English for International Academic Conferences

国际学术会议英语

曾 蕾 林泽铨 傅晓玲 编著

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内 容 提 要

本教材通过大量的实例,围绕国际学术会议的组织与主持、学术论文及演讲稿的写作、论文演讲的开场、展开与结束、即席提问与答辩等方面,为我国硕士、博士研究生参加国际学术会议进行系统的指导与训练。它一方面教授学生国际学术会议交流的基本知识,另一方面致力于提高他们的学术英语表达能力。本教材不仅供研究生课堂使用,同时也可供有一定英语基础的、各个学科领域的学者参考、使用。

ACKNOWLEDGMENTS

PREFACE

English for International Academic Conferences is for postgraduate students intending to improve their academic writing and speech skills in English. It particularly serves as a practical guide to international conference paper writing and presentation. It focuses on both principles and skills, which take learners systematically through the key stages of organizing an academic conference: asking for information; preparing academic papers, abstracts, and speech manuscripts; rehearsing presentations, from starting the speech, via developing the speech, to ending a speech text; handling and raising questions; and evaluating presentations. The last part of the book turns to an academic conference, which is to be held on a class-size scale.

English for International Academic Conferences is designed to provide a 36-hour class, including 26-hours of lecture and 10-hours of presentation which provide practice and feedback from instructors and peers. The book covers four main topics: conference information, academic paper writing, academic speech writing, and presentation skills. The course assessment will be based on the following four aspects: the students' assignments, the students' attendance and classroom performance, the evaluation of the students' academic paper, and the evaluation of the students' paper presentation and oral defense at the class-sized conference.

The topics of the book are organized to ensure a discussion and practice of the essential steps in conference organization, conference paper and speech writing, preparation, presentation, and evaluation. Although the units are integrated to match the sequence of the conference procedures, each unit stands as a relatively self-contained instructional program. Thus, the instructors can reorder the units to suit the students' immediate needs and capabilities.

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Zeng Lei, Lin Zequan, Fu Xiaoling

Zhongshan University, 5 January 2003

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Organizing an International Academic Conference

Warm-up Questions

- Have you ever helped organize an academic conference? If yes, what experience do you have in organizing an academic conference?
- What events are involved in organizing an academic conference?
- What things does an organizing committee do to prepare an international academic conference?

Learning Objectives

- To learn skills in helping organize an international academic conference.
- To learn to design Call for Papers and conference program.
- To learn to write invitation letters.

I. Introduction

The planning process for holding a conference should begin very early. A chairman is selected to make a plan. Various committees are formed, with members in charge of specific activities. These committees generally consist of a Conference Organizing Committee and a Conference Academic Committee. The Conference Organizing Committee includes a chairman, vice-chairman, members and a secretary general. The Conference Academic Committee consists of advisors, a chairman, a vice-chairman, members, and secretaries. Members are locally or nationally known.

The activity is usually organized by using large charts with the events listed across the top and the areas of responsibility down the side. From large charts, the committees go to smaller charts with more details, such as invitation letters, call for papers, programs, and funding.

When the events begin to take shape, details are discussed, such as nametags, proper signs, the program, the sound system, the lighting, food, and the arrangement of someone to guide and answer questions. Chairmen and secretaries, with other members, must be completely preoccupied with the conference through the whole process: before, during, and after the conference.

II. Preparatory Work before the Conference
◎ Call for Papers

Before making any arrangements, the chairman and vice-chairman must consult other members in the committees to reach the final decisions on the main theme or purpose of the conference, the date(s) and place. They must work out a Call for Papers for the conference. Conference announcements or Call for Papers must be written in order to notify the prospective participants of the conference. It will be carried in some academic journals. The conference announcements would involve information concerning conference theme, the date(s) and place, objectives, topics of interest, plenary (keynote) speakers, sponsors, organizing committee, paper submission (abstract submission deadline, acceptance notification, full paper submission), registration fee, contact information and so on.

Here is a sample of a conference announcement or a Call for Papers:

Sample

ASID '03
The 8th Asian Symposium on Information Display*
17-20 August 2003, Nanjing, Jiangsu, China

Scope

The Asian Symposium on Information Display (ASID), originating from the joint Japan-Korean information display conference, has become one of the major regional information display conferences organized by SID. The purpose of the conference is to provide a friendly and collegial environment for display researchers, especially in the Asian region, to present their works and exchange information.

