



## Industry Panel Guidelines

**This document contains information and guidelines for Panel organizers and participants, within IEEE ICMLCN 2024.**

### Goal

An Industry Panel, to be held in a conference time-slot, 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 proposal for an Industry Panel should indicate the following information:

- Proposer information;
- Title, motivation, and background;
- List of 5 questions to be discussed/answered in the panel;
- Participants' information.

The proposal should be sent:

- to the Industry Forum and Exhibits co-chairs (see contact details on the next page)
- as a PDF attachment;
- as a file named "Panel-Proposal\_proposer(s)name(s)";
- by the deadline of 15th November 2023.

### 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 participants, plus the moderator. The organizer is supposed to be the moderator. There should be only 1 moderator;
- The organizer has to establish five questions to be addressed by the participants;
- The panel occupies one time-slot of one hour;
- Panels will be held sequentially with the conference program, to encourage attendance from all conference participants;
- 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 consist of 6 slides, i.e., the cover slide plus one per question.

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## Additional Information

### Public information

The following information will be made public via the conference website:

- Panel Title;
- Motivation and Background;
- Questions;
- Organizer/Moderator and Participants' names, positions in their companies/institutions, country, CV, photo.

### Evaluation

The following criteria will be taken into consideration for the evaluation, and ranking of Panels' proposals:

- Relevance
- Timeliness
- CVs of Organizer/Moderator and Participants
- Non-supervision of themes

The Industry Forum and Exhibits co-Chairs will conduct the evaluation.

### Registration

The following apply to Panel Organizers/Moderator and Participants:

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