



第八屆國際漢語教學研討會
The Eighth International Conference on Teaching Chinese as a Second Language

會議須知

- 一、會議將以中文及英文進行。由講者自行決定。
- 二、大會將對研討會進行錄影，敬請留意。
- 三、會議期間如有技術問題，請找派駐在各個分會場的工作人員協助。
- 四、會議時間分配注意事項：
 1. 主題演講時間 40 分鐘，討論時間 10 分鐘。
 2. 分組報告每篇論文發表時間 15 分鐘，另設綜合討論時間 15 分鐘。
 3. 主持人將於發表結束前 2 分鐘，提醒講者注意時間限制並儘快結束；在發表時段結束時，主持人亦會要求講者終止發言。
- 五、主持人職責：
 1. 需於各篇論文發表前，簡介發表人的基本信息（姓名、院校、報告題目等）。
 2. 維持會場秩序及分配時間；如有需要，主持人可促請與會者結束發表或討論。
 3. 主持綜合討論，可作簡評或提問。如場內已無提問或回應，可提早結束綜合討論。
- 六、音視設備和 Wi-Fi
主辦單位將為演講者提供 LCD 投影機、音頻設備、屏幕和講台麥克風（如需要）。所有訪客都可以通過 SSID SwatGuest 連接到無線網絡。需要註冊帳號，帳號有效期為 4 天。
最終議程以會議當天實際安排為準，如有更改，恕不另行通知。謝謝您的理解與合作！



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Conference Guidelines

1. The conference will be held in Chinese and English, depending on each speaker's preference.
2. We would like to inform you that all conference sessions will be recorded.
3. Please seek assistance from the staff assigned to each room if you experience technical difficulties during the conference.
4. The following time allocations are included in the conference schedule:
 - Keynote and special topic speeches: 40 minutes for presentation and 10 minutes for discussion.
 - Panel presentations: 15 minutes will be allocated for the presentation of each paper, followed by 15 minutes for general discussion.
 - Two minutes before the allocated time is up, the moderator will remind the speakers to conclude their remarks. At the end of the designated time, the moderator will request that the speaker finish their speech.
5. Moderator responsibilities include:
 - Introducing the basic information of each presenter (name, institution, presentation title, etc.) before their respective presentations.
 - Ensuring order in the venue and managing the allocated time. The moderator may request that presenters/participants conclude their presentations or discussions if necessary.
 - Facilitating the general discussion by offering brief comments or posing questions. If there are no further questions or audience responses, the general discussion may be concluded ahead of schedule.
6. Audiovisual Equipment and Internet
 - Swarthmore will provide an LCD projector with audio, screen and lectern microphone (if needed) at no cost to the presenter.
 - All visitors to the Swarthmore College campus will have access to the wireless network through the SSID SwatGuest. Registration for an account is required. Self-service guest accounts are good for 4 days.

The final conference agenda is subject to arrangements that might need to be made on the event day. Any changes will not be communicated separately. Thank you for your understanding and cooperation.