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.

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