Title

|  |  |  |  |
| --- | --- | --- | --- |
| Name Moderator  Company Contact info | Name Panelist 1  Company Contact info | Name Panelist 2  Company Contact info |  |
| Name Panelist3  Company Contact info | Name Panelist 4  Company Contact info |  |  |

## ABSTRACT

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# 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.

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.