

Guidelines to Authors

- Use provided *PPT templates and structure your PPT* with clear titles/sub titles as per the evaluation rubrics.
- Stick to allotted *presentation timeline—typically 6+2 minutes* for oral sessions.
- Submit all materials before deadlines, naming files as per conference instructions{File should be named as **PaperID_CSITSS-2025** eg: 112_CSITSS-2025}, and confirm your PPT is compatible with conference systems.
- Please *arrive in your room/venue 10 minutes before your session is due to start* to meet your chairperson, room manager and ensure your presentation is loaded in the room.
- Oral presentations must last no more than a *maximum of 6 minutes to allow for 2 minutes for questions*, and a handover to the next speaker.
- Sessions chairs will keep strict time and will terminate any presentation that goes beyond the allowed time. This is essential, in order to keep parallel sessions synchronised so that delegates may move between sessions.

The oral presentations are **8 minutes, which may not be exceeded.**

IMPORTANT: Your slides are needed by 16 November 2025 in order make it available for oral session. A [drive link will be shared in the website for uploading the PPT as mentioned above within the given deadline.](#)

ORAL PRESENTATIONS - INSTRUCTIONS

Your slides:

- For 8 minutes of presentation, you can prepare around 8 (maximum 10) slides in PowerPoint, including the introduction and end slide.
- Please don't forget to take an extra copy of your presentation (USB-stick and/or send it to your Gmail address).

- Be sure that the PowerPoint slides have the same layout all way through.
- Graphs and figures are often better than tables at an oral presentation. Flow charts are very appropriate to describe material.
- If you wish to add films or other sorts of interactive materials, please do not access them through internet, as this may not work to your satisfaction.

Technical information:

- Presentations should ideally be in PowerPoint format
- Every room is equipped with a (digital) screen.
- If you have minor last minute changes, you can use the laptop available in the session room. Please make sure you are in your session room on time.
- Technical assistance is available at every venue for any sort of technical issues.

Important Note:

Regularly keep checking the conference website for updated/finalized date, time and venue details of the paper presentations.