The ASID'03 covers all aspects of display science and technology including but not limited to the following:

(1) Emissive Displays: Plasma Displays, CRT, OLED, LED, EL Displays, Field Emission Displays; Materials and Components for Emissive Displays

(2) Non-Emissive Display: Passive Matrix LCD; Active Matrix LCD; LC Science and Technologies; LCD Materials and Components; Other Non-Emissive Displays

(3) Others: Microdisplays; 3D Displays; Large-Area and Projection Displays; Display Electronics; Display measurement; Display manufacturing; Display systems and Applications; Applied Vision/Human Factors; Market and Business

Registration Fees (tentative)

Symposium (25–27Aug. 2003)	Before 30 June 2003	After 30 June 2003
SID Member	USD300.00	USD350.00
Non-Member	USD350.00	USD400.00
Student	USD50.00	USD80.00
Tutorial (24 Aug. 2003)	Before 30 June 2003	After 30 June 2003
Symposium Participant	USD100.00	USD150.00
Standard	USD150.00	USD200.00

Symposium Honorary Chairs (tentative)

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* Available online: http://asid03.seu.edu.cn. (Downloaded: 15 October 2002.)

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Guanqun Gu, President, Southeast University

Zukai Wu, Fellow, SEG Hitachi Color Display Devices Co. Ltd

Xurong Xu, Northern Jiaotong University

Symposium Chair (tentative)
Linsu Tong, SEU

Co-Symposium Chairs (tentative)
Hoi. S. Kwok, HKUST
Myunghwan Oh, Dankook Univ. Korea

Executive Symposium Chair (tentative)
Baoping Wang, SEU

Program Committee (tentative)
Jinlin Zhu, Beijing Vacuum Electronics Research Institute
Chang chang Zhu, Nanjing Electronic Devices Institute
Zhengming Sun, Shen Zhen Tian Ma LCD Corp.
Ningsheng Xu, Zhongsan University
Han-Ping D. Shieh, Chiao Tung University
Yong Qiu, Tsinghua University
Jing Jang, Kyung Hee University
Daan Engelsen, LG. Philips Displays
Xiaowei Sun, NanYang Technology University
Tatsuo Uchida, Tohoku University

International Advisory Committee (tentative)
Heiju Uchiike, Saga University, Japan

Shigeo Mikoshiba, The University of Electro-Communications, Japan

Makoto Maeda, Sony Corporation, Japan

Min-koo Han, Seoul National University

Harm Tolner, Philips

Hanquen Hu, Beijing Vacuum Electronics Research Institute

Shouqian Ding, Nankai University

Rong Cao, Southern China Technology University

Changchun Zhu, Xian Jiaotong University

Deadlines (tentative)

1 April 2003	Submission of Abstract
1 May 2003	Acceptance Notification
1 July 2003	Submission of Camera-Ready Manuscripts

ASID '03 Provides On-Site Proceedings

Symposium Venue

Nanjing is the provincial capital and also the political, economic and cultural center of Jiangsu Province. Located in the subtropical zone, it enjoys a mild climate with the annual mean temperature at 15°C. Dry in winter, Nanjing is marked by intermittent drizzles in spring, but gets most of the rainfall in summer with the annual precipitation at about 1,000 mm. The yearly average humidity is 11 to 12 mm.

Nanjing is an old city with a long history. As far back as three or four thousand years ago Chinese forefathers already began to live and work here. With the founding of the Ming Dynasty (1368), the city became for the first time the national capital of the whole country. During the period of 1853-1864, the Kingdom of Heavenly Peace, founded in revolt against the Qing Dynasty, established its capital here and called it Tianjing. The city resumed its name Nanjing in the 1912 Revolution led by Dr. Sun Yatsen.

Exhibition

There is an exhibition in conjunction with the symposium, interested parties should contact the conference Secretariat for detail.

Visa to China

In case of need, the acceptance letter can be used to obtain an entry visa to China. Special letters of invitation for visa applications can be provided if required upon request from the secretariat.

