BCRC- SCRC IRAN

Basel and Stockholm Conventions

Regional Center in Iran

مرکز منطقه‌ای کنوانسیون‌های بازل و استکهلم در ایران

مرکز منطقه‌ای کنوانسیون‌های بازل و استکهلم در ایران برگزار می کند:

وبینار
مهارت های سخنرانی در مجامع بین الملل

۲۱ تیرماه – ساعت ۱۰ الی ۱۱:۳۰

دکتر حسین شاهباز

مشاور بین الملل مرکز منطقه ای کنوانسیون های بازل و استکهلم در ایران

- آماده سازی و تهیه برنامه برای یک سخنرانی اثرگذار
- طبقه بندی نشست های بین المللی برای انتخاب نحوه ارائه
- مهارت های ارتباطی با شرکت کنندگان

How to Make an Effective International Speech

By: Hossein Shahbaz

July 12, 2023

2

First of all

- I just want to share my experiences and that's why you will not see any academic methodology.
- Not following an academic approach
- There is no book or website to study

First session

- Who has already made an international presentation?
- English presentation?
- Self introduction
- Methodology
  - Tell me and I forget
  - Teach me and I may remember
  - Involve me and I learn

4

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📢 Event Promotion

[Events]

☑ ICECC 2024

2024 7th International Conference on Electronics, Communications and Control Engineering (ICECC 2024)

📅 2024-03-22 ~ 2024-03-24

📍 Malaysia, Kuala Lumpur

Engineering & Computer Science (General)

[Events]

☑ DSDE 2024

2024 7th International Conference on Data Storage and Data Engineering (DSDE 2024)

📅 2024-02-27 ~ 2024-02-29

📍 China, Shanghai

Databases & Information Systems

[Journal]

🔖 Vesper

Vesper. Rivista di architettura, arti e teoria | Journal of Architecture, Arts & Theory

Architecture

[Journal]

🔖 Ethical Education

Edukacja Etyczna

Philosophy

9th CIRIEC International Research Conference on Social Economy (CIRIEC 2023 Korea)

📅 2023-07-04 ~ 2023-07-06

[Events]

☑ CSEE 2024

2024 5th International Conference on Computer Science, Engineering and Education (CSEE 2024)

