# Executive Forums Guidelines

## Goal

An Executive Forum is a panel, aiming at bringing together speakers from industry at the CxO/VP/Director levels, encompassing several sectors, to discuss a timely and relevant topic of interest to conference participants.

## Proposal

The information for an Executive Forum should follow the template, available at the conference website (https://globecom2023.ieee-globecom.org/authors/executive-forums), indicating the following information:

- Moderator's Name
- Moderator's Institution
- Moderator's Email
- Moderator's Phone Number
- Moderator's CV
- Executive Forum Title
- Motivation and Context
- Questions
- Speakers List
- Speakers' CV
- Speakers' Email
- Speakers' Photo

The information should be sent via email to Industry Forums & Exhibitions Co-Chairs at nordin.ramli@mimos.my and luis.m.correia@tecnico.ulisboa.pt, as a *.DOC attachment.

## Structure

To allow enough time for discussion in the Executive Forum, which is its main goal, the following structure should be followed:

- The Executive Forum should not have more than 4 Speakers, plus the Moderator.
- The Organiser is supposed to be the Moderator.  There should be only 1 Moderator.
- The Organiser has to establish a few questions to be addressed by Speakers.
- The Moderator gives a 10-minute introduction presentation at the beginning of the panel.
- Speakers should address the questions posed, in a 10-minute presentation each (very strict time control!).  Basically, the presentation should consist of 6 slides, i.e., the cover slide plus one per question.

## Participation of Speakers

The conference is aimed at in-person attendance, hence, Moderator and Speakers are expected to participate in person as well.

Presentations from Moderators and Speakers should be uploaded to a local computer prior to the beginning of the session, being given live at the session.

Diversity in the composition of the Executive Forums must be taken into account.

**Schedule**

Executive Forums will be held during the conference programme, in parallel to other technical sessions, but not to any industry ones.

**Duration**

The Executive Forum occupies one conference time-slot, i.e., 1h30.

**Public information**

The following information will be made public:
- Moderator's Name
- Moderator's Institution
- Moderator's CV
- Executive Forum Title
- Motivation and Context
- Questions
- Speakers List
- Speakers' CV
- Speakers' Photo

**Registration**

Moderator and Speakers are entitled to a complimentary Full Conference Registration each.