good keynote speaker, 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 and learning forward posture.

**Part 5**

In this section, we continue to introduce Q&A.

Questions and Answers Session is arranged for most of the meetings after presentation.

There are four types of questions to be asked:

1. Questions for clarifying problems
2. Questions showing special interests
3. Questions raising different opinions
4. Questions following up others’ questions

Besides, a good Q&A session requires planning and thoughtful contributions from both the audience and the speaker.

From the audience's perspective, you need to

1. Wait for the microphone

2. Pause for silence

3. Don't make excuses for yourself

4. Don't address speakers by their first names

5. Don't be longwinded and plan carefully.

6. As well as, speak loudly

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.

3. Be polite with all questioners, even if the audience ask difficult questions. They are showing interest in your topic and they deserve your attention.

I will introduce some practical tips for Facilitating Question and Answer Sessions, such as.

1. Anticipate likely questions and possible responses
2. Make repeated practice
3. Establish a time limit
4. Conclude smartly
5. Restate each question clearly
6. Be brief

**Part 6**

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

At a closing session of an academic conference, the organizer or sponsor would deliver a closing speech.

A formal closing speech includes the following steps:

1. Paying compliments to the distinguished guests and all the participants
2. Expressing thanks to the participants, keynote speakers, chairpersons, distinguished guests, etc.
3. Congratulating on the success of the conference
4. Summarizing the contents and accomplishments of the conference
5. Inviting the participants to the next conference announced
6. Extending best wishes to the participants

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

1. Delivering a good summary
2. Presenting a short ending
3. Thanking the audience

That’s all. Thank you for your listening!