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### ****Panel 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).

**Title**

|  |  |  |  |
| --- | --- | --- | --- |
| Name Moderator  Company Contact info | **Name**  Panelist1  Company  Contact info | **Name**  Panelist 2  Company  Contact info |  |
| **Name**  Panelist 3  Company  Contact info | **Name**  Panelist 4  Company  Contact info |  |  |

## ABSTRACT

AUDIENCE

**Who should attend the Panel?**

Submitters demonstrate an understanding of who their target audience is.

If this is a Technical Panel, indicate if this is a Beginner, Intermediate or Advanced panel.

• 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 Panel, indicate if the target audiences are students, early career professionals, mid-career professionals, senior professionals or all if the panel caters to a diverse audience.

**INTRODUCTION**

General description of the panel or issues to be discussed or debated.

**PLAN OF ACTION**

Help the reviewers visualize this session. For instance –

* What are some questions that you intend to ask?
* What unique perspective would these set of panelists bring?
* Any competing points of view amongst the panelists?
* Description of timing of the session and the format of interaction among participants and with the audience.
* Timeline breakdown of how you intend to run this session.

**OUTCOMES/CONCLUSION**

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

**PARTICIPATION STATEMENT**

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

# BIO

A brief description of each participant’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 they would make a good panelist

**REFERENCES/BIBLIOGRAPGHY**

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