

INCOSE Events Portfolio Panel / Roundtable / Debate Preparation Guidelines

Purpose

This document is intended to help potential presenters prepare a panel proposal for an INCOSE Event. To access documents referenced below, please visit: <https://www.incose.org/publications/proceedings>.

Use the form in this document to prepare for electronic submission of the proposal. Before finalizing the proposal, review the “Panel Review Guide” which is also available at the above link.

IMPORTANT!

The information collected during the submission process is only intended for use in processing and reviewing submissions and creating the program and advertising materials for the INCOSE Event. INCOSE does not share information with third parties.

For panel, roundtable, and debate proposals a single-blind review process will be followed. This means that the reviewer’s identity will be concealed from the submitter but the reviewer will see the identity of the submitter.

If your submission is accepted, it must be updated to address all feedback and suggestions from the reviewers. Final submissions will be checked against reviewer feedback to ensure adherence.

All attendees, including panelists and presenters, must register and pay for at least the one day they are attending and presenting at the INCOSE event.

Submission Process

To submit a panel, roundtable, or debate proposal:

1. Review the Submission Worksheet below. This worksheet includes important instructions regarding the information required for your submission, but it **does not** have to be completed and is provided as a convenience to enable you to collect all necessary information before completing the submission in EasyChair. The worksheet itself will not be submitted, but you can fill out some or all of the information in the provided tables in order to copy and paste it into EasyChair during the submission process.

2. Access the online submission site and select the **panels** track and log into EasyChair. Links to the online submission sites are available at the specific INCOSE Event's website. If you already have an EasyChair account from another conference, you can use that account. If you do not have an EasyChair account, follow the instructions to create a new account.

Note: The standard submission is a technical paper. Before submitting a panel proposal, carefully review the instructions for this type of submission and make sure to access the correct online submission site. Proposals submitted in the wrong category might be lost in the review process.

3. If you are not automatically directed to the submission page upon logging into EasyChair, click **Add a Submission** on the menu at the top right of the page. Ensure you select the **Panels** track.
4. Complete the necessary fields in EasyChair for your initial submission. Review and confirm that all of your entries are correct, then click **Submit**.

Note: Review the Submission Worksheet below for important instructions regarding EasyChair fields.

5. After the submission is complete, a confirmation message is displayed with your submission number. A confirmation email will also be sent to the email address provided in your author information. You should receive the email within minutes; if you do not receive an email, contact INCOSE's Events Team (events@incose.net) for confirmation.

If necessary, use the options in the top-right corner of the confirmation page to modify your submission any time before the submission due date.

6. If your submission is accepted:
 - a. It must be updated to address all feedback and suggestions from the reviewers. Make sure all information in EasyChair is up-to-date for the final submission and update it where necessary.
 - b. You must provide a zip file containing a signed IP release form from each author. Upload the zip file with your submission in EasyChair.

After updating your submission, you should receive a confirmation email within minutes. If you have any difficulties, contact INCOSE's Events Team (events@incose.net) for assistance.

Submission Worksheet

Note: This worksheet includes important instructions regarding the information required for your submission, but it **does not** have to be completed and is provided as a convenience to enable you to collect all necessary information before completing your submission in EasyChair. The worksheet itself will not be submitted, but you can fill out some or all of the information in the provided tables in order to copy and paste it into EasyChair during the submission process.

Session Members' Contact Information

Populate this information in the *Author Information* fields in EasyChair. It is recommended to include a moderator and no more than 4 other session members.

Contact Details	Moderator	Member #1	Member #2	Member #3	Member #4
First Name (as it should appear in the symposium program and advertising)					
Last Name (as it should appear in the symposium program and advertising)					
Email <u>Note:</u> This email address will be used as the primary means of communication with each session member.					

Contact Details	Moderator	Member #1	Member #2	Member #3	Member #4
Country/Region <u>Note:</u> This information will be used to assess geographical representation in the Technical Program.					
Affiliation (complete business, school, or organization name as it should appear in the symposium program and advertising)					
Additional Authors / Presenters Indicate whether each session member should be included on correspondence regarding the submission and symposium. Select at least 2 corresponding authors.					
Speaker Designate the planned moderator as the speaker in EasyChair.					

Submission Information

Title Enter the title (20 words or less) as it should appear in the symposium program and advertising material. Include the word “Roundtable” in the title for all roundtables. <u>Tip:</u> Select a succinct and attractive title. A poor title can discourage attendance.	
Abstract Enter a brief synopsis (250 words or less) of the focus of the session as it should appear in the symposium program and advertising material. Also address what knowledge or skills participants should expect to learn by attending this session.	
Keywords Enter at least 3 keywords or phrases describing your submission that could be used for searching in EasyChair.	
Topics & Domains Select no more than 3 topics and 3 domains. Only select topics and domains relevant to your submission, as this information will help symposium organizers optimize the placement of the session. For options, refer to the “Submission Review Categories” document available from the INCOSE IS website.	
In person or virtual presentation Will the presentation be in person at the IS or will the presenter attend and present the material virtually?	

Primary Sector Select Government, Industry, or Academia. If more than one sector is applicable, indicate the primary sector for the main author of the submission.	
Program Description This description will be used in the official program to advertise your session should it be selected. This should be compelling but will not be used during the review process.	
Panel Biographies and Position Statements* Use the table below to capture this information.	
Target Audience Identify the target audience for the session.	
Session Timing Provide a specific and orderly breakdown of the sections of the panel. The outline is one of the key factors that are considered when peers are refereeing submissions. Also identify how much time will be allotted to the introduction, presentations by session members, and discussion with the audience.	
Duration This information will facilitate assigning sessions to time slots. Select 85 or 130 minutes.	

Session Logistics Indicate media and formats that will be used to facilitate the session (for example, electronic presentation, group/individual exercises, etc.). List any special equipment needed (for example, microphones, projector, easel with paper and markers, etc.). Identify the desired room setup: a panel setup has a presenters' table in the front with a theatre for the audience, and a roundtable setup has a round table for presenters with the audience seated around the outside.	
Handouts Will handouts be made available to attendees? If so, in what form (paper or electronic)? Note: Handouts are the responsibility of the presenter. The IS team will not provide handouts at the IS.	

Session Members' Biographies and Position Statements

	Brief biography (200 words or less) <u>Note:</u> Highlight key information, events, and expertise related to the subject of the session.	Position or point of view regarding the subject of the session (500 words or less) Note: This field in EasyChair is limited to no more than 20,000 total characters for the moderator and all session members.
Moderator		
Member #1		
Member #2		
Member #3		
Member #4		