Dear **Presenter,**

Greetings from **SPELLL 2025 Conference!!!**

We are pleased to inform you that the conference schedule has been updated on the official website and guidelines for your presentations is as given below:

Presentation Timing & Slide Limits (Strict)

- **Presentation: 12 minutes**
- **Q&A: 3 minutes**
- **Total: 15 minutes (strict timeline)**
- **Slide limit: Do not exceed 20 slides**

Presenters are expected to manage their content to fit within the allotted 12-minute presentation time. Sessions will run on a tightly coordinated timetable.

Presentation Format & Content

- Accepted file formats: **PPT / PPTX / PDF**.
- Title slide must include: **paper title, author(s), affiliation(s), and presentation ID**.
- Organise slides to clearly present: introduction, literature review, problem statement, methodology, key results, concise conclusions and any other relevant slide content.
- Recommended slide count for clarity: do not exceed **20 slides**.

Submission of Slides

- **Deadline for slide submission:** 16-12-2025 **[17:30 IST]**.
- Submit to: **https://forms.gle/HnCNphHdwWafz5EA8**

Technical & Conduct Instructions (Online)

- Ensure stable internet, power backup, functioning microphone, and camera.
- Presenters are instructed to join 10 mins before the scheduled start of the session and kindly wait in the lobby of the meeting room (Zoom Meeting).
- Presenters' camera and microphone should be kept switched on throughout the exam time. Failure to do so may result in disqualification.
- Test screen sharing and audio in advance.
- Use a neutral background and minimize interruptions.
- Mute notifications during your presentation.

Attendance & Presentation Requirement

At least one registered author must present the paper. Failure to present may result in exclusion from the conference proceedings or other consequences as determined by the Committee.

Please acknowledge receipt of this email to **confirm your participation** by filling the Google form for submission of slides.

If you have any queries, contact us at **lavanya@iiitkottayam.ac.in** (Dr. Lavanya Settipalli), **reethathomas@iiitkottayam.ac.in** (Dr. Reetha Thomas), **selvic@iiitkottayam.ac.in** (Dr. Selvi C) and **pbala@iiitkottayam.ac.in** (Dr. Balasubramanian P)

We appreciate your cooperation in adhering to these guidelines and look forward to your valuable contribution to the conference.

Warm regards,
SPELLL 2025 Organizing Committee.