
About International Academic Conferences

Outline

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

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What does a conference look like



Opening



Keynote Speech



International Scholars



Technical session

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Typical Program of a Conference

7:00 - 8:00			Breakfast - Palace Lounge			
8:00 - 9:30		Software Defined Networking 3 Conf. Track	Localization Tapa 2	Video Surveillance and Sensors Tapa 3	Secure Search Meeting Room	RFID 1 Honolulu 2
9:30 - 10:00	Demo Session 2 9:30 Demo Session Palace Lounge		Coffee Break - Palace Lounge			
10:00 - 11:30		Panel A: Fog Computing - Networking - What's Next? Conf. Keynote			Privacy 1 Honolulu 1	RFID 2 Honolulu 2
11:30 - 13:30			Conference Lunch - Coral 4-5			
13:30 - 15:00		Big Data and Deep Learning Tapa 1	Sensing, Recognition and Tracking Tapa 2	Graph-based Approaches Tapa 3	Privacy 2 Honolulu 1	Internet of Things 1 Honolulu 2
15:00 - 15:30			Coffee Break - Palace Lounge			
15:30 - 17:00	Poster Session 1 15:30 - 17:00 Poster Session Palace Lounge	NSF PAWR Tapa 1	Sensing, Recognition and Tracking 2 Tapa 2	Graph-based Approaches 2 Tapa 3	Wireless Security 1 Honolulu 1	Internet of Things 2 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 8:00-9:30	Industry Sessions 8:00-9:30	Technical Sessions	Industry Sessions	Technical Sessions	Industry Sessions	Tutorials	Workshops	
10:00 - 10:30	Networking Break		Networking Break 9:30 - 10:00		More Social Events						Workshops
10:30 - 12:00	Tutorials	Workshops	Opening & Keynote Session 10:00 - 12:00 Award Announcement		Keynote Session		Keynote Session		Tutorials	Workshops	
12:00 - 13:30	Lunch		Awards Luncheon		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										
15:30 - 17:00	Tutorials	Workshops	Technical Sessions	Industry Sessions	Technical Sessions	Industry Sessions	Technical Sessions	Industry Sessions	Tutorials	Workshops	
	Welcome Reception & Exhibits Opening (18:00 - 20:30)		Women in Engineering (18:00 - 21:00)		Banquet (19:00 - 22:00)						

IEEE Global Communications Conference (GLOBECOM) 2018

Activities in a conference

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

Activities We Have Known

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

□ 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

□ 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

□ 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

□ **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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Workflow of Technical Sessions

□ 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

□ 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

□ 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

□ 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

□ 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

□ 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

□ 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

Thanks for attention !