

XVth International Conference on Mechanics in Medicine and Biology 2006 (ICMMB-15th)

**6-8 December 2006
Furama Riverfront Hotel, Singapore**

Guidelines for Session Chairs

Dear **Session Chair**,

We would like to invite you for chairing the technical sessions. Your strong support is greatly appreciated and is very essential for the success of the conference in Singapore. We would like to draw your attention on the following:-

- Please be present at your session at least 30 minutes before it starts.
- Try to identify the speakers for your session and make sure they are all present.
- At the beginning of the session, please identify the session title and introduce yourself as a session chair.
- Please remind all speakers to strictly observe and not exceed the allotted time: All contributed oral papers have 15 minutes for presentation and 5 minutes for questions.
- For each paper, please read the paper title, the name of the speaker and his/her affiliation.
- Be ready to ask a question yourself if no questions are asked from the audience. Generally this triggers discussion and encourages other attendees to ask questions.
- Please follow the assigned timeslot for each paper. If a paper is missing, allow the audience a break instead of moving later papers to cover the missing slot.
- Please add a brief comment to the session chair report form. A sample form is on the following page.

Once again, make sure that the total time of 20 minutes is strictly observed to allow people to switch among parallel sessions. If the audience has additional questions, please ask them to discuss this with the authors after the session.

