# INCSE HWG SE Conference Panel Information

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| **Title:** The title as you would like it to appear in the symposium program and advertising material.  **Tip:** Please design the title to be succinct & attractive. |  |
| **Abstract:**  Enter a brief synopsis of the session, as you would like it to appear in the Symposium program and advertising material. Please try and keep this to 100 words or less. | **Panel Subject**: |
| **Purpose:**  Indicate what the audience should expect to learn by attending your session. |  |
| **Topic Expertise of Target Audience:**  Please select Novice (<5 years) or Expert but not both. |  |
| **Audience Engagement:**  How will you make the panel interactive and engaging with the audience?  Will you be using any handouts? |  |

# Session Members’ Biographies and Point of View

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|  | Enter a brief biography for each member. Try and keep this to about 100 words or less (will be used in the introduction?) | Position or point of view on the subject of the session; Key opening statement points. Keep this to 200 words or less per member. Try for some overlap but contrasting points of view.  Guidance: For 60 minutes, 5 minute intro/moderator, 8 minutes per speaker, 30 minutes audience dialog. |
| **Moderator\*:** |  |  |
| **Member #1\*:** |  |  |
| **Member #2\*:** |  |  |
| **Member #3\*:** |  |  |

# Appendix (Optional): Session Members’ Contact Information

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| **Contact Details** | **Moderator** | **Member #1** | **Member #2** | **Member #3** |
| **Name** |  |  |  |  |
| **Title/Position** |  |  |  |  |
| **Employer / Business Affiliation\*:** |  |  |  |  |
| **Telephone:** |  |  |  |  |
| **E-mail\*:** |  |  |  |  |