

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

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

Guidelines for Speaker

Dear **Speaker**,

We would like to draw your attention to the following guidelines. Your strong support is greatly appreciated and is very essential for the success of the conference in Singapore.

- Please be present at your session at least 30 minutes before it starts.
- You are requested to load your presentation file (CD or Thumbdrive) onto the laptop at your presentation slot. There will be a helper to assist you. Please name your presentation file as per your Session/Slot (Eg. A1.1, F2.3, etc)
- Please strictly observe and not exceed the allotted time: All contributed oral papers have 15 minutes for presentation and 5 minutes for questions.
- Please adhere to the time limit in order that subsequent presenters have an equal opportunity to discuss their work.
- Please present your presentation efficiently by:
 - Keeping it simple
 - Keeping it short
 - Sticking to the point
 - Making every written and spoken word count
 - Using clear illustrations
- The equipment provided for you in the presentation room are as follows:-
 - Laptop (Windows XP, Microsoft Powerpoint, Adobe Reader)
 - LCD Projector
 - Laser Pointer