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://icc2024.ieee-icc.org/program/industry-program/call-industry-panels](https://icc2024.ieee-icc.org/program/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 [Jason Rupe](mailto:jrupe@ieee.org) and [Dilip Krishnaswamy](mailto:dilip@ieee.org) and 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 program, 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.