



普通高等教育“十一五”国家级规划教材  
实用医学英语系列教材

Medical English

总主编：张顺兴 主编：张燕 贡献

# 国际医学会议英语

## International Medical Conference: A Reading and Writing Course



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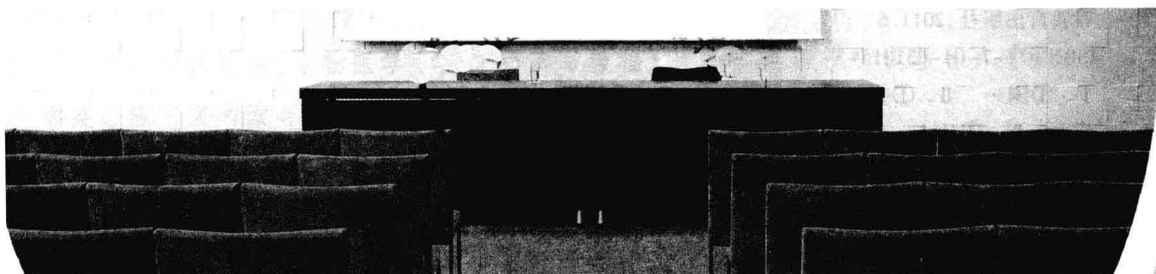
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Guoji Yixue Huiyi Yingyu

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## International Medical Conference: A Reading and Writing Course



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# 前 言

为了深化医学专业英语的教学改革,使广大医学院校的本科生及研究生尽快掌握在一定专业领域内以英语为工具进行信息交流的能力,我们组织了国内部分医学院校具有丰富医学英语教学经验的老教师编写了“实用医学英语”系列教材。

“实用医学英语”系列教材是普通高等教育“十一五”国家级规划教材,它是根据教育部最新颁布的《大学英语课程教学要求》,结合我国医学英语教学发展的趋势编写的。本系列教材在编写过程中注意突出实用性和时代性,选材充分反映了最新的医学发展状况,体现现代医学理念,力图改变“医学英语即是阅读课”这一单一教学模式,兼顾听、说、读、写、译等多方面的能力培养,编排了一系列旨在提高语言运用能力的练习。

本系列教材由《生物医学论文英语读写教程》、《医学英语视听说教程》、《临床医学英语应用文阅读与写作》和《医学国际会议英语》四册组成。

《国际医学会议英语》是“实用医学英语”系列教材之四。本书旨在让医学生和医务工作者熟悉国际学术交流的基本知识,了解国际学术会议的主要程序和环节,熟练掌握国际学术交流的实用英语,解决国际学术交流中的实际问题,提高医学生和医务工作者综合运用英语从事与医学专业相关的科学研究以及国际学术交流与合作的能力。

作为国际学术交流的载体,会议英语可以定义为在学术语境中进行学术交流、规范学术礼仪的英语语言交际工具。本书作者在了解广大医务工作者对学术交流英语的实际需求的基础上,通过大量实例,从两个角度进行了阐述:第一部分(**Part I**)从组会者的角度,介绍如何成功地筹划、组织与主持一次国际医学会议。第二部分(**Part II**)从参会者的角度,介绍怎样顺利地参加国际医学会议,参与国际医学界的学术探讨。

本书第一部分按照举办国际医学会议的工作流程,对主办方的各项工作进行了梳理,例如确认组委会各项职能(**Organizational Information**)、发布会议通知



(Conference Announcement)、发送邀请函(Invitation Letter)、征集论文投稿(Call for Papers)、准备宣传材料(Conference Handout),等等,并且重点介绍了会议开展过程中的学术交流用语和礼仪等。

第二部分围绕参加国际医学会议的各种活动,重点介绍了学术论文及摘要的写作与投稿(Paper Submission),论文的演讲与陈述(Paper Presentation),即席提问与答辩(Q & A Session),科研成果海报(Poster)的制作、展示与交流等方面,为我国高层次医学人才组织和参加国际学术会议进行系统性的指导。

另外,在附录部分,本书提供了部分国际医学期刊杂志和医学协会的名录,为学习者提供获取国际医学会议信息的途径,充分体现了本书实用性的特色。

本教材的编写获得了第二军医大学研究生院的协助,在此,我们全体编者表示万分感谢。

编 者

2011年5月



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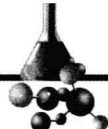


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# ***General Introduction***

Conferences, either face-to-face meeting, or via internet or satellite, have become a popular means of mutual communication for mankind. They have played a significant role in the history of communication.

Early in Europe, a small group of local people often gathered together to discuss certain issues. Later on, as some of their issues concerned other countries, they began to attract more and more foreign participants, which gave birth to international conferences. In 1962, to meet people's need for more international conferences, International Congress & Convention Association (ICCA), one of the most influential societies in the world of international conferences, was established in Holland.

