**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