

# The 35th Workshop on Information Technologies and Systems (WITS 2025)

## Instructions for Session Chairs, Presenters, and Discussants

### Session Chairs:

- Please **arrive 15 minutes early** to facilitate slide uploads and check technical setups.
- A Windows laptop will be on the podium in each room. However, it is recommended that you **bring a laptop in case of technical difficulty**. Each room will have a student volunteer to assist with the technical setup.
- Please **strictly monitor time**, notify presenters of remaining time, and ensure sessions start and end on time.
- Complete paper presentations (all sessions except Session 7): After each presentation (15 minutes), invite the discussant for feedback (5 minutes), followed by audience Q&A (5 minutes).
- Short paper presentations (Session 7): Each presentation (10 minutes) will be followed by audience Q&A (5 minutes).

### Presenters:

- Please **arrive 15 minutes early** to upload your slides and check technical setups.
- Once in the room, please find your session chair and introduce yourself.
- Complete research papers/dissertation proposals/demos will have a 15-minute presentation + 5-minute discussant + 5-minute Q&A.
- Short papers (Session 7) will have a 10-minute presentation + 5-minute Q&A.

### Discussants:

- You will have **5 minutes** to provide feedback on the paper, **without using slides**.
- Please find the session chair and introduce yourself.

### Ignite Talk Presenters:

- The Ignite Talk session will begin promptly at **12:45 PM** during Lunch on Thursday, Dec. 18.
- Each presentation will be 3 minutes. Your presentation will be preloaded on the podium laptop. Please line up by your demo ID (1–8) to minimize the transition time.
- After the completion of all the talks, you will head to the easel to present your poster.