Columbia Section Panelists Guidelines
TECHNICAL SESSIONS

INFORMATION FROM EACH PANELIST

Email your bio-sketch no later than 2 months prior to your event to **r3-columbia@ieee.org**. This should be your picture and a paragraph containing your title, name, job title, organization's name, high-level job description, and a short description of a current project, initiative, or research effort in which you are involved. This information will be used to promote you in the upcoming Technical Session.

Submit presentation needs. Let us know your presentation needs **1 month prior to your event**.

Bring demonstration products, if appropriate. You are encouraged to bring gadgets, models or brochures to help deliver your points. If PowerPoint will be used, please note you are **restricted to 3 slides**. Technical Sessions use these tools to engage the audience in an active but advanced learning experience with you –the most important resource.

Information-sharing. Information and pictures captured during the event will be shared via the Section (website and emails) for promoting future events. You may share additional content with the Section as well as link to the Section website.

Complete an Expense Form or an Employer Notification Form, as needed. IEEE is a 501(c)(3) nonprofit organization. An IEEE Expense Report form is required for claiming underlined approved costs associated with your participation. Additionally, if you would like acknowledgement of your participation to be gladly sent to your employer, please request either form via **r3-columbia@ieee.org**.

QUESTIONS
Please feel free to contact the person listed above.

INFORMATION ABOUT THE EVENING

Agenda
IEEE Technical Session on **Approved Topic** on the **Confirmed Date**

6:00 PM Networking Receptions
6:30 PM Greetings and Panel Presentation
8:30 PM Closing

Attire: Business/Business casual, as appropriate

Audience: IEEE members and guests from higher education and industry; students, faculty, researchers, and practitioners from the community

Location. This information will be provided.

Parking. This information will be provided.

Panel Organization
- Panelists: Organization 1, Organization 2, Organization 3
- The session will take place in the **Location** with panelists seated at front.
- The moderator will use up to 3 minutes to introduce the topic for the evening.
- Each panelist can use up to 5 minutes for their respective introductions.
- The moderator will next launch discussions of challenges, innovations, standards, examples, public policies, "what's coming", "what's needed", "how do we compare to the world", investments, jobs, and so forth.
- Both moderator and panelists should be sure to explain complex concepts and provide access to advanced knowledge and practice.

IEEE Cyber Security Technical Session

IEEE Internet of Things Technical Session

IEEE Robotics & Automation Technical Session

IEEE Wi-Fi Technical Session

IEEE Power & Energy Technical Session