



# 国际学术交流英语

English for International Academic  
Communication

( 建筑工程类 )

主 编 常 乐 王 冰

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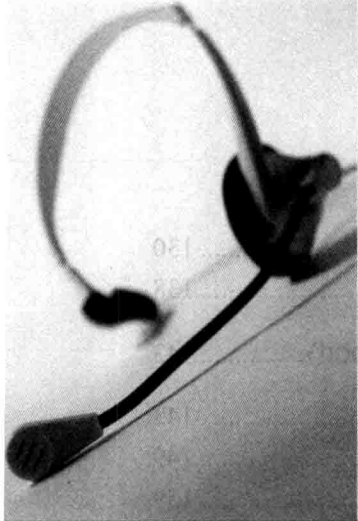
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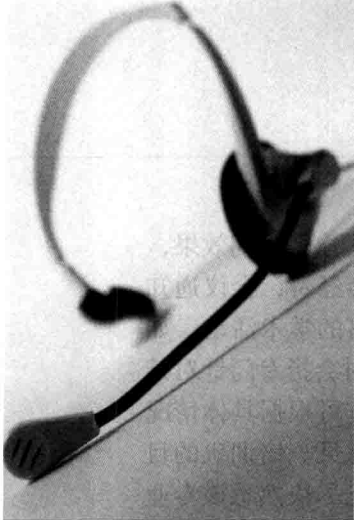
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# 第一章

## 学术会议(Academic Conference)

国际学术会议(international academic conference)是国际学术交流的一种重要形式,它有利于提高主办单位在国际上的学术地位,有助于与会者及时掌握国际学术领域的最新动态,促进相关学科教学与研究的发展,增进主办方与国外学术界的联系。因此,近年来,许多大学和科研机构都积极承办一些具有相当影响和规模的国际学术会议。本章将介绍国际学术会议的重要组成部分,包括会议通知(conference notice)、会议日程表(conference schedule / program)、会议邀请函(conference invitation)、论文征集(call for papers)、会议回执(letter of acceptance to a conference)、会议论文录用/退稿通知(acceptance / refusal of a submission)、会议欢迎辞(welcome speech)、演讲者介绍(speaker introduction)、口头报告(oral presentation)等内容。

### 第一节 会议通知(Conference Notice)

在国际学术会议召开之前,会议筹备组会在相关学术期刊

(academic journal)和网站上发布会议通知(conference notice)。为了取得预期效果,同时也为了与会者能有充分的时间准备论文、安排时间并申请参会经费,会议通知发出的时间至少应提前一年以上。有些国际学术会议安排比较丰富的学术活动,如研讨会(workshop)、培训班(tutorial)、学术展板(poster)等。研讨会指专门针对某一领域或某一具体主题在集中场地进行研究和讨论的会议。主办方可根据具体情况设定研讨会的形式,最常见的方式就是鼓励大家参与讨论并交换意见。培训班的目的是为参加该会议的新代表提供基本专业知识的介绍,使他们能尽快熟悉该专业领域的基本概念和理论。学术展板是会议代表展示其学术成果的专用海报或展板,方便与会者宣传、了解、交流各自的科研成果。这类活动较多的会议通知要尽量详细,除会议议题、论文提交截止日期等外,还要写明具体活动安排。

### Format

Theme	会议主题(名称)
Date	会议时间
Place / Location / Venue	会议地点
Sponsor	会议主办方
Objectives	会议宗旨
Topics of Interest	大会议题
Paper Submission	论文征集
Keynote Speakers	主题发言人
Organizing Committee	组织委员会
Programme Schedule	会议日程
Working Language	工作语言
Registration	注册
Conference Venue	会议地点
Accommodation	食宿
Contact	联系方式

