

## UNIT 3

### 1) Effective titles part II.

*Which suggestions give good advice for writing a title?*

- a) Make it about 50 words long
- b) Write it as a question
- c) Begin with a phrase like “A study of...” or “An Investigation into...”
- d) Include a joke or play on words
- e) Include important key words for the Internet search tools
- f) Include information such as the species studied, the treatment used, etc.
- g) Present the key result

### 2) Submitting an abstract and organizing a conference

**1) What is the topic for your future seminar presentation? Write a title and make useful notes for an abstract:** (introduction, method, result, discussion)

**2) Submitting an abstract. Your abstract is ready for a submission. Generally, there are two ways: either via an online form or by email. Imagine that potential speakers are supposed to submit abstracts to Marianne Smith. Write the body of such an email:**

**Write the abstract of your presentation and upload the final version into odevzdávárna.**

### 3) Attending a conference

- a) Have you ever attended a conference? If yes, what was it like? If not, would you like to attend one? Why/why not?
- b) Do you plan to attend any conferences in the near future?
- c) What might be difficult (apart from giving a presentation) about attending a conference where the main (or only) language is English?
- d) Why are conferences important for scientists?

e) What do the following words mean?  
BIO/BIONOTE/ BIOSKETCH:

CFP:

ABSTRACT:

SECTION CHAIR:

PROCEEDINGS:

4. You are going to ATTEND a conference. What do you think you will need to do BEFORE / DURING / AFTER a conference?

BEFORE	DURING	AFTER

5. You are going to ORGANIZE a conference. What do you think you will need to do BEFORE / DURING / AFTER a conference?

BEFORE	DURING	AFTER

### Organizing a conference – preparing a call for papers

1) Search the Internet for examples from Calls for Papers (Calls for Abstracts, Call for Proposals, ...) from areas related to Physics. Which parts are included in Calls?

*Study two calls for papers given below and try to list the parts included in them.*

1)

2)

3)

4)

5)

6)

7)

8)

**a) 2019 3rd International Conference on Materials Sciences and Nanomaterials (ICMSN 2019) will be held during July 22-24, 2019 in Oxford, the United Kingdom.**

Conference Venue: Oxford, the United Kingdom.

Main Attractions:

1. Famous professor as Keynote Speaker

Prof. Yuyuan Zhao, from University of Liverpool, UK;

Prof. Maria Tomoaia-Cotisel, from Babes-Bolyai University of Cluj-Napoca, Romania;

Prof. Angelo Maligno, from University of Derby, UK;

Prof. Faramarz Djavanroodi, from Prince Mohammad University, Saudi Arabia.

2. Academic Visit

There will be a one-day visit in Oxford on July 24, 2019.

3. Publication and index

Accepted and registered papers will be published in: Conference proceeding which can be indexed by Ei Compendex, Scopus and so on.

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For more detailed information, please visit our website <http://www.icmsn.org/>.

We are looking forward to your joining in us!

<http://www.wikicfp.com/cfp/servlet/event.showcfp?eventid=83142&copyownerid=13881>

**b) Symposium on Physics of Switching Arc - Brno University of Technology  
Call for Papers**

- Start of Registration: January 01, 2019
- Abstract Submission (max 200 words): March 15, 2019
- Full text submission: April 15, 2019
- Payment of Symposium Fee: June 30, 2019

All participants are kindly recommended to register online into conference. Registered users can login through the main web page of the Symposium. Please read the instructions on the website carefully.

#### Author Guidelines

Conference contributions will be published in the journal [Plasma Physics and Technology](#). At least one author must pay the Symposium fee for the submitted paper to be published.

The official language for presentation of both oral invited lecture and poster presentation of contributed papers will be English. There will be no parallel session. All papers will be reviewed.

A typical manuscript should not exceed 4 pages including tables, references and captions (10 pages for invited lectures). Each manuscript should contain 3 to 6 keywords. Due to the strict rules of the journal editor only zipped LaTeX documents will be accepted for the publication. For details see this template [[zipped LaTeX document](#), 338 KiB].

For submission visit [this page](#). Separate abstract should be uploaded before the full paper submission is allowed (EDIT button).

<https://conf.feec.vutbr.cz/fso/2019/login?source=%2Ffso%2F2019%2Fauthor%2Fsubmit%3FrequiresAuthor%3D1>

### 2) Prepare the Call for Papers for our seminar “conference”:

<https://docs.google.com/document/d/10fs9pGHKSWZQ88hfmW4C60Bde4NCKxoyhNYzlb-tvIM/edit>

**NAME OF THE EVENT:**

**DATE AND VENUE:**

**PROCEDURE FOR SUBMITTING ABSTRACTS:**

### 3)Vocabulary builder

**a) Complete the following words and phrases from the poster using the words in the box.**

basis course deadline keynote preliminary presentation registration (x2) strictly submit updates
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1 application .....	6 .....programme
2 on a.....first-come, first served.....	7.....fees
3.....speakers	8 to .....an abstract
4 online.....only	9 in due .....
5 poster.....	10 check back for.....

### **b) Match words and phrases (1-10) to the definitions (a-j)**

a research summarized in a visual display.....  
b an early plan for the conference (some details may change later).....  
c look for further information.....  
d money you must pay to attend the conference.....  
e soon.....  
f the Internet must be used to send personal information for the conference .....

g the last date that personal information can be sent to the conference.....  
h the most important presenters at the conference.....  
i the organizers will only accept applications in the order they receive them.....  
j to send a written summary of your research because you want to present a paper.....

**4) Typical conference activities. In pairs, look at the list of typical conference activities below and discuss the questions.**

- 1 Which of these activities have you done (or might expect to do) at conferences?
- 2 Which activities are easier / more difficult for you?
- 3 Do you know any words or phrases which are appropriate for these activities?

- a making arrangements for coffee, lunch or an evening out
- b asking someone which talks they have been to
- c asking someone for their opinion on a talk
- d finding out about where someone works and what research they are doing
- e asking someone if they are giving talk
- f asking someone how successful their presentation was
- g introducing yourself or someone else for the first time
- h networking (making useful contacts)

**5) Listening - Milan is socialising at the conference in Cambridge. Listen to extracts from eight different conversations Milan has. For each conversation, say which activity in Exercise 4 you hear. Sometimes, more than one correct answer is possible.**

Conversation 1: .....  
Conversation 2: .....  
Conversation 3: .....  
Conversation 4: .....

Conversation 5: .....  
Conversation 6: .....  
Conversation 7: .....  
Conversation 8: .....