Conference Site
Zhongshan Hotel, 307 Zhongshan Dong Lu, Nanjing
Tel: + 86-25-4818888, Fax: + 86-25-4809209
http://www.jszshotel.com

Call for Abstract

The abstract should contain a cover letter and one-page (A4-size) abstract.

The cover letter should clearly state
• Title of paper
• Name, mailing address, email address, telephone and fax numbers of the presenting author
• Names and affiliations of additional authors
• Person to whom correspondence should be sent, if other than the presenting author
• Suggested paper topics
• Preference for oral or poster presentation

One-page abstract should include
• Title of paper
• Names and affiliations of all authors
• No more than 300 words with one or two figures

Abstracts should be submitted as email attachments in Microsoft Word format to liulu@seu.edu.cn.

Contact Information
ASID '03 Secretariat
c/o Ms Wang Hong

Electronic Engineering Department
Southeast University

Nanjing, Jiangsu, 210018
China

Phone: +86-25-3098765
Fax: +86-25-1593576
Email: wwwiu@seu.edu.cn
http://asid03.seu.edu.cn

Sometimes, if a Call for Papers contains information about accommodation, equipment, conference dinners, trips and so on, the secretaries of the organizing committee must book accommodation in a hotel for the participants, and calculate all the costs. The secretaries should contact the press and invite some reporters and photographers if the conference needs publicity, and make further arrangements for them, including certain facilities and equipment. The conference room must be appropriately equipped with all the devices or equipment needed dur-

ing the conference. If there are other activities prior to, in the middle of, and after the conference, such as a conference dinner, reception, a trip, etc., careful arrangements should be made for them.

◎ Program

A conference program acts as a guide as well as a plan to the participants. It lists a series of activities to be done at a definite time and place. It helps participants fulfill their activities in accordance with its plan. Usually it contains the following information: time, date(s), activities, place, people involved, etc.

When the academic committee has decided the admission of the participants after an anonymous review of their abstracts or papers, the program should be prepared and be distributed to all the participants.

Formats for programs should be well-defined. Use brief descriptive phrases. Nominal groups, participial phrases and incomplete sentences are preferred.

The following is a sample of a conference program:

Sample

Conference Program *

Note: All activities will be held in the Building of the School of Foreign Languages, except for those especially specified.

Wednesday 24 July 2002

8:00-8:25	Registration (Ground Floor)	
8:30-9:40	Opening ceremony (Lecture Theatre: Room 315)	
	Welcoming remarks	Prof.**Li Ping** Vice-president, Sun Yatsen University

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* Adapted from the conference handbook of International Conference on Discourse & Translation (2002).

	Opening speeches	**Christine Sinner,** Consul, Culture and Education Section of the British Consulate-General, Guangzhou Prof. **Lai, Jane.** Dean of Arts Faculty, HK Baptist University Prof. **Yang Zijian,** Chairman, China Association of Contrastive Studies of English and Chinese Prof. **Huang Guowen,** Dean of School of Foreign Languages, Sun Yatsen University
9:40-10:05	Photo-taking session (Ground Floor)	
10:05-10:30	Tea/coffee break (Ground Floor)	
10:30-10:35	Keynote speech (Lecture Theatre) Nada's letter and paper (Read by Prof. Tan Zaixi) Chaired by Hatim, Basil	
10:35-11:15	Keynote speech (Lecture Theatre) Baker, Mona: Contextualizing Translation Chaired by Hatim, Basil	
11:35-11:55	Keynote speech (Lecture Theatre) Luo Xuanmin: A Textual-Cognitive Model and the Textual Construction in Translation Chaired by Hatim, Basil	
12:00-2:30	Lunch break (Ground Floor)	
2:30-3:10	Keynote speech (Lecture Theatre) Malmkjear, Kirsten: On Translational Equivalence and Related Matters Chaired by Chao, Simon	
3:10-3:50	Keynote speech (Lecture Theatre) Huang Guowen: On Discourse Analysis and Translation studies Chaired by Chao, Simon	
3:50-4:10	Tea/coffee break (Ground Floor)	
4:10-5:40	Parallel sessions (see parallel session's program)	
6:00-	Dinner (Restaurant near North Gate)	