

Executive Forum Guidelines

This document contains the guidelines with all the information relevant for the Executive Forum organizer and participants, within IEEE GLOBECOM 2018.

Goal

The Executive Forum, a single one in the conference, to be held in a conference time-slot, aims at bringing together C-level Executives from various industries, encompassing several sectors, to discuss in a panel format, a timely and relevant topic of interest to conference participants.

Proposal

The proposal for the Executive Forum should follow the [template](#) the following information:

- Proposer information.
- Title, Motivation, and Background.
- List of 5 questions to be discussed/answered in the panel.
- Participant information.

The proposal should be sent

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

Structure

To allow enough time for discussion in the Forum, the following structure should be followed:

- The Forum should not have more than 4 participants, plus the moderator.
- The organizer is supposed to be the moderator. There should be only 1 moderator.
- The organizer establishes a few questions to be addressed by the participants.
- The Forum occupies a time-slot, i.e., 1h30.

- The Executive Forum will be held during the conference programme, in parallel to other technical sessions.
- The moderator gives a 10-minute presentation at the beginning of the panel, to introduce the topic.
- Participants should address the questions posed, in a 10-minute presentation each (very strict time control!). Basically, the presentation should have 6 slides, i.e., the cover slide plus one per question.

Public information

The following information will be made public:

- Forum Title
- Motivation and Background
- Questions
- Organizer/Moderator and Participants name, position in company/institution, company/institution, country, CV, photo.

Evaluation

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

Registration

The following apply to Forum Organizer/Moderator and Participants:

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