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# ***About International Academic Conferences***

# Outline

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- ❑ **What does a conference look like**
- ❑ **Activities in a conference**
- ❑ **Technical sessions in conferences**
- ❑ **Socialization in conferences**

# Outline

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- **What does a conference look like**
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# What does a conference look like

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**Opening**



**Keynote Speech**



**International Scholars**



**Technical session**

# Outline

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- ❑ What does a conference look like
- ❑ **Activities in a conference**
- ❑ Technical sessions in conferences
- ❑ Socialization in conferences

# Typical Program of a Conference

|               |                                                    |                                                                              |                                               |                                          |                                   |                                    |
|---------------|----------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------|------------------------------------------|-----------------------------------|------------------------------------|
| 7:00 - 8:00   |                                                    |                                                                              | Breakfast - Palace Lounge                     |                                          |                                   |                                    |
| 8:00 - 9:30   |                                                    | Software Defined Networking 1<br><b>Conf. Track</b>                          | Localization<br>Tapa 2                        | Video Surveillance and Sensors<br>Tapa 3 | Secure Search<br>Meeting Room     | RFID 1<br>Honolulu 2               |
| 9:30 - 10:00  | Demo Session 2<br>9:30 - 10:30<br>Palace Lounge    |                                                                              | Coffee Break - Palace Lounge                  |                                          |                                   |                                    |
| 10:00 - 11:30 |                                                    | Panel A: Fog Computing and Networking – What's Next?<br><b>Conf. Keynote</b> |                                               |                                          | Privacy 1<br>Honolulu 1           | RFID 2<br>Honolulu 2               |
| 11:30 - 13:30 |                                                    |                                                                              | Conference Lunch - Coral 4-5                  |                                          |                                   |                                    |
| 13:30 - 15:00 |                                                    | Big Data and Deep Learning<br>Tapa 1                                         | Sensing, Recognition and Tracking<br>Tapa 2   | Graph-based Approaches 1<br>Tapa 3       | Privacy 2<br>Honolulu 1           | Internet of Things 1<br>Honolulu 2 |
| 15:00 - 15:30 |                                                    |                                                                              | Coffee Break - Palace Lounge                  |                                          |                                   |                                    |
| 15:30 - 17:00 | Poster Session 1<br>15:00 - 17:00<br>Palace Lounge | NSF PAWR<br>Tapa 1                                                           | Sensing, Recognition and Tracking 2<br>Tapa 2 | Graph-based Approaches 2<br>Tapa 3       | Wireless Security 1<br>Honolulu 1 | Internet of Things 2<br>Honolulu 2 |

One-day clip from the program of  
IEEE International Conference on Computer Communications (INFOCOM) 2018

# Typical Program of a Conference

| Time/Day      | Sun, 9 Dec                                              |           | Mon, 10 Dec                                                      |                                | Tue, 11 Dec                |                   | Wed, 12 Dec        |                   | Thu, 13 Dec |           |
|---------------|---------------------------------------------------------|-----------|------------------------------------------------------------------|--------------------------------|----------------------------|-------------------|--------------------|-------------------|-------------|-----------|
| 08:30 - 10:00 | Tutorials                                               | Workshops | Technical Sessions<br>8:00-9:30                                  | Industry Sessions<br>8:00-9:30 | Technical Sessions         | Industry Sessions | Technical Sessions | Industry Sessions | Tutorials   | Workshops |
| 10:00 - 10:30 | Networking Break                                        |           | Networking Break<br>9:30 - 10:00                                 |                                | More Social Events         |                   |                    |                   | Workshops   |           |
| 10:30 - 12:00 | Tutorials                                               | Workshops | Opening & Keynote Session<br>10:00 - 12:00<br>Award Announcement |                                | Keynote Session            |                   | Keynote Session    |                   | Tutorials   | Workshops |
| 12:00 - 13:30 | Lunch                                                   |           | Awards Luncheon                                                  |                                | Lunch                      |                   | Lunch              |                   | Workshops   |           |
| 13:30 - 15:00 | Tutorials                                               | Workshops | Technical Sessions                                               | Industry Sessions              | Technical Sessions         | Industry Sessions | Technical Sessions | Industry Sessions | Tutorials   | Workshops |
| 15:00 - 15:30 | Networking Break                                        |           |                                                                  |                                |                            |                   |                    |                   |             | Workshops |
| 15:30 - 17:00 | Tutorials                                               | Workshops | Technical Sessions                                               | Industry Sessions              | Technical Sessions         | Industry Sessions | Technical Sessions | Industry Sessions | Tutorials   | Workshops |
|               | Welcome Reception & Exhibits Opening<br>(18:00 - 20:30) |           | Women in Engineering<br>(18:00 - 21:00)                          |                                | Banquet<br>(19:00 - 22:00) |                   | Social Events      |                   |             |           |

IEEE Global Communications Conference (GLOBECOM) 2018

# Activities in a conference

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- ❑ Keynote
- ❑ Tutorial
- ❑ Technical Sessions (What we will practice)
- ❑ Workshop
- ❑ Panels
- ❑ Poster and Demo
- ❑ Session with Special Interests
- ❑ Exhibition
- ❑ Other Activities .....