注:上述所列项目仅供参考。各学科研究方法不同,且论文要求也不尽相同,摘要模板所给出的内容可以有所取舍或另行添加(以下同)。

## Example 1

原文	注释
<p style="text-align: center;"><b>First International Conference on Water and Society</b>  <b>5<sup>th</sup>-7<sup>th</sup> December 2011</b>  <b>Las Vegas, USA</b>  <b>Sponsored by University of Nevada</b></p> <p>① This first International Conference on Water and Society aims to provide a multi-disciplinary forum for the presentation and discussion of many issues affecting water resources today.</p> <p>② The meeting will encourage trans-disciplinary communication on issues related to the nature of water, and its use and exploitation by society.</p> <p>③ The conference is motivated by the need to bridge the gap between the broad spectrum of social sciences and humanistic disciplines and specialists in physical sciences, biology, environmental sciences, health and others that, in the words of Ilya Prigogine, constitute the “hard” sciences.</p> <p>④ Water, as the source of all life, is the most precious substance on the planet. ⑤ Its comparative abundance has led to many misuses which will seriously impair our common future. Problems such as water degradation and contamination are impossible to resolve without the participation of many different disciplines. ⑥ These issues are, by definition, trans-national and relate to rights of states and hence it is essential to discuss these at international level to arrive at equitable and binding solutions that will ensure the rights of society to quality water supplies.</p> <p>Journal Submission / Call for Papers (详见本章第三节)  Registration Information</p> <p>⑦ To register online for this conference please complete the registration form by clicking on the ‘Register’ button at the top or bottom of this page.</p> <p>⑧ If you would prefer to print out a copy of the Registration Form, please download the PDF Registration Form below and return to the Conference Secretariat.</p> <p>⑨ PDF Registration Form</p> <p>Includes Conference Proceedings (with the exception of student option), other documentation and refreshments.</p>	<p>会议名称  会议时间  会议地点  会议主办方  会议宗旨  ① ② ③</p> <p>会议议题  ④ ⑤ ⑥</p> <p>论文征集  注册信息  ⑦ ⑧ ⑨ 注册登记表  填写方式</p>



<p>⑩ Registration Fee, US\$1450 Reduced Fee for authors, US\$950 Conference Chairmen, WIT Fellows and members of the Scientific Advisory Committee, US\$850 Students who are not authors (does not include a copy of the Conference Proceedings), US\$500</p> <p>⑪ Conference Venue Water and Society 2011 will take place at the University of Nevada, Las Vegas, located east of central Las Vegas adjacent to McCarran airport. The university is home to many specialist centers and laboratories in science and engineering fields and is currently pioneering an urban sustainability initiative in the city of Las Vegas.</p> <p>Accommodation</p> <p>⑫ The following hotels are located close to the conference venue at the University of Nevada, Las Vegas. Please contact the hotels directly for further information and make reservations.</p> <p>⑬ Embassy Suites Las Vegas 4315 Swenson Street Las Vegas, NV 89119 Tel: 1-702-795-2800 Fax: 1-702-795-1520 <a href="http://embassysuites1.hilton.com">http://embassysuites1.hilton.com</a> ...</p>	<p>⑩ 注册费用 注：注册费因参会人员不同情况而异。</p> <p>会址简介 ⑪ 提供大会举办地的信息，包括所处的地理位置、学术特色等。</p> <p>食宿 ⑫ 酒店地址 ⑬ 酒店联系方式</p>
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### Reading Comprehension 1: Answer the following questions briefly.

- (1) What is the major concern of this academic conference?
- (2) What is the aim of this conference?
- (3) How many options are there for the attendants to register for the meeting? What are they?

### Words and Sentences

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. multi-disciplinary</li> <li>2. forum</li> </ol> | <p>adj. 结合多种学科的；(涉及)多种学科的<br/>n. 论坛；讨论会</p> |
|---|---|

3. presentation	n. 展示; 介绍
4. trans-disciplinary	adj. 跨学科的; 学科间的
5. spectrum	n. 系列; 范围
6. journal	n. (某学科或专业的) 期刊
7. submission	n. 提交; 呈递
8. proceedings	n. 过程; 一系列行动
9. documentation	n. 证明文件
10. venue	n. 会场; 聚会地点
11. accommodation	n. 住宿
12. reservation	n. 预订; 预约

### 会议时间、地点 Time and Venue

1. *The conference will be held at* the University of Nevada, *on* June 22<sup>nd</sup>–24<sup>th</sup>, 2012.
2. *The symposium is to be held on* May 10<sup>th</sup>, 2010 *at* the San Francisco Conference Center.

### 会议主题 Theme

1. *The theme of the conference is* “Innovative Community Building”.
2. *This first International Conference on* Water and Society *aims to* provide a multi-disciplinary forum for the presentation and discussion of many issues affecting water resources today.
3. *The meeting will encourage* trans-disciplinary *communication on issues related to* the nature of water, and its use and exploitation by society.

### 会议安排 Arrangement

1. *The conference consists of* three main *session types*.
2. *Presenters will be invited to present* their work *in the form of* a poster presentation.
3. *There will be* many special *lectures with keynote presenters as well as concurrent sessions in* technical streams aligned to disciplines of interest.

### 组委会 Organizing Committee

1. *This conference is sponsored by* University of Nevada.
2. The Architect Association of Macau, *in cooperation with* Indiana University, will *sponsor a seminar on* “Exhibit: The Outdoor Office”.

### 联系方式 Contact

1. *Please go to* [www.el-h.com](http://www.el-h.com) *to access* the tentative agenda, *to register and to request*.
2. *Questions* regarding the conference and registration should *be directed to* Stephanie Mack, 212-547-7888, [events@mediabistro.com](mailto:events@mediabistro.com).

