

Executive Forum Guidelines

This document contains the guidelines with all the information relevant for the Executive Forum organizer and participants, within IEEE ICC 2020.

Goal

The Executive Forum, at most two in the conference, to be held in a prominent 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**, providing 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 Chairs, Sven van der Meer and Xianbin Wang, via icc2020.IFE.chairs@gmail.com,
- as a PDF attachment,
- as a file named “ExecForum-Proposal_proposer(s)name(s).pdf”,
- by the deadline, 14th February 2020.

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 Co-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.