INCOSE International Symposium
Panel Preparation Guidelines

Purpose

This document is intended to help potential presenters prepare a panel proposal for the Annual INCOSE International Symposium. The term panel includes all forms – panels, roundtables, and debates. To access documents referenced below, go to the Downloads section of the INCOSE IS website: *https://www.incose.org/symp2023/downloads*.

Use the form in this document to prepare for electronic submission of the proposal. Before finalizing the proposal, review the "Panel Evaluation Criteria" available from the INCOSE IS website.

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 International Symposium. 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 the International Symposium.

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 for **panels** and log into EasyChair. Links to the online submission sites are available in the Downloads section of the INCOSE IS 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, roundtable, or debate 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.

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 the IS organizing committee (*is_techprogram@incose.org*) 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. Each author must provide an IP release form. IP release forms will be due after acceptance. The acceptance email will contain the submission instructions.

    After updating your submission, you should receive a confirmation email within minutes. If you have any difficulties, contact the Technical Program Chair (*is_techprogram@incose.org*) for assistance.

    Note: If it is desired for INCOSE to provide printed handouts for symposium attendees, contact Conference Management (*symposium@incose.net*) for further instructions.

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 Note: This email address will be used as the primary means of communication with each session member.					
(form continued below)					

Contact Details	Moderator	Member #1	Member #2	Member #3	Member #4
Country/region Note: This information will be used to assess geographical representation in the Technical Program.					
Organization Complete business, school, or organization name as it should appear in the symposium program and advertising.					
Web page Can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.					
Corresponding Author 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.					
(form continued below)					

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. Tip: Select a succinct and attractive title. A poor title can discourage attendance.	
Abstract Enter the focus of the panel (250 words or less). 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.	
(form continued below)	

In person or virtual panel Select if the panel will be in person or virtually. Panels may not be hybrid. Either all of the participants are in person or virtual.Note that these two options will separate the submissions for the duration of the review process; therefore, changes to this option will only made by exception with an email to the Technical Program Chair. Note that an acceptance using one option does not mean an automatic acceptance in the other.	
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.	
(form continued below)	

Session Members' Biographies and Position Statements

	Brief biography (200 words or less) Note: 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		
(form continued below)		

Target Audience Identify the target audience for the session.	
Session Outline Provide a specific and orderly breakdown of the sections of the panel / roundtable / debate. 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 Timing Identify how much time will be allotted to the introduction, discussion among session members, and discussion with the audience. As a rule of thumb, we prefer about half of the session duration including audience engagement.	
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.	
(form continued below)	

Session Handouts Will handouts be made available to attendees? If so, in what form (paper or electronic)? **Note**: If your submission is accepted and it is desired for INCOSE to provide printed handouts for attendees, contact Conference Management (*symposium@incose.net*) for further instructions.	
Description for Program Enter a description of the presentation that will be used in the symposium program and advertising material. If this is left blank then the abstract will be used.	
Suggestions for future Topics or Domains Suggestions will be considered by Tech Ops for next year's submission process, especially if we receive many similar requests.	