So far, there are no universally agreed criteria for international conferences. Listed below are rating standards given by three international conference organizations of high authority:

- ***International Congress and Convention Association (ICCA)***

- (1) fixed meetings
- (2) hosted by at least 3 countries in turn
- (3) having more than 50 participants

- ***Union of International Associations (UIA)***

- (1) hosted by at least 5 countries in turn
- (2) having more than 300 participants
- (3) more than 40% of the participants are foreigners
- (4) lasting for at least 3 days

- ***China International Conference Promotion Association***

- (1) at least 2 participating countries including the hosting country
- (2) having more than 50 participants
- (3) more than 20% of the participants are foreigners
- (4) held in the form of annual meeting, exhibition or incentive travel, etc



Based on the definitions above, we can conclude that international conferences should have at least the following three elements:

- (1) Fixed meetings
- (2) Held in each hosting country in turn
- (3) Having more than 50 participants

The varieties of international conferences are as follows:

- **Meeting**

A meeting is a gathering of two or more people that has been convened for the purpose of achieving a common goal through verbal interaction, such as sharing information or reaching agreement. Meetings may occur face to face or virtually, as mediated by communications technology.



- **Conference**

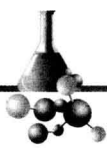
A conference is a meeting of people that “confer” about a topic. An academic conference is a conference for researchers to present and discuss their work. Together with academic or scientific journals, conferences provide an important channel for exchange of information between researchers.



- **Symposium**

Symposium originally referred to a drinking party (the Greek verb *sympotein* means “to drink together”) but has since come to refer to any academic conference, or a style of university class characterized by an openly discursive format, rather than a lecture and question-answer format. Compared with conference, a symposium is usually narrower and more specific in the range of topics. Sometimes a conference





may include several symposiums held simultaneously ( as satellite symposiums ).

- **Congress**

A congress is a formal meeting of the representatives of different nations, constituent states, independent organizations ( such as trade unions ), or groups. It is held to discuss issues, ideas, and policies of public interest. And it is usually rather large in scale and generally representative and extensive.



- **Convention**

Convention is a kind of routine meeting, at which a large gathering of people meet and discuss the business of their organization or political group.

- **Forum**

Forum is in fact a kind of public meeting, at which people exchange ideas and discuss issues, especially important public issues.

- **Seminar**

Seminar is, generally, a form of academic instruction, either at an academic institution or offered by a commercial or professional organization. It has the function of bringing together small groups for recurring meetings, focusing each time on some particular subject, in which everyone present is requested to actively participate. This is often accomplished through an ongoing Socratic dialogue with a seminar leader or instructor, or through a more formal presentation of research. Normally, participants must not be beginners in the field under discussion ( at US universities, seminar classes are generally reserved for



upper-class students, although at UK and Australian universities seminars are often used for all years). The idea behind the seminar system is to familiarize students more extensively with the methodology of their chosen subject and also to allow them to interact with examples of the practical problems that always occur during research work. It is essentially a place where assigned readings are discussed, questions can be raised and debates can be conducted. It is relatively informal, at least compared to the lecture system of academic instruction.

- **Workshop**

Workshop originally means a room or building which provides both the area and tools (or machinery) that may be required for the manufacture or repair of manufactured goods. Regarding meeting, it refers to a period of discussion or practical work on a particular subject in which a group of people learn about the subject by sharing their knowledge or experience. The distinctive

feature of workshop lies in its emphasis on practical performance, besides the professional and academic discussions. Therefore arranged in a workshop may be many relevant activities—demonstration, displays and operations during the course of presentation.





# Part I

## **Organizing an International Medical Conference**

*International academic conferences are usually organized either by a scientific society or by a group of researchers with a common interest. Larger meetings may be handled on behalf of the scientific society by a Professional Conference Organizer or Professional Congress Organizer (PCO).*

*International conference helps to gather specialists all over the world and enhances academic communications. It carries most frontal ideas of scientific and technical developments in concerned research areas and also establishes new relations among thousands of scientists worldwide.*

*A complete international conference can generally be divided into three main stages each with its own specific requirements.*



**ENTER  
FORUM**





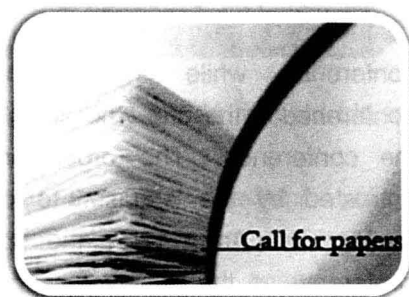
## 1. Pre-conference Stage

In this stage, several steps should be strictly followed, which, to a large extent, decides whether the conference will be a successful one or not.