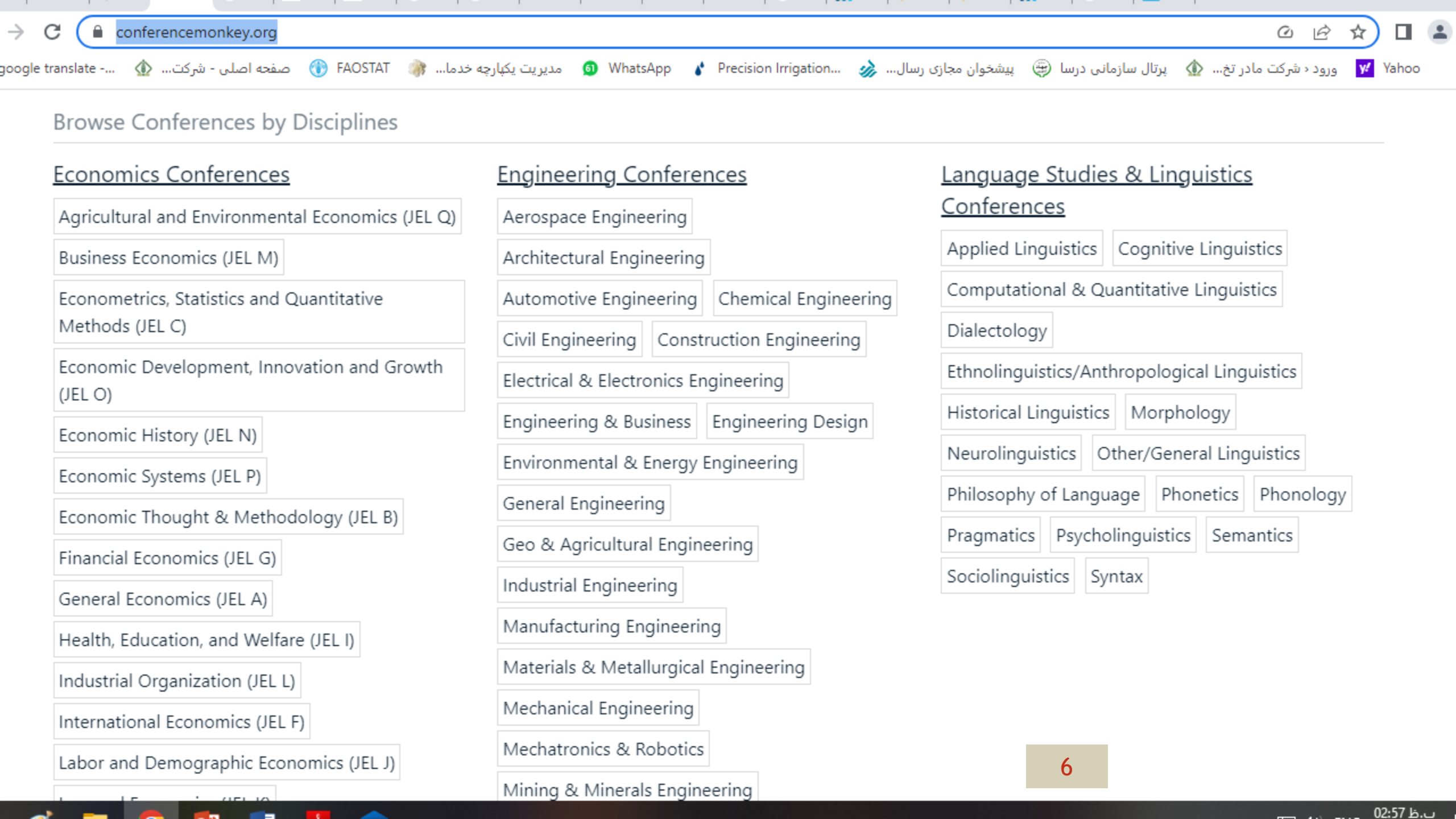📅 2024-02-27 ~ 2024-02-29

📍 China, Shanghai

Science

[Events]

☑ ICINT 2024

2024 9th International Conference on Information and Network Technologies (ICINT 2024)

📅 2024-05-24 ~ 2024-05-26

📍 Japan, Tokyo

[Journal]

🔖 Lit. Druid

Literary Druid

[Journal]

🔖 THMT

Telehealth and Medicine Today

SLED 2023

5

Browse Conferences by Disciplines

Economics Conferences

Agricultural and Environmental Economics (JEL Q)

Business Economics (JEL M)

Econometrics, Statistics and Quantitative Methods (JEL C)

Economic Development, Innovation and Growth (JEL O)

Economic History (JEL N)

Economic Systems (JEL P)

Economic Thought & Methodology (JEL B)

Financial Economics (JEL G)

General Economics (JEL A)

Health, Education, and Welfare (JEL I)

Industrial Organization (JEL L)

International Economics (JEL F)

Labor and Demographic Economics (JEL J)

Engineering Conferences

Aerospace Engineering

Architectural Engineering

Automotive Engineering   Chemical Engineering

Civil Engineering   Construction Engineering

Electrical & Electronics Engineering

Engineering & Business   Engineering Design

Environmental & Energy Engineering

General Engineering

Geo & Agricultural Engineering

Industrial Engineering

Manufacturing Engineering

Materials & Metallurgical Engineering

Mechanical Engineering

Mechatronics & Robotics

Mining & Minerals Engineering

Language Studies & Linguistics Conferences

Applied Linguistics   Cognitive Linguistics

Computational & Quantitative Linguistics

Dialectology

Ethnolinguistics/Anthropological Linguistics

Historical Linguistics   Morphology

Neurolinguistics   Other/General Linguistics

Philosophy of Language   Phonetics   Phonology

Pragmatics   Psycholinguistics   Semantics

Sociolinguistics   Syntax

6

Conference Monkey

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10 tips for first time conference attendees

10 TIPS FOR FIRST TIME
CONFERENCE MONKEY ATTENDEES

32nd RSEP International Conference on...