# Activities We Have Known

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| Name in English                            | Name in Chinese | Speaker                         | Topics' nature & coverage            | Audience                                          | Length (Minutes) |
|--------------------------------------------|-----------------|---------------------------------|--------------------------------------|---------------------------------------------------|------------------|
| Keynote speech                             | 大会主旨报告          | Leaders of the area             | Wide                                 | Most attendees                                    | 30-60            |
| Plenary speech                             | 大会报告            | Leaders of the area             | Wide                                 | A large portion of attendees                      | 30-45            |
| Tutorials                                  | 综述型报告           | Experts working in the area     | Integrating a series of close topics | People who want to know the area                  | 180-360          |
| Invited talk                               | 特邀报告            | Experts with recognized results | One specific topic or area           | People who is interested in or studies the topic. | 15-30            |
| Paper presentation (in technical sessions) | 论文宣讲            | Authors                         | Some specific problem                | People who work closely to the topic              | 15-20            |

(What we will practice)

# Activities We Yet Know Much

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## □ Workshop

- Similar to regular technical sessions
- Highly-concentrated topics on a small-range area
- Authors also submit a paper to the conference
- Accepted paper will be presented by authors

## □ Panel

- Invite several experts in the area of interests to form a panelist
- The experts on the panelist will share their opinion/comments on the area
- Audiences are free to ask experts technical questions or discuss with them

# Activities We Yet Know Much

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## □ Poster

- An interactive way to introduce your paper
- Print a poster to introduce your paper
- You stand by your poster board/monitor/booth, answering other attendees' questions.

## □ Demo

- Demo program also asked the authors to submit an extended abstract or a short article
- The article introduce your idea/scheme/proposals and the demonstration system
- In the demo program, you demonstrate your idea/scheme/proposals onsite

# Activities We Yet Know Much

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## □ Sessions with special Interests

- Organized by a group of scholars with common interests in some specific topics
- Topics are not necessarily limited to research results, which might widely cover research-related minority issues, education issues, etc.
- For example:
  - Women Sessions
  - Education Sessions
  - Industry Sessions
  - Developing Area Sessions

# Activities We Yet Know Much

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## □ **Exhibition (It is all about advertisement)**

- An activity collecting promotions by companies, publishers, and organizers of coming conferences, and even universities.
- **Companies**
  - Show their newest demonstration systems, products, etc.
  - Attract researchers with interests to buy
- **Publishers**
  - Show their published books
  - Sell books onsite
  - Attract scholars/researchers to write books
- **Organizers of coming conferences**
  - Advertise for the coming conferences
- **Universities**
  - Sometime advertise on opening positions

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- ❑ What does a conference look like
- ❑ Activities in a conference
- ❑ **Technical sessions in conferences**
- ❑ Socialization in conferences

# Workflow of Technical Sessions

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## ❑ Duties of Chairman/Chair

- Organize the presentations of 4-6 papers
  - Introduce each reporter/speaker and his/her information before his/her presentation
  - After his/her presentation, coordinate Questions and Answers (Q & A)
  - Time control: typically 15-18 minutes per paper, including Q&A
  - Closure of the session

# Workflow of Technical Sessions

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## ❑ Chair's duties: How to introduce the reporter

### ● Introduce the name

Examples:

- We welcome the first reporter...
- I am so pleasure to introduce the next reporter...

### ● Introduce the speaker's institute and background

Examples:

- He/She is with Xi'an Jiaotong University.
- He/She works in...

### ● Introduce the title

Examples:

- The reported title is ...

# Workflow of Technical Sessions

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## ❑ Chair's duties: How to introduce the reporter

### Other Tips:

- Pronunciation of Name is a tough job. So, you'd better confirm with the speaker before the session.
- Time budget is tight, and thus keep the introduction very brief.
- Before the session starts, ask the audiences to be quite and ask for their attention.

### Examples:

- May I have your attentions, please? The session is about to start...

# Workflow of Technical Sessions

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## ❑ Chair's duties: Time control and Q & A

- Time control

- Guarantee sufficient time for 2-3 questions.
- Remind the reporter before time is up

- Q & A

- Guide the audience

Examples: 1) It's question time. 2) Any questions?

- In case of too many questions

Examples: Due to the limited time, one more question.

- If Q&A gets intense, make relaxing atmosphere

Examples: why don't we continue discussion offline in the coffee break?

- In case of no questions, the chair asks one or two.

- Closure of the session

Examples: Thank you everyone. It is end of this great session and let us enjoy the coffee break.

# Workflow of Technical Sessions

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## ❑ Presenters' duties:

- Present your paper clearly
- Answer audiences' questions

## ❑ Tips:

- If do not hear questions clearly, ask him/her to repeat  
Examples: I am sorry. Could you repeat the question?
- When you answer, comment positively on the question.  
Examples: It is a very good question....
- If you do not understand the question at all, or the audience give you a hard time in Q&A, ask for discussions after the session.  
Examples: Sorry. I didn't follow. Do you mind discussing at the coffee break?

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# Socialization in conferences

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## ❑ Academic socialization occasions

- Coffee break
- Reception
- Banquet

## ❑ What can we obtain from socialization

- Comments that are beneficial for our research
- Inspiration of new ideas with other researchers' sharing
- Make friends and build your academic network
- Find opportunities for collaborations

Tips: 1) Get other researchers' contact;  
2) Send him/her e-mail to follow up after the conference.

# Socialization in conferences

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## ❑ Challenges on Socialization in English for us

- Do we know how to introduce in English about:

- **Our research?**

Test: Name your research area and your focus

- **Our department and school?**

Test: What is the name of your department and school?

- **Our universities?**

Test: Do you know how many students, how many schools, a very brief history of Xi'an Jiaotong University?

- **Our city?**

Test: Do you know the English Name for 兵马俑, 大雁塔, 及其它?

- How can we improve?

- Write down script in advance

- Bare it in your mind

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**Thanks for attention !**