

# International Conference



## This week...

Emiko is going to San Francisco for an international conference next month. She is going through the schedule with Mark.

## Lesson Objectives...

- Going over the details of a conference
- Participating in an international conference

## Business English Conversation

## Advanced Class



Have you ever participated in an international conference before?

# Picture Description

Why are they all clapping?



What is he explaining to the conference participants?



<b>Mark</b>	Emiko, <b>I would like to go over</b> the schedule for the international conference starting next week in San Francisco.
<b>Emiko</b>	Sure, Mark. Have all the details been finalized?
<b>Mark</b>	Yes, they have. <b>You will be presenting</b> on the second day <b>at 2 pm for 45 minutes</b> in the main conference room.
<b>Emiko</b>	How many people will be attending the conference?
<b>Mark</b>	There are 450 people from twenty different countries registered to attend.
<b>Emiko</b>	<b>Do you want me to</b> stay for the whole conference?
<b>Mark</b>	Yes. I'd like you to attend as many presentations as possible, network with other participants and gather information.
<b>Emiko</b>	I understand. <b>I will</b> submit a report to you <b>when I return</b> .
<b>Mark</b>	Thanks.

You will be presenting  
at 10 am for about an  
hour.

1. I would like to go over .....
2. You will be presenting at ..... for .....
3. Do you want me to .....?
4. I will ..... when I return.



# Role Play – International Conference

**Student B** is going to attend an international conference and give a presentation.  
**Student A** is going over the details of the conference with him/her.



**Student A:** Tell **Student B** you want to go over the schedule for the international conference.

**Student B:** Ask Student A some questions about the conference.

## Key Phrases

- I would like to go over the schedule for the international conference.
- You will be presenting on ....
- There will be .... people from .... different countries.
- Have all the details been finalized?
- How many people will be attending the conference?
- How many days will the conference be for?
- *Other*

## Conference Details

**Place:** San Francisco ZE Hotel  
**Dates:** 26th-28th next month  
**Number of attendees:** 450 from 15 different countries  
**Student B's presentation time/place:** 27th, 3 pm in main conference hall  
**Length of presentation:** 45 minutes



1. You should talk to as many people as possible at an international conference.
2. Conferences are always useful.
3. Some parts of international conferences can be dull.

- What are some benefits of international conferences?
- What is the longest conference you have ever attended?
- Which place in the world do you think would be good for an international conference? Why?



- attend - *Are you going to **attend** the meeting tomorrow?*
- conference - *The international **conference** will be held in Tokyo.*
- details - *I will confirm the **details** and get back to you.*
- finalize - *The report hasn't been **finalized** yet.*
- gather - *We have to **gather** information at the conference.*
- network - *He's building up a **network** of acquaintances.*
- submit - *We have to **submit** the report by Friday.*
- schedule - *I want to go through the **schedule** with you.*



## Marketing Ideas

There are many ways a business can be promoted. With the right mix of activities, a company can identify and focus on the most effective marketing tactics for their business. Next week we will look at some marketing strategies when launching a new product to the market.