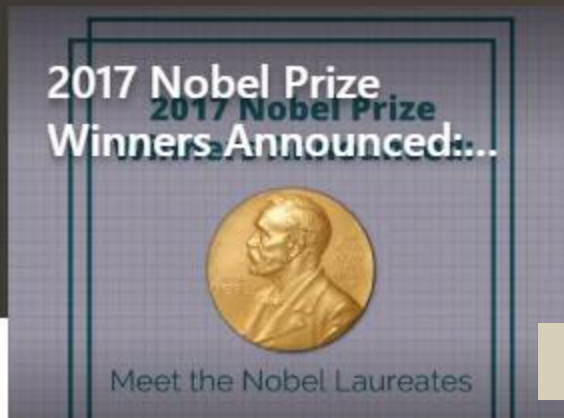REVIEW OF SOCIO-ECONOMIC PERSPECTIVES...

Annual Conference 2023: Global Banking and Finance

KINGS BUSINESS SCHOOL, KINGS COLLEGE LONDON

MIRDEC 21th Barcelona 2023 Conference

MASTERS INTERNATIONAL RESEARCH AND DEVELOPMENT

2017 Nobel Prize Winners Announced:...

Meet the Nobel Laureates

10 Cool Gifts Every Engineer Would Love

7

02:57 ب.ظ

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Business (25697) ⊞	**Health** (11083) ⊞	**Reference** (3893) ⊞
Computers (13504) ⊞	**Law** (818) ⊞	**Science** (21449) ⊞
Consumers (61) ⊞	**Medical** (3709) ⊞	**Society** (5509) ⊞
Education (4422) ⊞	**News** (380) ⊞	**Test** (0) ⊞
Family_Medicine (2) ⊞	**Nursing** (612) ⊞	

FEATURED CONFERENCES >>

Oil & Gas Pipeline Integrity & Data Utilization Solutions For Mega Rule Compliance 2020

8

Conferences by Date   **Conferences by Venue**   **Conferences by Location**

Activate
Go to Sett

ImprovedPowerP...pptx

دسترسی سریع

ثبت رویداد شما (رایگان)

مرا از رویدادها مطلع کنید

تبلیغات هدفمند رویداد شما

دانلود اپلیکیشن اندروید

مارا در شبکه های اجتماعی دنبال کنید

تبلیغات

چهارمین دوره ارزیابی و کنفرانس ملی تحول دیجیتال

[کنفرانس،همایش، سمینار]
تهران - سالن همایش‌های بین‌المللی صدا و سیما
چهارشنبه ۰۷ اسفند ۱۳۹۸

اولین کنفرانس بین المللی مکانیک، ساخت، صنایع و مهندسی عمران

[کنفرانس،همایش، سمینار]
istanbul - istanbul zaim university
شنبه ۱۷ اسفند ۱۳۹۸

سومین کنفرانس بین المللی علوم انسانی، اجتماعی و سبک زندگی

[کنفرانس،همایش، سمینار]
تفلیس - دانشگاه جرجیا
پنجشنبه ۲۲ اسفند ۱۳۹۸

اولین کنفرانس بین المللی مدیریت، تجارت جهانی، اقتصاد، دارایی و علوم اجتماعی

[کنفرانس،همایش، سمینار]
تهران - تهران
پنجشنبه ۲۴ بهمن ۱۳۹۸

دهمین همایش سراسری کشاورزی و منابع طبیعی پایدار

[کنفرانس،همایش، سمینار]
تهران - تهران
پنجشنبه ۱۵ اسفند ۱۳۹۸

چهارمین کنفرانس مهندسی برق، مهندسی مکانیک، کامپیوتر و علوم مهندسی

[کنفرانس،همایش، سمینار]
دهلی - دانشگاه دهلی
چهارشنبه ۰۷ اسفند ۱۳۹۸

emecconf

ششمین کنفرانس بین المللی علوم مدیریت و حسابداری

[کنفرانس،همایش، سمینار]
تهران - تهران
شنبه ۰۳ اسفند ۱۳۹۸

Center of Strategies to Achieve Sustainable Development

اولین کنفرانس بین‌المللی پیشرفت‌های اخیر در مدیریت و مهندسی صنایع

[کنفرانس،همایش، سمینار]
تهران - تهران
جمعه ۲۵ بهمن ۱۳۹۸

اولین همایش بین‌المللی علوم و فناوری نانو

[کنفرانس،همایش، سمینار]
تهران - دانشگاه تهران
شنبه ۲۴ اسفند ۱۳۹۸

ششمین همایش ملی پژوهش‌های نوین در حوزه علوم انسانی، اقتصاد و حسابداری ایران

دهمین همایش ملی گیاهان دارویی و کشاورزی پایدار

[کنفرانس،همایش، سمینار]

