

卓越科技学术交流英语系列丛书

国际 学术会议英语

总主编 李庆明 尹丕安

主 编 车明明



English for International Academic Conferences

西北工业大学出版社

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【内容简介】 本书旨在提高具有较高英语水平的工程技术人员以及相关领域的学者和学生进行国际学术交流的能力,主要介绍国际学术会议与交流的基本知识,其主要内容包括会议信息、会议联系、会议文稿、演讲开场、结束演讲、现场提问、即席答辩、宴请、专业交谈、组织会议以及主持讨论等有关国际学术会议的各个环节。

本书语言规范、内容全面、材料翔实、例证丰富,既可作为培养具有国际视野的本科高年级学生以及研究生的英语教材,又可作为高校老师及研究机构学者等提高国际学术交流能力的手册和参考书。

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总序

2010年6月,教育部开始在部分高校实施“卓越计划”。该计划的目标是培养一大批创新能力强、适应经济社会发展需要的高质量各类型工程技术人才,为国家走新型工业化发展道路、建设创新型国家和人才强国战略服务。同时《国家中长期教育改革和发展规划纲要(2010—2020年)》也要求,高等学校要培养一批具有国际视野、通晓国际规则、参与国际竞争的复合性人才。

在此大背景下,作为常年在大学英语教学第一线奋战的教师们也在思考一个问题:大学英语到底应该怎么教?怎么学?学什么?毋庸置疑,当前的大学英语教学无论从教学内容、教学模式、教学理念方面,已经不适应时代发展和经济发展的要求。为适应国家经济发展和对外科技学术交流的要求,为了应对高等工程教育改革和经济全球化的挑战,培养一大批具有国际竞争力的工程人才,急需在总结经验的基础上不断修订,我们编写了这套系列丛书,以期培养学习者的国际视野意识,提高其科技学术交流能力。

本系列丛书包括《英语听说教程(上)》《英语听说教程(下)》《科技英语写作进阶》《科技英语阅读与翻译》《汉英科技翻译实务》《国际学术会议英语》。

根据“文理渗透,开发思维,提升学术交流能力”的编写理念,本系列丛书以拓宽学习者的国际学术视野为宗旨,期望最终达到提高学习者的国际学术交流英语的能力。本系列丛书以“科技学术交流”英语为主打方向,内容以水利水电、装备制造和商务管理等学科的相关材料为主,在注重培养学习者的听、说、读、写、译的基础上,更加强调学习者如何运用英语来解决自身专业领域问题的能力。总之,本系列丛书有以下三个特点:

1. 通识英语和科技英语相互渗透。

本系列丛书在总结了近几年实践教学的基础上,将科技英语和通识英语相结合和渗透。所选材料以当今科技领域的传统行业和新兴行业为主,兼顾经济、管理和文化等相关领域,方便文、理、工科学生更好地掌握现代科技英语。



2. 一般语言应用能力和科技学术交流能力相互并重。

本系列丛书在编排体例和内容设计上,既注重培养学习者的一般语言应用能力,又注重提升其科技英语学术交流能力,使学习者更有效的利用英语进行专业学术交流,解决本专业的实际问题。

3. 趣味性和实用性相互结合。

趣味性和实用性始终贯穿于本系列丛书的编写中。编写内容力求多样化、实用性,以学习者为中心,既方便自主学习,又可以课堂使用。

本系列丛书在编写过程中,广大编者付出了辛勤的汗水,在此一并感谢。

李庆明

2015年5月

前 言

本书旨在为我国硕士生、博士生以及年轻学者参加国际学术会议提供系统的技能训练与专业指导。书中通过大量实例,围绕国际学术会议的组织和主持、演讲稿的写作、论文演讲、即席提问与答辩等方面,详细介绍了国际学术会议的流程以及会议各个环节的主要内容和特点,并给出各个环节中所涉及文件材料的英文范例,以供读者学习、使用和研究。

具体来讲,本书具有以下特点:

1. 主题突出,题材新颖

本书关于国际学术会议的主题具有 21 世纪的国际视野,充分有效地集现实性和时代性于一身,能大大提高读者在学术研究方面的国际竞争力。

2. 定位明确,专业性强

本书按照国际学术会议所涉及的每个环节进行主题编写,极具专业性的探讨、论证与列举有助于读者对国际学术会议全方位的了解和掌握,能帮助有志于科学研究的读者提高其作为学者的专业素养和综合能力。

