

ATTENDING A CONFERENCE: TOPIC RELATED VOCABULARY

conference - конференция

to hold a — проводить конференцию **to organize** — организовать конференцию

to host — быть принимающей стороной (устроителем) конференции

to sponsor — спонсировать конференцию

to take part (participate) in — принимать участие в конференции

annual — ежегодная конференция **regular** — очередная конференция

forthcoming — предстоящая конференция

participant/attendee - участник конференции

to run under auspices - проходить под эгидой (при содействии)

organizing committee - организационный комитет

to set up an — учредить организационный комитет

preliminary announcement (Br.)/call for papers (Am.) - информационное письмо

report - доклад

to deliver/present a — выступить с докладом

abstract (s) of the — тезисы доклада

style guidelines - требования к оформлению тезисов

paper(s) - научная работа(ы), доклад(ы) **contributed** — доклады по инициативе участников

invited — доклады по приглашению **poster** — стендовые доклады **review** — обзорные доклады

agenda - повестка дня **tentative/provisional** — предварительная повестка дня **on the** — на повестке дня ~ **items** - пункты повестки

letter/notification of acceptance or rejection - уведомление о принятии (доклада) или отказа **registration** - регистрация участников конференции ~

fee - взнос участника

location and hours of - время и место регистрации

opening/welcoming address - вступительное слово

working language - рабочий язык

simultaneous translation - синхронный перевод

to take the floor - выступить, взять слово

speaker - докладчик

plenary session - пленарное заседание

workshops - секционные заседания/мастерская/семинар

discussion - обсуждение **panel ~s** - обсуждение докладов специалистами

round-table ~ - обсуждение за круглым столом

peer- ~ - коллегиальное обсуждение

issue/problem under ~ - обсуждаемая проблема

to exchange opinions (on) - обменяться мнениями

to talk shop - говорить на профессиональные темы

social program(me) - культурная программа

to arrange a visit - организовать визит

to fix the date - установить дату

to close a conference - закрыть работу конференции

final sitting/session - заключительное заседание

closing speech - заключительное слово

conference proceedings - сборник трудов конференции

Academic Conference

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.

Conferences are usually organized either by a scientific society or by a group of researchers with a common interest.

The meeting is announced by way of a "Call for Papers" or a "Call for Abstracts", which lists the meeting's topics and tells prospective presenters how to submit their abstracts or papers. A call for papers (CfP) is a method used for collecting articles or conference presentations. A CfP is usually sent to interested parties, describing the broad theme, the occasion for the CfP, formalities such as what kind of abstract (summary) has to be submitted, to whom and a deadline. Prospective presenters are usually asked to submit a short abstract of their presentation, which will be reviewed before the presentation is accepted for the meeting. (An abstract is a brief summary of a research article, thesis, review, or any in-depth analysis of a particular subject or discipline, and is often used to help the reader quickly ascertain the paper's purpose).

Generally, work at the conference is presented in the form of short, concise presentations lasting about 10 to 30 minutes, usually including discussion. The work may be published in the conference proceedings, the latter being the collection of academic papers that are published in the context of an academic conference. They are usually distributed as printed books after the conference has closed. Proceedings contain the contributions made by researchers at the conference. They are the written record of the work that is presented to fellow researchers.

Often there are one or more main speakers (usually scholars of some standing), presenting a lecture that lasts an hour or so, and which is likely to be advertised before the conference. Panel discussions, roundtables on various issues, workshops may be part of the conference.

A large meeting will usually be called a conference, while a smaller is termed a workshop. They might be single track or multiple track, where the former has only one session at a time, while a multiple track meeting has several parallel sessions with speakers in separate rooms speaking at the same time.

Conference activity forms an important part of the career of any academic; for postgraduates it is an important way of participating in academic debate, and presenting their own work. "Conference culture" acquisition suggests the development of communication and oral presentation skills of postgraduates, abilities of delivering material in a public forum and defending their ideas.

In case of permanent contacts scientists exchange business correspondence and can send letters of invitation to each other.

Dear Sir,

On behalf of our Organizing Committee I have the pleasure of inviting you to attend and possibly present your paper at the International Conference on Sustainable Development which is to be held in London on November 12-15, 2024. We are sure that your participation will contribute much to the success of the Conference.

If you intend to submit a paper (an abstract of not more than 200 words), we should like to have it not later than November 4. Enclosed you will find requirements to abstracts. We will have published Conference proceedings volume by the end of this year. No conference fee is required for invited speakers. The cost of food and accommodation will also be borne by the host University. But much to our regret the Conference budget does not permit us to cover your travel expenses.

We are looking forward to your participation in the conference and would like to have a definite answer by the above-mentioned deadline. You will find Registration Form enclosed with the letter. Should the proposed dates be inconvenient for you inform us of possible changes.

Yours faithfully, Prof. William Adams

One of the participants recorded the conference work. Here is a script of the welcoming speech by the conference Chairman.

