**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, 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? 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 the sections like Q&A**, **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** **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.**