

Podium Presentation Guidelines

This document contains information and guidelines for Podium Presentation organizers, within IEEE GLOBECOM 2018.

Goal

A Podium Presentation, to be held during a conference coffee break, aims at giving an organization the possibility to present a technology, application, service, and/or product of interest to conference participants.

Proposal

The proposal for a Podium Presentation should follow the [template](#) indicating the following information:

- Proposer information.
- Title, Motivation, and Background.
- Objective and Description.

The proposal should be sent:

- to the IF&E Chair, Thanos Stouraitis, and the Industry Program Chair, Luis M. Correia, at industry-podium-presentations@comsoc.org,
- as a PDF attachment,
- as a file named "PodiumPresent-Proposal_*proposer(s)name(s)*",
- by the deadline, 27 July 2018.

Structure

The following structure should be followed:

- Podium Presentations will be held during a conference coffee break, and last for 30 minutes.
- The Podium Presentation may include demos, show of equipment, or any other relevant means.

Public information

The following information will be made public:

- Title, Motivation, and Background.
- Objective and Description.
- Presenters' name, position in company/institution, company/institution, country, CV, photo.

Evaluation

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

- Relevance
- Timeliness
- Relationship to Patrons
- Relationship to Exhibitors

The Industry Forum and Exhibition and the Industry Program Chairs will conduct the evaluation.

Registration

The following apply to Podium Presentation Speakers:

- If attendance is only for the day of the presentation, they get a free One Day Registration each.
- If attendance is for more than the day of the presentation, each will have to pay for a regular registration.