### **Step 1** *(done 12 months before the conference)*

Broadcast the information on the conference as widely as possible to call for papers.

The conference topics and requirements of paper preparation should be definitely elaborated. Usually, this is done by propagating thousands of emails over the Internet. Also, the conference site should be included in the email. Some participants pay much attention to where the conference is held. They want a wonderful trip apart from a valuable opportunity of communication. So, it is better to choose a place of culture or scenery as the conference site.



### **Step 2** *(done 6 months before the conference)*

Collect draft papers for technical review.

It is probable that more than the required papers are received. Some are of poor quality or unsuitable for the topics. These papers should be rejected. To determine the quality of each paper, a specialist group should be organized as the paper reviewers. A prestigious conference usually assembles a group of renowned researchers and experts.



### **Step 3** *(done 4 months before the conference)*

Announce the acceptance of draft papers and publish the conference affairs. The

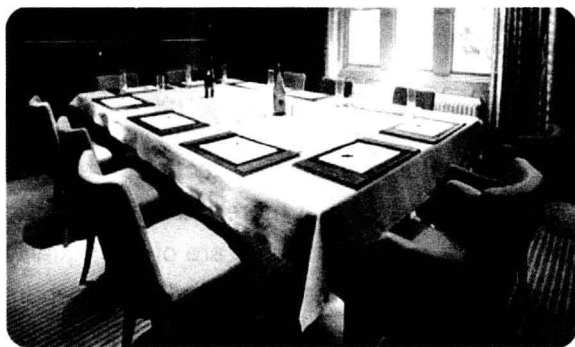
advice for paper refinement should be returned to its author in this step.

## 1.1 Organizational Information

To organize an international conference, various committees are established to undertake certain responsibilities from advance planning to post-conference arrangements.

- **Sponsors & Organizers**

Generally speaking, the sponsor of a conference is the institution that initiates the conference while the organizer of a conference is the one who actually organizes the conference. The organizer is usually entrusted by the sponsor to organize the conference. As a rule, the sponsor of a conference is the financial supporter for the conference.



- **The General Chair**

The chairperson has an important role in directing and coordinating the various working committees and subcommittees and ensuring the smooth running and effectiveness of the committee. The chairperson makes sure that meetings are managed efficiently and that there is good communication with all members of the committee.

- **Secretariat**

As the central organ for organizing a conference, a secretariat is established to handle its everyday events such as responding to the conference and the committees,





delivering reports for the organizing committee, managing the conference rooms, taking charge of financial management, food and accommodations and disposing of non-conference activities

- **Organizing Committee & Academic and Program Committee**

The organizing committee has responsibility for the overall coordination for the conference, which is composed of chair from each sub-committee, including the chairperson, vice-chairpersons, the secretary-general, deputy secretary-general, and other committee members. Each specialized subcommittee accounts for a specific part of the organizing work and is responsible to the sponsors and organizers.



The academic and program committee serves as the chief academic policy advisory body in matters relating to all the academic activities of a conference, including the collecting and evaluating of papers, the designing of agenda, the arranging of academic communication in and out of the conference, and the preparation of conference facilities such as conference rooms, overhead projectors, slide projectors, and other necessary devices. In most cases, the academic and program committee of a conference is also responsible for the publication of its proceedings.

- **Other Committees**

According to the scale, form, and purpose of a conference, some other committees might be set up. Some of the committees and their responsibilities are as follows:

Exhibit Committee	
Define guidelines for exhibits	Exhibit space lay-out and usage
Exhibits prospectus preparation	Exhibitor registration
Exhibit prospectus mailing and follow-up	At conference responsibilities
Exhibit technical support	Exhibit guide

### Presenters Committee

Determine the topics & range of information of the conference
Contact all prospective presenters and session organizers
Coordinate keynote sessions
Organize sessions and select session chairs
Provide instructions to speakers
Arrange audio visual support for presenters
Work in coordination with other committees

### Publication Committee

Conference logo	Luncheon and banquet menus
Letterhead and envelopes	Committee handbook
Advanced program ( if needed )	Billing
Final program	Final report
Session signs and other signage	

### Publicity & Public Relation Committee

Arrange for mailing the call for presenters
Arrange for publicity mailing list
Arrange for placement of the conference on the calendars of various publications
Advertise the conference to news media
Arrange for local publicity of the advance program
Arrange for advertising in related conferences

### Finance Committee

Creating the sponsor funding request document	Income & expenses
Identifying and contacting potential sponsors	Records
Bank accounts	Financial reports
Budgeting	Final reporting
Cash flow	