**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. 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? A **host should greet the audience in the first place, and then introduce themselves**. **Next step is to introduce the conference, contents 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**. I**t’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 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 your respect to the audience. Second, self-introduction. It is not necessary if you have already been introduced. 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. Last but not least, show your good wishes to the conference and the participants.

**What should we pay attention to in the opening speech?** 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, opening speeches 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.

Firstly, we 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.

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 are 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.

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.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

Besides, 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.

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

Anticipate likely questions and formulate possible responses before you present. Such as.

Make repeated practice

Establish a time limit

Conclude smartly

Restate each question clearly

Be brief

**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

Presenting a short ending

Thanking the audience