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### **Lightning Talk Template - Editorial Guidelines**

**Word count:**Submission abstracts should not be more than 150 words. The entire proposal should not go over three pages in word format. If the submission gets selected, only the abstract gets published in the conference collaterals. Grammar and spell checks must be done by the submitter.

**Font size:**Times New Roman, Size 10

**Titles:** The titles should not exceed 10 words. Capitalize all major words in the title. Use lowercase for articles, conjunctions and prepositions (the, a, an, and, but, for, or, nor, to, as). A general rule of thumb is to use lowercase for most words made of three or less letters.

**Numbers:** Spell out only single-digit numbers (zero through nine) and use numerals for all others. Spell out double-digit numbers only if they are the first word in the sentence.

**Organization Names:** Spell out names of companies, labs, universities, etc (eg. Hewlett Packard; University of New Delhi, India), for the first mention in your submission, unless abbreviated versions are the official or most commonly used version (eg. IIT).

# Lightning Talk Session Title

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Individual intending to present 1  Organization  Contact info | Name of Individual intending to present 2  Organization  Contact info | Name of Individual intending to present 3  Organization  Contact info | Name of Individual intending to present 4  Organization  Contact info |

# SESSION ABSTRACT

This should be an introduction to the session and an overview of each distinct sub-session planned

# SESSION FLOW

Detailed timeline of each distinct part of the session.

# AUDIENCE

Who should attend this talk? Submitter demonstrates an understanding of who their target audience is.

If this is a technical talk, indicate if this is a Beginner, Intermediate or Advanced talk.

• Beginner – The session is targeted for individuals with basic knowledge in the subject and is appropriate for a beginner in the area. This level is ideal for submissions targeting an introduction to a particular technology/subject.

• Intermediate – The session is targeted for those with prior knowledge and some working experience on the topic. The speaker will expound the latest advancements or detail the topic further to help attendees develop a greater understanding.

• Advanced – This session is targeted for those who have applied the topic of interest and developed deep expertise in the proposed area. The speaker will delve into details focusing on a key area. Strong experiential knowledge is required.

If this is a Career Related talk, indicate if the target audiences are Students, Early Career, Mid-Career, Senior or All

**INTRODUCTION**

The Reviewers are looking for information on the following items for each sub-session:

* Is the topic relevant to a track's theme?
* Are the objectives clear and well-described?
* Is this paper written clearly?
* Will this presentation draw an audience?
* Is this paper well-organized and does it flow logically?
* Is the methodology appropriate? (if relevant)
* Are the analyses appropriate? (if relevant)
* Does the evidence support authors' arguments? (if relevant)
* Does this paper make a useful contribution?
* Does this paper make sure that the topic is not a rehash of established facts?
* Does this paper provide details on how the results can be repeatable?
* Does this paper mention alternate explanations or methodologies?
* This paper focuses purely on the technology and is not a recruiting or a product pitch.

**OUTCOMES/CONCLUSION**

What do you expect to accomplish? What are the key takeaways for the attendees?

**PARTICIPATION STATEMENT**

A statement that all the presenters have made a commitment to attend the conference if accepted.

# BIO

A brief description of each presenter’s background, including expertise related to the topic and views of the issues. Make sure the Bios are not generic, but give the reviewers a chance to understand why the submitter(s) would deliver an excellent presentation.

**REFERENCES/BIBLIOGRAPGHY**

Important for reviewers to distinguish a good idea from work that has been tried and tested.