دومین کنفرانس بین‌المللی مهندسی برق، الکترونیک و شبکه‌های هوشمند

9

What kind of international event/s are you going to participate?

- Workshop
- Seminar
- Training course
- Conference
- Congress
- Country Report
- Meeting
- General Assembly
- Governing body of international/regional organization
- Student
- Representing a country

- Presenting an idea
- Technical Committee
- Team leader/ project leader
- Visiting tour to a project/ lab/ office
- Business presentation
- Chairman
- Tele/video conference/Webinar
- Interview
- Start up
- Research report on behalf of a team/yourself
- Official report/activities report
- Poster Presentation

Seminar

▶ A **seminar** is a meeting where a group of people discuss a problem or topic.

Merriam-Webster SINCE 1828

seminar

DICTIONARY | THESAURUS

seminar noun

Save Word

sem·i·nar | \ ˈse-mə-ˌnär \

Definition of *seminar*

1 : a group of advanced students studying under a professor with each doing original research and all exchanging results through reports and discussions

2 a (1) : a course of study pursued by a seminar
   (2) : an advanced or graduate course often featuring informality and discussion

b : a scheduled meeting of a seminar or a room for such meetings

3 : a meeting for giving and discussing information

Conference:

A conference is a formal meeting organized by members of an organization, group or people to discuss a topic that members have a common interest. A conference is typically a consultative forum where participants give their opinion on the subject.

Summary of Conference and Seminar

• A conference is a formal meeting where people congregate to discuss a specific area of common interest while a seminar is an educational forum where members meet to acquire knowledge …

• Seminars take short period because they focus on a specific area while conferences may last for an extended duration since members discuss and air their opinion concerning the subject matter.

• There is active participation in a conference where all the participants are required to give their feelings and opinions about a specific aspect while seminars offer limited involvement because participants …

113

Language

- 300 words
- Movie and song
- Fluent
- Technical language
- Speaking is not a problem, listening is a problem
  - Mic
  - Take note
  - Carry a paper and a pen
- Use: ladies and gentlemen

What kind of speech???

1. Research results
2. Opening speech
3. Welcome note
4. Closing Remarks
5. Country report
6. Demonstrative speech
7. Persuasive speech
8. Debate speech
9. Key speaker
10. ….

1. His / Her Excellency
2. Ladies and Gentlemen
3. Honorable
4. Distinguished
5. Mr. Chair
6. Madam
7. Chairman/Chairperson

While you are going to the dais

- ▶ Take your seat in a proper place
- ▶ Carry printed version
- ▶ Take flash memory
- ▶ Do not carry your mobile phone
- ▶ Carry a pen and a notebook
- ▶ Pointer and slide changer
- ▶ Samples if you need to show
- ▶ Printed versions if you want to show
- ▶ Don't carry hand bag
- ▶ Short CV

16

Attending an int. event

- Looking for/invitation

- Applying/Communication

- Preparation

- Traveling

- Presenting

- Answering/ending

- Applying/Communication
  - CV
  - Summary
- Preparation
  - Full paper/report
  - Presentation file
  - Accessories/ equipment
- Traveling
  - Invitation letter
  - Visa
    - E-visa
    - Printed visa
    - payment
  - Ticket
  - Travel time
    - Duration
    - Arrival
    - Jet lag

Communication

- Acknowledge/ receipt

- Reply

- Be careful to use some words/phrases
  - Dear
  - Next week/month/tomorrow
  - Full name/address

- Auto signature

- Update your signature with other internet profiles like linkedin

- Your email address in your signature

Should be prepared by

- Mentally
  - Confidence.
  - Passion.
  - Introspection and Self Awareness. …
  - Being Yourself. …
  - Engagement with your Audience.

