**IEEE GLOBECOM 2017**

**Executive Forum Proposal**

This document contains a template for all the information relevant to each Executive Forum to be organized within IEEE GLOBECOM 2017. This text (the public information in it) will be used to advertise the Executive Forum in the conference website, program, and other media.

The proposal should be sent to all IF&E Co-Chairs, Thomas Haustein (thomas.haustein@hhi.fraunhofer.de), Edward Au (edward.ks.au@huawei.com), and Anass Benjebbour (benjebbour@nttdocomo.com) as a PDF attachment, by the deadline, May 8, 2017.

* **Proposer’s Name**
* **Proposer’s Institution**
* **Proposer’s Email**
* **Proposer’s Phone Number**
* **Proposer’s CV**

(text up to 300 words)

* **Forum Title**
* **Date/time-slot preferred**
* **Motivation and Background**

(text with up to 15 lines)

* **Questions**

(specify 5 questions to be discussed/answered in the forum)

* **Structure**

The following structure is recommended.

* The Executive Forum should not have more than 4 participants, plus the moderator.
* The organizer/chair has to establish a few questions to be addressed by the participants.
* The chair gives a 10 minutes presentation at the beginning of the forum, to introduce the topic.
* Participants should address the questions posed, in a 10 minutes presentation each (very strict time control!). Basically, the presentation should have 6 slides, i.e., the cover slide plus one per question.

With this scheme, there will be enough time for discussion in the forum (which is the main goal of a forum).

* **Participants**

The Executive Forum is composed of (see CVs at the end of the document):

* Chair (it is supposed to be the organizer): *name* (*position in company/institution*, *company/institution*, *country*)
* *Name (position in company/institution, company/institution, country)*
* *Name (position in company/institution, company/institution, country)*
* *Name (position in company/institution, company/institution, country)*
* *Name (position in company/institution, company/institution, country)*
* **Participants CVs**

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