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By Usana



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## Conference Attending Etiquette

### BEFORE THE CONFERENCE

- Mark your calendar to plan ahead.
- Be prepared with all items needed for the conference.
- Be responsive to all requests for information.



### AT THE CONFERENCE

- Arrive at the conference ahead of time.
- Wear your name badge at all times.
- Be on time throughout the conference.
- Meet and greet everyone with a proper handshake, a smile, and good eye contact.
- Create a plan for organizing the contacts you make.
- Do not sign up for more than one session at the same time.
- Remain silent during all announcements and speeches.
- Stay alert throughout the conference.
- Do not make a fuss or be a complainer.



### AFTER THE CONFERENCE

- Follow-up with everyone you meet. Some people use their return flight time to write thank-you notes.

**TIP:** When first announcing your plans to attend a conference, tell everyone you are leaving a day earlier than the actual departure date and tell everyone you will be returning one day later. Then use these two *bookend* times to focus on making the most of the experience. Use the day before to finalize last-minute details and prepare. Use the day immediately after to focus on starting your follow-up work—while contacts are still fresh in your mind.

Another idea is to actually stay an extra night at the hotel so you can relax and begin your follow-up work uninterrupted; not to mention resting up. This also could be a good time to arrange meetings with colleagues you met at the conference who, like you, have delayed departure time. Or, just use this extra time to be a tourist and enjoy the sights.

# CULTURE CORNER

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Date 19 - 07 - 2013

## How to Negotiate and do business in the United States



Americans appreciate negotiators who are practical, quick and hard, like the actor James Cagney as the director of Coca-Cola in Berlin in the 1960s who dictates messages to his secretary in the film One, Two, Three: “One: put me through to the head of the Russian delegation”; “Two: confirm whether Mr. McNamara’s flight has arrived”; “Three: and where did my damn coffee get to?”

### NEGOTIATION TIPS

- ☼ Negotiations focus on the concept of return: a proposal is good if it generates profits for the company (the bottom line) and, better still, if they are achieved in the short-term.



- ☼ Language must be **direct and clear**: “tell it like it is” is a commonly used expression. Indirect or not very clear answers can be interpreted as distrustful or insincere.

The pace of negotiation is very quick compared with other cultures. Time is highly valued (time is money). Some sales are even concluded in the first interview. In longer negotiations they may give on some point in order to reach an agreement as soon as possible and pass on to another matter.



### ETIQUETTE TIPS

By  
Piyaporn



You should take particular care not to criticise their culture or the American way of life. Even if they do it, they do not take kindly to outsiders doing it because of their patriotism.



Source: <http://www.globalnegotiator.com>

# HERE'S THE ANSWER

## Signposting



**Q:** Signpost words are commonly used in presentations. Can you give us samples of how to use them?



**A:** When we are giving a presentation, there are certain key words we use to 'signpost' different stages in our presentation. These words are not difficult to learn but it is absolutely essential that you memorize them and can use them when you are under pressure giving a presentation.

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### **When you want to make your next point, you 'move on'.**

- ✿ Moving on to the next point.
- ✿ I'd like to move on to the next point if there are no further questions

### **When you want to change to a completely different topic, you 'turn to'.**

- ✿ I'd like to turn to something completely different.
- ✿ Let's turn now to our plans for next year.

### **When you want to give more details about a topic you 'expand' or 'elaborate'.**

- ✿ I'd like to expand more on this problem we have had in Chicago.
- ✿ Would you like me to expand a little more on that or have you understood enough?
- ✿ I don't want to elaborate any more on that as I'm short of time.

### **When you want to talk about something which is off the topic of your presentation, you 'digress'.**

- ✿ I'd like to digress here for a moment and just say a word of thanks to Bob for organizing this meeting.
- ✿ Digressing for a moment, I'd like to say a few words about our problems in Chicago.

### **When you want to refer back to an earlier point, you 'go back'.**

- ✿ Going back to something I said earlier, the situation in Chicago is serious.
- ✿ I'd like to go back to something Jenny said in her presentation.

### **To just give the outline of a point, you 'summarize'.**

- ✿ If I could just summarize a few points from John's report.
- ✿ I don't have a lot of time left so I'm going to summarize the next few points.

### **To repeat the main points of what you have said, you 'recap'.**

- ✿ I'd like to quickly recap the main points of my presentation.
- ✿ Recapping quickly on what was said before lunch.

### **For your final remarks, you 'conclude'.**

- ✿ I'd like to conclude by leaving you with this thought .....
- ✿ If I may conclude by quoting Karl Marx .....

By  
Napassawan



# BITS AND PIECES

## ASALAH BUCHA DAY

### ASALAH BUCHA DAY / HONORING SANGHA DAY The Full Moon Day of The Asalaha (the eighth lunar month)

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After The Lord Buddha achieved enlightenment on the full moon day of the sixth lunar month (Visakha), he spent seven weeks near by the Bodhi Tree. Afterward, he decided to teach the Dhamma to others, even though there were difficulties for ordinary people to understand.

His former teachers had passed away so the next group of people he thought of were the five ascetics called "Pancavaggi", group of five, who, at that time, lived in a forest named "Isippatanamarukatayawan", the deer park near Baranasi.

On the full moon day of the eighth lunar month, Asalaha, the Lord Buddha delivered His FIRST SERMON called "Dhamma-cakkappavattana Sutta", or the Discourse on Setting in Motion the Wheel of Dhamma. During the sermon one of Five Ascetics, named "Kondanna", perceived the truth of Dhamma and asked for ordination as a disciple of the Lord Buddha. He became the first enlightened disciple in Buddhism. The full moon day of the eighth lunar month commemorates that auspicious event and is a special day given to honoring the community of enlightened disciples.



### ACTIVITIES OBSERVED ON ASALAH BUCHA DAY

'TUM BOON' : Making merit by going to temples for special observances, making merit, listening to Dhamma preaching, giving some donations and joining in other Buddhist activities.

'TUK BARD' : Offering food to the monks and novices (in the alm bowl).



'RUB SIL' : Keeping the Five Precepts, including abstinence from alcoholic drinks and all kinds of immoral acts.

Practice of renunciation: Observe the Eight Precepts, practice of meditation and mental discipline, stay in the temple, wearing white robes, for a number of days.

VIEN TIEN' : Attending the Candle Light Procession around the Uposatha Hall, in the evening of the Asalaha full moon day.

By Pimravee

