

## **International Conference**

### **Q & A**

- ✓ I'm sorry. I didn't hear you clearly. Would you please repeat / clarify the question?
- ✓ Sorry. I didn't quite get your first question. Could you say it again, please?
- ✓ Thank you for your question. It's a good question. If I understand your question correctly, I can say that your question is about ...
- ✓ I'm very glad you asked this question. This is just the point that I want to explain further.
- ✓ To answer your question, I would like to mention the last point I made in my speech.
- ✓ Since time is limited, I would like to answer the last point of your question.
- ✓ There is not enough time to go into details, but ...
- ✓ I would like to cite some examples to explain my opinions.
- ✓ To be frank, I cannot offer you an answer, since I am not familiar with the subject. But your question really reminds me of a paper I read before ...
- ✓ To be perfectly honest, I'm afraid I don't have an answer for you. Would you please leave me your contact info.? And I'll get back to you after I check the statistics.
- ✓ I am very pleased at your interest in this subject, but in all fairness it's related to my privacy. So sorry, I have to dismiss your question.
- ✓ It's an interesting question, but I'm afraid it's far beyond the theme of today's conference. So I'm afraid I couldn't answer to your satisfaction. If you wish to discuss it with me after the meeting, I'll be happy to do so at that time.
- ✓ My colleague, Dr. Zhang, who is on my left, is the second author of this paper. I would like to leave this question to him.
- ✓ Your question is in the field of Prof. John Smith. Please come to me after the session and I'll tell you how to contact him.
- ✓ This is my answer to your question. Does that answer your question?

Field the question

- ✓ say “what questions do you have about ...?” (set a boundary)
- ✓ wait confidently and calmly
- ✓ look at the questioner (show you are listening)
- ✓ show your body to everyone (otherwise shut down other people)
- ✓ listen carefully (say nothing)

Paraphrase the questions

- ✓ check whether you get it right
- ✓ show you are listening
- ✓ make other audience know the question
- ✓ buy time for you to think

## Closing Speech

	Closing Speech
Purpose	to mark the closing
Elements	appreciation
	summary / review
	comments / evaluation
	expectation / prospect
	invitation
	closing

### Things to be done:

- ✓ thanking all related persons and organizations.
- ✓ summarizing the conference
- ✓ commenting on the contributions of the conference
- ✓ noticing the arrangement for the next conference
- ✓ declaring the conference closed

### SAMPLE

Ladies and gentlemen,

I am now, on behalf of the organizing committee, to give the closing speech.

I believe that our Conference is a great success. It went smoothly as scheduled. In these five days the Conference has covered so many important and complex problems in the field of XYZ, both theoretical and practical. All the presentations were very illuminating and informative. And the heated panel discussions were stimulating and fruitful. Now with great joy and a reluctant mind to part, we get together again to declare that the Conference has drawn to a successful close.

It is our hope that the result of the Conference will carry the study of XYZ to a new stage. We all hope to maintain close contact and cooperation with each other in the field of future research work on XYZ.

As the organizer of the Conference, I would like to express our sincere thanks to the members of the International Committee, the members of the organizing Committee, and the authorities of Southeast University and Jiangsu Province for all their support and contributions to this successful Conference. Thanks are also extended to all the participants who came from over 30 countries and regions. Thank you for your attention to all our sessions and thank you for your stimulating questions.

Now, the Conference is closed. Let's meet again in London in 2018.

Thank you.

Mr. Chairman, honored guests,

We (会议即将结束) are coming to the end of a very fruitful congress. I (感谢) am grateful to our hosts and the authorities of the university, for their superb organization and for providing these magnificent facilities. (还要感谢) My thanks also go to all the hardworking and dedicated staff, for making these meetings possible. And I (还要感谢) would also like to thank Professor John Smith for his able chairmanship.

The congress started officially yesterday and was supported by the presence (出席) of governmental and academic members who stressed the importance of XXX in a global environment.

Several interesting aspects of XXX practices were (作讲演) presented by keynote speakers (在大会上) at the plenary session.

The presentations of papers took place in three parallel sessions (涉及范围为) covering eight topics in logistics. Although there was much time pressure, the audience (出席参与) attended and participated with great interest in learning the results of research of the scholars and experts. Questions and discussions (随后) followed and (激发) triggered ideas for future research and applications, whereas the (交流) exchange of opinions and the (结识) acquaintance of the participants have formed the basis for future cooperation between them.

In closing, please allow me to thank all the participants for enriching these meetings with their presence and their views. I (盼望) look forward to making progress on all of the issues we discussed at our meetings next year in New York City under the chairmanship of Professor Henry Levin.

Thank you!