3. 细致入微,实用性强

本书对所列举的实例进行仔细的分析和解读,一方面能教授读者有关国际学术会议的基本知识,另一方面也有助于提高其学术英语的表达能力。

综上所述,本书不仅可以作为高等院校各专业本科生高年级外语拓展课的教材,也可以作为研究生、博士生以及学者们进行国际学术交流的指南,同时也是各个学科领域的学者走向世界学术舞台的成功宝典。

编 者

2015 年 5 月

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第 1 章

筹备学术会议

(Preparing for Academic Conferences)

国际学术会议是国内外同行间进行面对面学术交流最普遍和最有效的方式之一。全世界每年要召开成百上千次各种各样的国际性学术会议 (scientific meeting)。多数会议是以代表会议 (conference)、专题座谈会 (symposium)、学术讨论会 (colloquium) 和研讨会 (seminar / workshop) 的形式举办的。各个学术团体和学科、协会定期召开应属的会议 (session) 和大会 (general assembly)。各种国际性委员会的成员也不时开会 (meeting) 商议事务。各种国际联合会则定期组织代表大会 (congress)。学术界还经常举办各种专业性的, 以进修为宗旨的讲习会、短训班 (school short course / study day / clinic / institute)。

要圆满举办国际学术会议, 做好会议的筹备和组织工作是关键。会议的准备工作应该尽早开始。学术会议的主办单位, 在会议准备阶段应设立筹备机构, 用来负责会议的各项准备工作。筹备机构下设组织委员会 (organizing committee) 和学术委员会 (academic committee / program committee)。

组织委员会主要包括主席 (chairperson)、理事 (members) 以及秘书长 (secretary general), 负责行政管理和组织工作, 包括会议接待、礼宾、财务、宣传等。

学术委员会负责与会议有关的学术活动, 包括顾问 (advisors)、主席 (chairperson)、副主席 (vice-chairperson)、理事 (membership) 以及秘书 (secretaries), 主要负责确定详细的会议议题、征集和评审论文、编辑出版论文集、制定会议日程或议程、提供国内外与会学者名单、会议筹备期间的对外联络工作以及会议期间有关学术方面的工作等。

1.1 学术会议征文

(Calling for Conference Papers)

1.1.1 学术会议征文的特点

学术会议一般需公开征文。会议组织委员会的主席、副主席以及组委会成员需要事先商议和确定会议的主题、宗旨、时间、地点等事项, 并拟定会议征文通知。会议征文通知要明确会议日期 (date(s))、地点 (place/location/venue)、会议主题 (conference theme)、宗旨 (objectives)、大会或主题发言人 (plenary/keynote speakers)、会议议题 (topics of interest)、主



办单位(sponsors)、组织委员会(organizing committee)、论文的提交(paper submission)、论文录用通知(acceptance notification)、全文提交(full paper submission)、会议注册费(registration fee)以及联系方式(contact information)等具体内容。除专门印制的通知书(announcement)外,会议通知或征文通知一般还会刊登在一些相关专业的学术期刊上。

1.1.1.1 征文稿应包含的内容

- (1)主题或背景(theme and/or background)。
- (2)会议目的(conference objectives)。
- (3)将讨论的主题(topics to be discussed)。
- (4)时间和地点(time and venue)。
- (5)论文和提交(papers and submissions)。
- (6)会务组委会(organizing institution and committee)。
- (7)联系信息(contact information)。

1.1.1.2 会议征文的注意事项

• 基本信息

会议的组织委员会应包括主席(chairperson)、理事(members)以及秘书长(secretary general)。学术委员会负责与会议有关的学术活动,包括顾问(advisors)、主席(chairperson)、副主席(vice-chairperson)、理事(membership)以及秘书(secretaries)。所有会员都应该是国际或国内知名人士。在做具体安排之前,主持人和副主持人必须就会议的时间、会议的目的以及会议举办的地点等事宜和其他成员商讨出最后决议。他们也必须准备好会议的征文稿。征文稿必须是书面的形式以便引起会议预期嘉宾的注意。征文稿应该涵盖会议主题、会议时间和地点、会议目标、相关主题、会议主要发言人、赞助商、组委会、论文提交的格式(摘要提交的最后期限、会议通知的接收、完整论文的提交)、注册费和联系信息等。

• 详细信息

当会议相关事项基本成型之后,有关细节,如名牌、适当的标记、灯光、音响、食物和答辩人员的安排等也应该予以商讨。负责人、秘书和会务组的其他成员都应在会前、会中和会后全身心地投入到会议之中。

如果会议征文中含有诸如会议住宿、设备、会议晚宴、会后游览行程等事项,秘书处必须确保这些事项全都进展顺利。如果会议需要新闻媒体的关注,秘书也应联系媒体并邀请记者,并为此做好相应的准备,包括相关的设备和仪器。在会议期间,必要的设备也应预先在会议室里安装调试好。



