

CONFERENCE SKILLS

Welcoming the audience is by its nature a fairly formal speech event. However, there are degrees of formality. Chairs of small-scale events will tend to use less formal language than they might at larger events.

Activity 1: The following are all expressions used by Chairs to welcome the audience. Which do you think come from large scale meetings and which from small-scale ones? Write F for formal and L for less formal.

I would particularly like to welcome the distinguished guests...	A very warm welcome to this seminar on...
Thanks very much for coming to our seminar on ...	May I just take this opportunity to welcome you to our symposium on ...
I'd just like to thank you for showing up...	Welcome everyone. Nice to see so many familiar faces ...
On behalf of the University, I would like to extend a warm welcome to everyone here today.	A big welcome to all of you. Thanks for being here today.

Activity 2: What makes the phrases formal and less formal? Work in pairs and discuss the main differences.

Activity 3: Practice welcoming an imaginary audience in the following situations.

1. A workshop session in which you know most of the 20 participants.
2. A formal plenary session with an audience of 200 academics.
3. A professional interest meeting at your home university; the audience is made up of colleagues.
4. An Erasmus visiting teacher being welcomed to the class s/he wants to observe.

If you are the **Chair** of a particular conference or session, then one of your responsibilities will probably be to **introduce speakers to the audience**.

Activity 4: You are going to listen to Professor Glen Hook, who has been a Chair in many conferences and who explains how he introduces a speaker. Tick (✓) the information he mentions.

- Name
- Current position/Title
- University/Affiliation
- Membership of professional bodies and organizations
- Qualifications
- Research interests
- Current research record or profile
- Books published
- Articles published
- Theories/Concepts the presenter is well-known/famous for
- Topic or title of the presentation

Activity 5: Use the following phrases to introduce the presenters below.

It gives me great pleasure to introduce...

Our first speaker today is ...

I'm sure we're all pleased to welcome ...

Our next speaker needs no introduction ...

We're very honoured to have ...

I would like to introduce ...

<p>- Brian D. Farrell - Professor of Biology - Harvard University, Harvard Entomology, the Farrell Lab - Research interest: whether the diversity of species on earth is a cause or consequence of the diversity of roles different species play in ecosystems - Rykken, J. J., and Farrell, B. D. (eds.) 2012. The Management of Insects in Recreation and Tourism. Cambridge U. Press, Cambridge, UK. - Clark, A. T., Rykken, J. J., and Farrell, B. D. 2011. The effects of biogeography on ant diversity and activity on the Boston Harbor Islands, Massachusetts. - McKenna, D.D., and Farrell, B. D. 2010. 9-Genes Reinforce the Phylogeny of Holometabola and Yield Alternate Views on the Phylogenetic Placement of Strepsiptera. <i>PLoS ONE</i> 5(7): e11887. Duane McKenna and Brian Farrell. 2009. Beetles (Coleoptera). Pp. 278–289 in <i>The Timetree of Life</i>, (S. B. Hedges and S. Kumar, Eds.). Oxford University Press.</p> <p>Presentation: "Evolution of leaf mining in the beetle family <i>Buprestidae</i>"</p>	<p>- Luke Robert Bergman - Assistant Professor of Geography - University of Washington, Department of Geography - Research interest: spatiality and the search for Chinese modernity Bergmann, L. (forthcoming). "Bound by Chains of Carbon: Ecological-Economic Geographies of Globalization." <i>Annals of the Association of American Geographers</i>. Wallace, R., L. Bergmann, L. Hoyerwerf, and M. Gilbert (2010). <i>Influenza and Public Health: Learning from Past Pandemics</i>. Earthscan: London, UK.</p> <p>Presentation: "Globalizing Concepts: Ecology, Political Economy, and China"</p>
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