## Exercises

1. Fill in the following table with the headings given to match the contents.

Conference Schedule	Organizing Committee	Important Dates
Conference Chair	Themes	Registration Fee

Heading	Contents
(1)	Dalian University of Technology
(2)	Prof. Hong-Nan Xu (Dalian University of Technology)
(3)	Structural Analysis and Design Coastal and Harbor Developments Environmental Preservation and Control ...
(4)	Full-length Paper Due: 30 <sup>th</sup> June, 2010 Notification of Acceptance: 31 <sup>st</sup> July, 2010 Conference: 1 <sup>st</sup> –3 <sup>rd</sup> November, 2010
(5)	Technical Presentations : 1 <sup>st</sup> –2 <sup>nd</sup> November, 2010 Technical or Cultural Tour: 3 <sup>rd</sup> November, 2010

(6)	<p>Early-Bird Registration: \$200 Before 31<sup>st</sup> August 2010</p> <p>Final Registration: \$280 On-site</p> <p>The fee covers a volume of abstracts, proceedings, lunches, reception, banquet, coffee, and technical tour.</p>
-----	--

## 2. Translate the following sentences into Chinese.

- (1) The meeting will encourage trans-disciplinary communication on issues related to the nature of water, and its use and exploitation by society.
- (2) To register online for this conference please complete the registration form by clicking on the“Register” button at the top or bottom of this page.
- (3) If you would prefer to print out a copy of the Registration Form, please download the PDF Registration Form below and return to the Conference Secretariat.
- (4) Please contact the hotels directly for further information and make reservations.

### Example 2

原 文	注释
<p style="text-align: center;"><b>34th International Symposium on Remote Sensing of Environment</b></p> <p style="text-align: center;"><b>Sydney Convention and Exhibition Centre</b></p> <p style="text-align: center;"><b>10<sup>th</sup>-15<sup>th</sup> April 2011</b></p> <p>The Organizing Committee of the 34th International Symposium for Remote Sensing of the Environment (ISRSE) cordially invites you to visit Sydney and participate in what promises to be an excellent high quality Symposium on Remote Sensing of the Environment. The first of these Symposia was held in 1962 in Ann Arbor, Michigan, USA under the direction of the Willow Run Laboratories of the University of Michigan and it has continued in a similar form ever since. The Symposia series is now guided by the international committee (ICRSE) comprising experts in the field of remote sensing who represent most of the world's national space agencies. ISRSE</p>	<p>会议名称 会议地点 会议时间 会议主办方</p> <p>会议宗旨</p>

has become one of the main forums for programmatic discussions on remote sensing components of the 'Global Earth Observation System of Systems-GEOSS', currently being implemented through the Group on Earth Observation (GEO), which (at the time of preparation) is composed of 80 member countries, 58 participating organizations and 5 observers.

① Sydney, Australia's largest city, is strategically positioned with excellent access to Asia Pacific countries. This ensures that a significant number of remote sensing scientists from this region will be able to attend ...

② Attendances at past ISRSE have been increasing with a large attendance of over 800 at the 2009 meeting in Stresa, Italy. It is expected that a large contingent from overseas will attend this conference.

③ April is mid-autumn in the southern hemisphere, and therefore it is an excellent time to visit Sydney and other parts of Australia. We invite you to come to Sydney and benefit from participating in this excellent remote sensing conference, as well as enjoy a visit to Sydney and Australia.

Call for Abstracts (详见本章第三节)

④ Abstract submission for ISRSE 2011 has now closed.

...

⑤ Important Dates

Abstract Submission Deadline 1<sup>st</sup> October 2010

Acceptance Notification December 2010

Final Paper Deadline 28<sup>th</sup> January 2011

Author Registration Deadline 28<sup>th</sup> January 2011

⑥ Themes for Submission

Authors are requested to submit their abstract according to one of the Symposium themes below:

Climate change and atmosphere

Agriculture: food crisis and reducing poverty and hunger

...

Keynote Speakers (详见本章第八节)

The following Keynote Speakers have been invited to present at ISRSE-34th (not all are confirmed)

Jose Achache-Secretariat Director of Global Earth Observation System of Systems

Michele Clement-Australian Space Policy Unit

...

Conference Organizing Committee

### 会址简介

① 地理位置便利

② 参会人员众多

③ 会议召开季节绝佳

### 论文摘要征集

④ 摘要征集现已结束

⑤ 论文摘要提交、论文全文提交及作者注册等重要日期

⑥ 论文投稿指南

### 主题发言人

### 组织委员会

John Trinder, UNSW, Sydney  
Per Erik Skrovseth, Space Centre, Norway  
...

Please contact the Symposium Managers at the address below for further information.

ISRSE 2011 Symposium Managers  
Arinex Pty Limited  
GPO Box 128, SYDNEY NSW 2001 AUSTRALIA  
Telephone (61) 2 9265 0700  
Fax: (61) 2 9267 5443  
Email: [isrse34@arinex.com.au](mailto:isrse34@arinex.com.au)

Registration

Participation is open to all persons interested in the field of Remote Sensing for the Environment. To register, please complete the online registration form. Online registration is strongly encouraged.

