

Industry Seminar Guidelines

This document contains guidelines for Industry Seminar organizers, within IEEE GLOBECOM 2018.

Goal

An Industry Seminar, to be held in a conference time-slot, aims at giving an organization the possibility to present a topic of interest to conference participants.

Proposal

The proposal for an Industry Seminar should follow the [template](#) indicating the following information:

- Proposer information.
- Title, Motivation, and Background.
- Structure and Content.
- Key Bibliography and Level/Pre-Requisites for attendees.

The proposal should be sent:

- to o the IF&E Chair, Thanos Stouraitis, and the Industry Program Chair, Luis M. Correia, at industry-seminars@comsoc.org,
- as a PDF attachment,
- as a file named "Seminar-Proposal_*proposer(s)name(s)*",
- by the deadline, 29 June 2018.

Structure

To allow a successful Seminar, the following structure should be followed:

- The Industry Seminar occupies a conference time-slot, i.e., 1h30.
- Industry Seminars will be held during the conference main programme, in parallel to other technical sessions.
- The Industry Seminar should be composed of a presentation, and it may include demos, show of equipment, or any other means found relevant.

Public information

The following information will be made public:

- Industry Seminar's Title.
- Title, Motivation, and Background.
- Structure and Content.
- Key Bibliography and Level/Pre-Requisites.
- Presenter's 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 Industry Seminars' 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 Industry Seminars Speakers:

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