

ACADEMIC CONFERENCES

PRELIMINARY DISCUSSION

Task 1. Discuss in pairs

1. What is an academic conference? What is the main purpose of it?
2. Have you ever taken part at a conference?
3. Have you ever given a talk to a large audience at the conference? How did you feel there?
4. What language did you give your speech?
5. What problems was the conference devoted to?
6. Where do you usually get information about conferences?
7. What types of conferences do you know?

Task 2. Match the types of meetings with their definitions.

Conferences can include a variety of events such as roundtables, workshops, lectures, etc. Depending on what you want to achieve with your conference, you might find it useful to familiarize yourself with the different types of conferences:

| Type | Definition |
|----------------|--|
| 1. Conference | A. The first meaning of this term refers to a group of students studying under a professor with each doing research and all exchanging results through reports and discussions. Its second definition is 'debating special issues'. It preserves the conversational character of the term. |
| 2. Symposium | B. This activity clearly symbolizes the equality of all participants. Each of them will have the same right to take the floor. Discussion nevertheless plays the leading role in this kind of meeting. |
| 3. Seminar | C. This term means a type of meeting where one or two people share their innovative experience in some area with the other participants organizing it in the form of a training session. |
| 4. Colloquium | D. This term indicates both a traditional conference and a conversational seminar. This type of meeting tends to privilege the aspect of debate. |
| 5. Workshop | E. The most general term to indicate a meeting for discussion - most commonly adopted by associations and organizations for their regular meetings. It is usually associated with the most traditional type of presentation, that is, papers followed by questions. |
| 6. Round table | F. Nowadays, this describes a meeting to discuss a particular subject, but its original meaning defines it as a drinking party devoted to conversation and following a banquet. This activity, thus, has a slightly more informal character than a conference. |

ACTIVE VOCABULARY

Learn the vocabulary of Unit 1

1. accommodation - размещение (участников конференции)
2. annual conference - ежегодная конференция
3. Call for Papers - информационное письмо (о конференции)
4. chairperson and conferees - председатель и участники конференции
5. conference proceedings - материалы конференции
6. conference returns - отзывы (участников конференции)
7. deadline for registration - крайний срок регистрации на конференцию
8. full-length paper - полный текст доклада (статьи)

9. general conference - общая конференция
10. keynote speaker - пленарный докладчик (на конференции)
11. leading conference in a research field - ведущая конференция в научной сфере
12. multiple track conference - конференция, в которой заседания секций идут параллельно
13. networking - установление контактов (нетворкинг)
14. opening session - открытие конференции
15. panel discussion - аналог круглого стола, дискуссионная сессия на конференции
16. professional conference - профессиональная конференция
17. questions from the floor - вопросы из зала
18. single track conference - конференция, в которой заседания секций идут друг за другом
19. site selection - выбор площадки (для проведения конференции)
20. themed conference - тематическая конференция
21. to avoid time conflict - избегать совпадения по времени
22. to be peer reviewed - проходить экспертную оценку (научной статьи)
23. to debate special issues - обсуждать специальные вопросы
24. to discuss topical issues - обсуждать актуальные вопросы
25. to ensure the event flows smoothly - обеспечивать успешное проведение мероприятия
26. to give a talk to a large audience - выступать перед большой аудиторией
27. to issue a directive for attendance - издавать инструкцию для участия (в конференции)
28. to make professional contacts - устанавливать профессиональные контакты
29. to present a lecture - выступать с сообщением, представить доклад
30. to provide an international channel for exchange of information - служить международным каналом для обмена информацией
31. to report on the meeting - отчитываться о работе совещания
32. to submit an abstract of a presentation - отправлять аннотацию (тезисы) выступления

READING

Task 3. Scan the text and explain the difference between *organizing committee*, *programme committee*, and *PCO*.

An International Academic Conference

An international academic conference is a scientific event for researchers to present and discuss their work. Together with academic or scientific journals, conferences provide an important international channel for exchange of information between researchers. Academic conferences fall into three categories: **a general conference, a professional conference and a themed conference.**

International conferences are usually organised either by a scientific society or by a group of researchers with a common interest. The Conference Organiser will **assist with** finding the right **venue**, dealing with **accommodation** and appointing other companies if necessary. **Site and time selection** are important for the success of the event. It is necessary to avoid a time conflict with existing conferences.

As soon as the dates and venue have been decided, the next step is to advise everyone involved and to issue a Call for Papers. It is sent to interested parties, describing the **title** and **subject matter** to be covered, the way of **registration**, the **deadline for registration**, the language of the conference, any **costs** involved and **payment policy**, and organising team contact details. Online registration service allows delegates to register easily and 24 hours a day.

Prospective presenters are usually asked to submit a short abstract of their presentation, which is **peer reviewed** by members of the **programme committee** or **referees** chosen by them.

