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# Workshop Title

## *Format*

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

## *Organizers*

For each organizer, please provide the complete address/affiliation, URL, and emails.   
List conferences at which organizers have previously organized a workshop.  
Indicate the organizer(s) to which all correspondence should be addressed.

## *Website*

Provide a URL for the workshop website.

## *Draft Abstract*

Describe the motivation and objectives of the workshop in a single paragraph (**250 WORDS MAXIMUM**). A final version of this paragraph will be used by the program committee to advertise the event.

## *Content of the workshop*

* Describe the objectives of the workshop
* Explain how you will ensure the highest quality content for the attendees to get the most out of the event
  + How will you ensure the content reflects the state of the art on the topic?
  + How will you engage the attendees and exchange ideas?
  + How will the proposed event expand the diversity of content at IROS 2023?

## *Estimated attendance (max 300 words)*

Describe the targeted audience and explain why your workshop should be of interest. Specifically, please detail which RAS Technical Committees (TCs) and other communities will be targeted.

Provide an estimation of the expected attendance to your workshop. This estimation should (also) be based on the attendance of similar past events (if any).

## *Invited Speakers*

Provide a list of invited speakers with their names, academic affiliations, and TC affiliations (as applicable). Indicate whether each speaker has confirmed their participation, and provide a preliminary title in that case. Invited speakers should be confirmed for in-person attendance.

We encourage you to provide a diverse list of speakers with respect to seniority, gender, nationality, and background (e.g., academia, industry, government, etc). Please indicate how your invited speakers fit one or more of these criteria.

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

## *Structure of the event*

## Describe how you will structure the workshop to encourage open-ended discussion for in-person participation. Explain the steps you will take to encourage interaction among participants and, in particular, to promote active discussion between established experts and early-career researchers.

## *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 1  Speaker 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 3  Speaker name: Title of Talk 4 |  |
| 12:30 | Lunch | (Suggested Lunch time) |

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## *Equipment*

Describe any additional requests you may have regarding particular equipment (or other items) to be present in the room. For instance: seating arrangements, power requirements, demo space, additional microphones, extra projectors/monitors, etc. Please also indicate the number of posters that you are expecting for your event.

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

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## *Plan to solicit participation*

## Describe the mechanisms that you will use to garner broad interest in the workshop, including calls for abstract submissions (with proposed deadlines), advertisement via mailing lists, social media, advertisement through technical committees, etc, or awards to be given. Explain your strategy to attract a diverse audience to your event and to bring perspectives from people of different genders, career stages, geographic backgrounds, etc.

## *Dissemination*

Describe any steps that will be taken to disseminate the materials at the workshop. (e.g., dissemination of poster abstracts, special issues, etc.). For your planning purposes, logistical support will not be provided for video recordings of workshops.

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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 workshop.

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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.*