

**International Conference on MEMS 2006  
(IMEMS 2006)  
Biopolis-Singapore**

**Guidelines for Oral Presentations**

Dear Speakers

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

- Please be present at your session at least 30 minutes before it starts.
- Try to identify the Session Chairs for your session and inform them that you are present.
- Please strictly observe and not exceed the allotted time: All contributed oral papers have **12 minutes for presentation** and **3 minutes for questions**. **Invited papers** have **25 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