⑦ Registration Fee (per delegate)

Category	Early Bird Before 28 <sup>th</sup> January 2011	Standard Before 6 <sup>th</sup> April 2011	Onsite Fee From 10 <sup>th</sup> April 2011
Full Registration	AU\$770.00	AU\$890.00	AU\$1010.00
Student Fees			
Student Registration	AU\$380.00	AU\$470.00	AU\$560.00

⑧ Please note that everyone intending to attend the Symposium must register, including speakers. All speakers must register by the early registration cut off date. Please read through the registration information carefully before you complete the online form.

<http://isrse34.org/>

联系方式

注册

⑦ 注册费用

⑧ 注册须知

### Reading Comprehension 2: Answer the following questions briefly.

- (1) Why was the present venue (Sydney) chosen as the most appropriate place to hold the symposium?

- (2) Under what kind of circumstances can an attendant save registration fee?
- (3) What kind of qualifications must one possess to attend the symposium?
- (4) Which means of registration is the strongly recommended one?

### Words and Sentences

1. symposium	n. 讨论会; 座谈会; 专题报告会
2. convention	n. (正式)会议; (定期召开的)大会
3. plenary	adj. 全体出席的
4. attendance	n. 出席(率)
5. contingent	n. 代表团, 一组
6. deadline	n. 最后期限
7. session	n. 一场; 一节(会议)

### 会议时间、地点 Time and Venue

1. ***On behalf of the organizing committee, a warm Australian invitation is extended to you to attend CECAR 5 in Sydney on 8<sup>th</sup>–12<sup>th</sup> August 2010.***
2. ***We are glad to tell you that “the International Academic Conference for Transportation in the Global Context of Economic Crisis” will be held at City University of Hong Kong from December 5<sup>th</sup> to December 6<sup>th</sup>.***

### 会议主题 Theme

1. ***The Symposia series is now guided by the international committee (ICRSE) comprising experts in the field of remote sensing who represent most of the world’s national space agencies.***
2. ***The conference is motivated by the need to bridge the gap between the broad spectrum of social sciences and humanistic disciplines and specialists in physical sciences, biology, environmental sciences and health.***
3. ***The conference will examine the history and current status of the significant architectural sites in Washington, D.C.***
4. ***The main objective of Mesomechanics 2010 is to provide a comprehensive global forum for academics to present their discoveries and findings in mechanics.***

### 会议安排 Arrangement

1. *The conference* will **be composed of premier plenary talks given by** renowned researchers in the field, **oral presentations on** important current topics **and poster sessions for** interactive discussions.
2. *Delegates* speaking other languages shall **be required to** supply their own interpreters for the translation into one of the working languages.
3. *Posters* will **be mounted** on a wall **and authors** will **be available to answer questions from** other participants.

### 组委会 Organizing Committee

1. The Commonwealth Architect Association **is hosting this unique conference** and looks forward to meeting conference participants in Oxford.
2. The *Organizing Committee of* the 34th International Symposium for Remote Sensing of the Environment (ISRSE) **cordially invites you to** visit Sydney **and participate in** what promises to be an excellent high quality Symposium on Remote Sensing of the Environment.

### 联系方式 Contact

1. **Please contact** the Symposium Managers **at the address below for further information.**
2. **Please download** the PDF Registration Form below **and return it to** the Conference Secretariat Mara Piazza, 212-547-6928, [eventssales@architectmagazine.com](mailto:eventssales@architectmagazine.com).

## Exercises

Translate the following sentences into Chinese.

- (1) Sydney, Australia's largest city, is strategically positioned with excellent access to Asia Pacific countries.
- (2) Participation is open to all persons interested in the field of Remote Sensing for the



Environment.

- (3) Please note that everyone intending to attend the Symposium must register, including speakers.
- (4) Please read through the registration information carefully before you complete the online form.

## 第二节 会议日程表(Conference Schedule / Program)

会议日程表详细列出国际学术会议进行期间的活动内容及时间表, 一般包括日期(date)、时间(time)、会议安排(conference arrangement)、地点(venue)等项目。会议日程表通常以表格的形式呈现, 方便与会人员阅读查找。

### Format

<b>Theme</b>	会议主题(名称)
<b>Date</b>	时间
<b>Venue</b>	地点
<b>Conference Arrangement / Schedule</b>	会议日程表
● Date	● 日期
● Time	● 时间
● Opening Remarks	● 开幕辞
● Welcoming Remarks	● 欢迎辞
● Speech	● 大会发言
● Keynote Speech/Address	● 主题发言
● Reception	● 招待会
● Panel Discussion	● 专题研讨
● Adjourn	● 休会