<p>program committee based on content, presentation and suitability for the conference. The papers must be in an MS Word or Latex format (A4, single space, Songti, 10 points if in Chinese, or Times New Roman, 12 points if in English). More detailed information will be available on the web page: http://logic.zsu.edu.cn.</p>	
<p>Organizing Institution:</p> <p>Institute of Logic and Cognition (Key Research Institute of Humanities and Social Sciences in Universities), Sun Yat-sen University, China</p>	会议的主办机构
<p>Organizing Committee:</p> <p>Honorary Chair: Jialong Zhang, Institute of Philosophy, Chinese Academy of Social Sciences, Chair of Chinese Institute of Logic</p> <p>Chair: Shier Ju, Institute of Logic and Cognition, Sun Yat-sen University, China Committee</p> <p>Zhanghu Liu, Department of Philosophy, Peking University</p> <p>Zhifang Zhu, Department of Philosophy, Wuhan University</p> <p>Muze Chen, Department of Philosophy, Renmin University of China</p> <p>Xiangdong He, Research Institute of Philosophy, Southwest China Normal University</p> <p>Jianjun Zhang, Department of Philosophy, Nanjing University</p> <p>Chong-li Zou, Institute of Philosophy, Chinese Academy of Social Sciences</p>	会议的组织与筹办委员会成员
<p>Contact Information:</p> <p>Minghui Xiong</p> <p>Email: hsdp07@zsu.edu.cn</p> <p>Tel: (020) 84113340</p> <p>Fax: (020) 84110298</p>	相关联系人信息



例文 2:

例 文	点评
<p>The Second International Conference on Wireless and Mobile Communications ICWMC 2006 July 29 – 31, 2006, Bucharest, Romania</p> <p>Submission Deadline: March 1, 2006 Notification: March 25, 2006 Camera Ready: April 15, 2006 General: http://www.iaria.org/conferences2006/ICW06.html Call for Submissions: http://www.iaria.org/conferences2006/CFPICW06.html</p> <p>ICWMC 2006 addresses wireless-related topics (technologies, networking, applications) concerning integration of latest technological advances to realize mobile and ubiquitous service environments for advanced applications and services in wireless networks. Mobility and wireless, special services and lessons learned from particular deployment complement the traditional wireless topics.</p> <p>We welcome technical papers presenting research and practical results, position papers addressing the pros and cons of specific proposals, such as those being discussed in the standard for a or in industry consortia, survey papers addressing the key problems and solutions on any of the topics, short papers on work in progress, workshops and panel proposals.</p> <p>We are inviting your contributions to the conference with some of the following:</p> <ul style="list-style-type: none"> • Distribute contributions • Submit contributions • Organize a special session • Propose a panel, a tutorial, or a workshop <p>The following topics are suggested (but not limited to):</p> <ul style="list-style-type: none"> • Wireless communications basics • Radio interfaces and systems 	<p>会议征文函的标题</p> <p>有关论文提交的相关详细信息</p> <p>会议主题</p> <p>阐明会议所需的相关论文</p> <p>会议的拟定议题</p> <p>会议的相关讨论主题</p>



- Spectrum allocation and management
- Circuits for wireless communications
- Wirelessness and mobility
- Protocols for wireless-ness and mobility
- Traffic and congestion control, Q&S, resource management
- Wireless and mobile technologies
- Performance evaluation, simulation and modeling of wireless

networks and systems

- Management of wireless and mobile networks
- Security in wireless and mobile environment
- Networks convergence and integration
- Applications and services based on wireless infrastructures
- Standardization and regulations
- Design and implementation
- Wireless and mobile network deployment

The conference proceedings will be published by the IEEE Computer Society Press and posted on the IEEE Xplore portal.

Industry is welcome to participated with special contributions.

For submissions, please go to the conference site and click “Submit a paper”.

We look forward to collaborating with you on making ICWMC 2006 a successful and enjoyable conference.

