

# Tutorial Title

## *Duration*

Specify the duration (half day only) and your preferred day (Oct. 14 or Oct. 15, 2024).

## *Organizers*

Provide complete address/affiliation, website (if applicable), and email.
List conferences at which organizers have previously organized a workshop/tutorial.
Indicate the organizer(s) to which all correspondence should be addressed.

*Abstract*Add a short abstract of the tutorial content.

## *Intended audience (max 300 words)*

Describe the targeted audience and explain why your tutorial should be of interest.

## *Tutorial history*

List of previous venues and approximate audience sizes, if the same or a similar tutorial has been given elsewhere.

## *Expected attendance*

Provide an estimate of the expected attendance for your tutorial. This estimation should (also) be based on the attendance of similar past events (if any), as given above.

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## *Presenters*

Provide a list of presenters with their names and affiliations. For each, please attach a short CV (1-2 pages) that includes their name, affiliation, current position (e.g., Ph.D. student, Postdoc, Professor, Researcher, Industry employee, etc.), and email address. The CVs should also show their background in the tutorial area, including a list of relevant publications and/or presentations; any available examples of work in the area (e.g., a published tutorial-level article or presentation materials on the subject); or evidence of teaching experience (courses taught or references).

*Other workshops/tutorials*If the organizing team or presenters are involved in other workshops or tutorials, list those here.

## Prerequisite knowledge (1 paragraph):

What knowledge is assumed of the target audience prior to the event? Are there any installation specifications (e.g. software/hardware) required to attend this tutorial?

## *Structure of the event*

## Please describe how you will structure the tutorial in order to promote positive learning outcomes for the participants.

## *Program*

Provide a (tentative) program for the workshop.

Each Workshop is a half-day long : 4 hours with half an hour break.

An example of a Morning session is shown below:

|  |  |  |
| --- | --- | --- |
| **Time** | **Talk** | **Comments** |
| 8:30 - … | Speaker name: Title of Talk 1Speaker name: Title of Talk 2 | Sessions should not start before 8:30AM |
| 10:00 – 11:00 | Coffee break | Morning coffee will be provided from 10AM-11AM, please plan your break within this window. |
| 11:00 – … | Speaker name: Title of Talk 3Speaker name: Title of Talk 4 |  |
| 12:30 | Lunch | (Suggested Lunch time) |

*(Optional) Supplementary materials*

List of supplemental materials augmented with samples, such as past tutorial slides and survey articles, whenever possible.

## *Equipment*

Describe any additional requests you may have regarding particular equipment or room setup. For instance: seating arrangements, power requirements, demo space, additional microphones, extra projectors/monitors, etc.

**Note that one projector and a screen will be provided by default.**

## *Plan to solicit participation*

## Describe the mechanisms that you will use to garner broad interest in the tutorial, including, e.g., advertisement via mailing lists, social media, advertisement through technical committees, etc.

## *Dissemination*

Describe any steps that will be taken to disseminate the materials at the tutorial. (e.g., dissemination of presentation materials.). For your planning purposes, logistical support will not be provided for video recordings of tutorials.

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## *Endorsement*

List any materials (e.g., emails or letters, attached as a separate PDF on PaperPlaza, not included in the page limit) to document outside financial support pledged for your workshop. You can submit a letter of support from Technical Committees (TCs). The support letters should focus on describing the mechanisms that will ensure in-depth collaboration with the tutorial.

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*Feel free to add any other information at the end that will help to evaluate your proposal, within the pages limit of the proposal.*