Ladies and Gentlemen,

I've been privileged to declare the conference open. On behalf of the Organizing Committee and in my own name I welcome the guests and the participants of the conference. I consider it a great honour to speak today. I believe at this assembly you will be provided with an ample opportunity to exchange opinions and discuss scientific and organizational issues of mutual interest. Could there possibly be a better forum for discussing research issues.

My pleasant duty as a Chairman is to introduce to you our honorable guest Professor Flowers from Kingston University, England.

Now let me remind you of the conference agenda and explain briefly the work to be done. I ask those taking the floor to keep to the point, to avoid digression. The working language of the Conference is English, simultaneous translation into Russian has been arranged for users of the Russian language. I invite the speakers to be brief.

I wish you every success.

While taking part in the discussion the participants are supposed to make use of the following colloquial phrases:

I'm (particularly) interested in this problem.

I should (would) point out (emphasize) that ...

I think (suppose, presume) that ...

I believe that ...

I must say that ...

In my opinion .; as for me .; to my mind .

I hold (am of) the same opinion.

I could comment on the question.

If I understand you correctly ...

If I am not mistaken .

That's right; exactly; quite so; quite right; quite true.

I (quite, fully, entirely) agree with you; I think so, too.

I can't but agree with you.

I don't think so; I don't agree; I disagree.

I can't agree with you.
I'm afraid, you are wrong there.
I doubt that .
It's unlikely that .
Will you allow me to take the floor, please.
I should (would) like to ask you ...
I should (would) like to ask you a question ...; I am going to ask you a question .
I have a question ...
I have a question and a comment (a remark) to make.
I should (would) like to know ...
Could you clarify your point of view?
What is your opinion on .. ?
What in your opinion is the reason for ..?
Do I understand you correctly that ..?
Do you agree to that?
Do you consider that .?
Would you tell us how .?
I wonder why ...

Below you will find the text contributed by one of the former postgraduates who wanted to share his experience in attending a conference:

You know, any scientific conference is an important event in the researcher's life, especially in post-graduate student's activity. It provides an opportunity for exchanging opinions with more experienced colleagues and gives impetus to valuable discussions.

I've taken part in several conferences, both as an organizer and as a participant. But now I'd like to dwell upon my first experience in attending an international conference of young researchers held under the auspices of the BSU. The initiative to convene the conference belonged to the University Academic Council. Thus, an organizing committee was formed which sent the so-called "Preliminary Announcement" to all the establishments concerned with a view of supplying potential participants with general information about the conference. From the announcement I learnt such important things as the main programme of the conference, orders of plenary sessions, rules for scientific contributions, requirements to submitted abstracts, information about registration fees, hotel reservations, etc. It was very important for me as a post-graduate student that the abstract would be published in Conference Proceedings.

I immediately filled in the preliminary application form and mailed it without delay. After that I was to submit a short abstract of my paper (one printed page) before the deadline.

Finally, my abstract was accepted and I started preparing my report.

I will never forget the first conference day. The conference started at 9 a. m. with the registration of attendees. Before the plenary session I had some time to get acquainted with other

participants, to look through the latest information, to buy some booklets about the conference work. I was particularly interested in the workshop on criminalistics, since it is my special field. There were more than twenty scientific contributions to our workshop, all of them being on topical problems of criminalistics and applied sciences. According to the workshop schedule I was the last to speak. All the reports were followed by discussions, mine wasn't an exception. I was asked several questions and did my best to answer all of them. I spoke without even looking into my notes and tried to make my reasoning very clear.

I also attended a poster session and found it of particular interest because I managed to study numerous texts of the papers supplied with diagrams, drawings, schemes and photographs.

The final session with review papers was truly rewarding for it summarized all that had been going on not only at the conference but also in the field of law for the past twelve months.

In conclusion, I'd like to say that I liked a specific atmosphere of the conference characteristic of any scientific meeting: groups of delegates discussing something, the sight of prominent scholars surrounded by their followers, talks, smiles, greetings, exchange of opinions.

Speak on the latest conference you have attended according to the plan:

- preliminary announcement;
- conference status;
- host of the conference;
- conference sponsors;
- number of participants;
- registration fee;
- accommodation provided;
- problem field of the conference;
- conference agenda;
- ways of presenting one's reports, abstracts;
- plenary session; workshops;
- conference proceedings.

Exchange opinions with your fellow students on the following issues:

- role of conferences in young researchers' lives;
- functions of an organizing committee;
- requirements to submitted abstracts and papers;
- your personal experience in attending conferences;
- your first report delivered at a conference.
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Progress Questions

1. What is an academic conference? Who usually organizes/convenes academic conferences?
2. How do prospective participants get to know about the conference?
3. What information does a preliminary announcement contain?
4. Who is the preliminary announcement usually sent to?

5. What is the routine conference agenda? How is the work of the conference organized?
6. What is an abstract? What is the procedure of presenting abstracts or papers to the conference?
7. What are conference proceedings? When are they published and distributed?
8. What is the role of academic conferences in the activity of a young researcher?
9. Have you ever participated in a conference? What kind of conference was it?
10. What workshops did you attend? Did you make a presentation?
11. Was your abstract published in the conference proceedings?
12. What was your impression of the conference? What experience did you gain?