

# Panels Guidelines

## Goal

A Panel aims at bringing together Speakers from industry and academia, encompassing several sectors, to discuss a timely and relevant topic of interest to conference participants.

## Proposal

The information for a Panel should follow the template, available at the conference website (<https://globecom2023.ieee-globecom.org/authors/call-industry-panels>), indicating the following information:

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

The information should be sent via email to Industry Forums & Exhibitions Chairs, [gc2023-industry-panels@comsoc.org](mailto:gc2023-industry-panels@comsoc.org), as a \*.DOC attachment.

## Structure

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

- The Panel should not have more than 4 Speakers, 5 being the maximum, 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. Due to travel restrictions, a maximum of 1 Speaker (not the Moderator) is allowed to participate remotely, as an exception.

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 panels must be taken into account.

## **Schedule**

Panels will be held during the conference programme, in parallel to other technical sessions, including industry ones.

## **Duration**

A Panel 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
- Panel Title
- Motivation and Context
- Questions
- Speakers List
- Speakers' CV
- Speakers' Photo

## **Evaluation**

The following criteria will be taken into consideration for the evaluation and ranking of Panels proposals:

1. Relevance
2. Timeliness
3. Technical Content
4. Novelty
5. Overall Recommendation.

Panels Co-Chairs will conduct the evaluation.

## **Registration**

The following apply to Panel Moderator and Speakers:

- If attendance is only for the day of the Panel, s/he gets a complimentary One Day Registration.
- If attendance goes beyond the day of the Panel, s/he gets a discount on the Full Registration.