On behalf of the Advisory Committee

Petre Dini, pdini@cisco. Com

ICWMC 2006 TPC Chairs

Christer Ahlund, Lulea University of Technology, Sweden

Christer.ahlund@ltu.se

Nicolae Chiurtu, Stanford University, U. S. S.

nchiurtu@stanford.edu

说明会议论文
将要发表的渠道

强调论文提交
事宜

会务组委会和
相关联系方式



例文 3:

例 文	点评
<p style="text-align: center;">Asian Urban Information Center of Kobe (AUICK) Area of Issues</p> <p>The writer (name, position, and address required) should choose a successful practice for environmental protection in the fields of industrial and non-industrial waste, greening and degradation of soil. The writer should choose such a practice, which was implemented preferably with the participation of citizens or private sectors, and contributed to promote, in particular, the welfare of girls and women. The writer should report (a) concrete action(s) or a project, which was carried out successfully in the above-mentioned fields. The writer should avoid describing merely a basic plan or a regulation. Furthermore, the writer should title the report so that the contents can be easily understood from the title. The title can have a subtitle.</p> <p>1. Background</p> <ul style="list-style-type: none"> • Describe why this action/project was implemented. What problems were there in your city or community? What were the major motivations or movements to implement this program/project internally and externally? • Describe the preliminary research studies if conducted to understand the current situation and challenges related to the issue beforehand. It is highly recommended to show the quantitative data on the past and current situation, and challenges as well as the relevant background information, such as population statistics, economic, social, cultural and industrial indicators, and human health data. <p>2. Goals</p> <ul style="list-style-type: none"> • Describe what goals were established. • Describe how the goals were decided. • Describe if there was participation of private sectors in deciding the goals. 	<p>会议征文的标题</p> <p>论文提交的具体信息和要求</p> <p>论文背景</p> <p>论文目标</p>



<p>3. Outcome Indicators and Action Steps</p> <ul style="list-style-type: none">• Describe what goals were established.• Describe what action steps were decided on for each indicator.• Goal: Improve the cleanliness of the community.• Outcome Indicator: Percent of citizens surveyed who rate the cleanliness of the community as “good” or “excellent”.<ul style="list-style-type: none">• Action Step 1: Invite local youth club and other organizations to cosponsor quarterly clean-up days.• Action Step 2: Explore feasibility of contracting out solid waste collection service for once-a-month pick-ups.• Action Step 3: Institute a fine for illegal dumping and a method for meaningful enforcement. <p>4. Implementation Process</p> <ul style="list-style-type: none">• Describe the major existing problems of and constraints on the action/project in terms of budgetary, personnel and financial resources, etc.• Describe how the decision-making was preceded: administrative procedures, political commitments, etc.• Describe how any regulatory arrangements were made: laws, acts, regulations, special ordinances, etc.• Describe how the financial arrangements were made: amount of necessary budget, and how the budget was secured, etc.• Describe how the organizational arrangements were made: set-up of new responsible organization or preparatory committee, etc.• Describe how the citizens or private sectors were involved: who were involved in what stage, what were their roles, etc.• Describe how a monitoring and feedback system was established: who monitored and feed backed to whom, by what indicators, frequency, etc. <p>5. Action Output and Outcome</p> <ul style="list-style-type: none">• Describe the output (activity), which was the immediate result of each action step and the outcome, which was the effect of the result.	<p>结果指标和行动步骤</p> <p>论文所涉及实验的详细实施过程</p> <p>行动与结果输出</p>
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<ul style="list-style-type: none"> • Provide any quantitative information on the intermediate output and the outcome of each action output. Compare the intermediate output and outcome, which were obtained before the implementation. <p>Notes: Usually output is an immediate product of a set of actions or project, while outcome is their longer-term effect. So we do not say end-line outcome.</p> <ul style="list-style-type: none"> • Describe additional benefits apart from the environmental benefits, such as economic benefits, creating employment and investment opportunities, declined infant mortality rate, etc. <ul style="list-style-type: none"> • Action Output: <ul style="list-style-type: none"> ※ From April 2001 to March 2002, three meetings were held with local youth club and three other non-governmental organizations. ※ On 1 April, 2002, an agreement was achieved. • Action Output and Outcome: <ul style="list-style-type: none"> ※ From May to December 2002, 50 percent of clean-ups were conducted. ※ From January to June 2002, 100 percent of clean-ups were attained. 	
<p>6. Lessons Learned</p> <p>Describe major lessons learned from implementation of the action/project, such as key factors for success, know-how generated, difficulties to overcome, and suggestions and comments for better implementation and replication of the action/project in other cities or communities.</p>	<p>所得经验</p>
<p>7. Supporting Documentation</p> <p>It would be greatly appreciated if you could provide any supporting documentations related to the action/project, such as technical drawings, photographs, videos and pamphlets for publicity.</p> <p>The following is the specific requirements of the concerning paper.</p>	<p>相关支撑论点</p>
<p>1) Format of Report</p> <ul style="list-style-type: none"> • Medium: MS Word document • Document Size: A4 (210mm by 297mm) 	<p>论文格式</p>