- Physically
- Knowledge
- Language
- Tools

Programme of event

- Read the programme carefully
- Registration desk
- Inaugural session/opening session
- Technical/business sessions
- Closing session

General Recommendations: Presenter

1. Confident
2. Language
3. Fluent
4. Well prepared
5. Gesture
6. Define the specific names
7. Do not keep your Mobile next to Mic/lap top
8. Knowledge
9. Hard copy of Short CV
10. Meet your session chairperson
11. Find your hall
12. Go inside the hall few minutes sooner
13. Check your file with the laptop
14. Keep/Install your file in laptop
15. It is better to use the wall screen
16. Be careful about hyperlink files
17. Make video files ready
18. Voice of video clips
19. If possible try once in another computer
20. Respect the Different cultures
21. Standard terms
22. Define if not Standard
23. Visiting Card
24. Cloth
25. When (morning, afternoon)

General Recommendations: Slides

1. Not many slides
   - How many?
      - Time
      - Topic
      - Your research/work
      - No need for content
2. Types of slides
   - Title (first slide)
   - Objective/ problem
   - Methodology
   - Data
   - Result
   - Recommendations
   - Action plan/ next step
   - Thank

1. Slide #
2. Not many text
3. Simple
4. Not crowded
5. Be careful about hyperlink
6. Slides order
7. Animations

22

Tools

Soft wares

- Power point
- Prezi
- Skype

Hard wares

- Laptop
- Pointer
- Visiting Card
- Flag
- Brochures

Time and Timing

- How many minutes
- National/international presentation
- When (morning, afternoon)
- Key speaker (After inauguration)
- Keep/ mind the time
- Don't say: please remind me when my time is over.
- Give time for the Q and A
- No need for talking about the content

Text

- Do not read the text
- Not long
- Do not use
  - /
  - Some words like political boarders/
  - In this study/ research/
- Figures
- Disorder

Tehran

- It is the capital of Iran sits in the center of Iran at the down skirt of Alborz chain mountain with almost 10 million population from different ethnic group including Persian, Azeri, Kurds, Gilak, Balooch, Turkmen, etc. More 100 embassies of the countries are within Tehran. A lot of expressways, parks,

- The capital
- Location
- Population
- Ethnic groups
- Embassies
- Expressways,
- Parks, ….

Tehran

- The capital
- Location
- Population
- Ethnic groups
- Features

Some recommendations

- PDF format

- At least one or two prints

- Different versions of Microsoft office

- Different versions of Windows

- Try not to copy and paste from internet (type it)

- Int. fonts

- pointer

- Worldwide accessible Software (powerpoint)/prezi

References

- http://www.differencebetween.info/difference-between-training-and-workshop
- Different dictionaries

Chairperson

- **Meeting**

- **Panel discussion**
- **Conference**

- **Summit**
- **Dissertation**

- Inviting the presenter
- Briefing about him/her
- Title
- Control
  - Time
  - Questions
  - Sometimes summary/ need to take note
  - If no question …

First slide

- Logo of your organization
- Title
- Your name/ Name of the working team
- Date of event
- Location of event
- Organizer's logo

Last Slide -1

1. Results/outputs/outcome
2. Suggestions/Proposals/Recommendation/
3. Action plan/ The way forward/
4. Summary

Last Slide/Closing slide/ Thanks slide

Include

1. Thank you
2. Your email
3. Your/ your organization URL
4. SKYPE

Deliver

- Thank the organizer
- Thank the audience
- Thank your team
- Ask them if they need more detail
- If any question

Q and A

- Let the chairperson to handle it
- If you cannot hear or understand you have to request…
- Do not focus on one person or question.
- Manage your time.
- Respect all questions and comments
- List the questions and comments
- Use the following phrases:
  - Nice comments
  - Useful recommendations
  - Excellent questions
  - We may need more to do
  - …..

Unexpected/unwanted/challenging events

- Be ready for Power/electricity cut/ unexpected event

Thanks

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BCRC SCRC Iran
https://bcrciran.ir/