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://icc2024.ieee-icc.org/program/industry-program/information-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 Jason Rupe [jrupe@ieee.org](mailto:jrupe@ieee.org) and Dilip Krishnaswamy [dilip@ieee.org](mailto:dilip@ieee.org) 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 One-Day each.