At the start of the conference, it is a good idea to have **an opening session** where the **chairperson** can welcome everyone and follow this with **a keynote speaker** to set the theme for the meeting. The chairperson

plays an important role. He needs to ensure the event flows smoothly, to introduce speakers, to manage **questions from the floor**, and keep an eye on the time. Accordingly, the chairperson should be a good speaker.

Often there are one or more keynote speakers, presenting a lecture that lasts an hour or so, and which is likely to be advertised before the conference. All speakers need to be good communicators and their speeches must be relevant, up-to-date and of the correct length for the time allocated. Generally, the topic is presented in the form of a short, concise speech lasting about 10-30 minutes, usually including discussion. It can be presented in the form of academic papers and published as the **conference proceedings**.

Conferences might be **single track** or **multiple track**, where the first one has only one session at a time, while a multiple track meeting has several parallel sessions at the same time with speakers in separate rooms. Informal **international networking** and getting people talking outside the main conference sessions can be very productive and social activities are ideal for this. People **appreciate the opportunity** to discuss topical issues and problems with foreign colleagues, or those with a similar interest.

After the conference the **organizing committee** should meet to evaluate and possibly **report on** the meeting. If delegate evaluation forms were handed out, the results on the **returns** should be analyzed, considered and used for planning future events.

Comprehension questions:

1. What is an academic and scientific conference?
2. What are the main types of conferences?
3. What functions do conference organizers perform?
4. What information does the call for papers include?
5. Why are potential participants invited to submit their abstracts?
6. What role does the chairman play at the Opening Session?
7. Who are the keynote speakers? What requirements should they meet when presenting a lecture?
8. Why is informal international networking important?
9. Why is it necessary to receive a return for the conference?

Task 4. Explain in your own words the following word combinations.

An academic conference, a scientific journal, subject matter, payment policy, peer review, an opening session, a keynote speaker, conference proceedings, a multiple track, topical issues, a delegate evaluation form.

Task 5. Match the definitions of the conference attendees with their meanings.

| | |
|---------------------------|---|
| 1. Registrant | 1. one who is present or attends a function or a person who participates in a meeting |
| 2. Participant | 2. a person who is formally registers for a meeting or conference, usually for a fee |
| 3. Attendee | 3. one that participates, shares or takes part in a meeting |
| 4. Speaker | 4. a speaker of authority who presents a topic to an audience for learning purposes |
| 5. Lecturer | 5. a researcher who gives an oral or poster presentation of her/his project in a moderated session at a conference or other. |
| 6. Moderator, Facilitator | 6. a person of authority with credentials in a field to give a high level overview of his/her career or work |
| 7. Keynote Speaker | 7. someone with authority to stimulate input and discussion by participants to come to conclusion for action |
| 8. Plenary Speaker | 8. one or more individuals who lead a group of participants for training purposes (thus not a participant). In some cases, this person may charge a fee for their professional services as a consultant |

VOCABULARY

Task 6. Fill in the gaps with the following words and word combinations.

Panel discussion, keynote speakers, proceeding, abstracts, session, academic papers, deadline, networking, venue, research.

1. The final list of accepted _____ will be emailed when available.
2. Most _____ should be written in academic form.
3. There were a number of participants at the conference dinner, several of them were _____.
4. A number of social events will be organised to facilitate _____.
5. A great interactive _____ is definitely an ice breaker.
6. The day will conclude with a _____ during which the debate will be thrown open to the audience.
7. A cosy cocktail lounge is the perfect _____ for a quiet drink.
8. Submission _____ for articles for the next issue is 10 December 2017.
9. I headed _____ about the incident and reported my findings.
10. A conference _____ is the published record of a conference, congress, symposium, or other meeting sponsored by a society.

Task 7. Find the synonyms to the given terms.

Scientific paper, presenter, to head research, scholar, scientific work, to carry out research, article, to direct research, conference proceedings, contribution, to be engaged in research, manuscript, to oversee research, scientist, scientific study, investigation, survey, lecturer, investigator, orator, academic paper.

| | |
|---------------------|--|
| Research paper | |
| Speaker | |
| Researcher | |
| To conduct research | |

IT IS IMPORTANT TO KNOW!

Verbs frequently used with **research** – *to carry out, conduct, do, pursue, undertake*

GET IT RIGHT!

Research is an uncountable noun, and so:

- it is hardly ever used in the plural
- it never comes after a or a number

✗ Her latest work confirms the findings of earlier researches.

✓ Her latest work confirms the findings of earlier research.

✗ According to one recent research, women's earnings are still nearly 20% lower than men's.

✓ According to recent research, women's earnings are still nearly 20% lower than men's.

Q: What should I say if I want to refer to one particular study or to several studies of this type?

A: You can say: a study, several studies, some research, a piece of research, or a programme of research:

Her latest work confirms the findings of earlier studies.

According to one study, women's earnings are still nearly 20% lower than men's.

a detailed programme of research on the economics of nuclear energy