

# TEMPLATE FOR WORKSHOP PROPOSALS

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Please submit the completed workshop proposal as a single PDF file via [PaperPlaza](#) by **September 15, 2015** using this template. Questions should be directed to the ICRA 2016 Workshops Chairs:

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## 1. Title

## 2. Duration of the workshop

*Specify half-day or full-day workshop.*

## 3. Organizers

*For each organizer, provide: affiliation, address, phone, email, and URL. Indicate which one of the organizers will be the primary contact person. All correspondence will be sent to this contact person, who will be expected to respond promptly.*

## 4. Website URL

*Organizers are required to maintain a website with information about their workshop. The link to this website should be listed here. If possible, this link should be active at the time of submission (in this case, the website should indicate that it describes a "proposed workshop". However, organizers may, if they choose, wait until after their proposal is accepted before creating the website.*

## 5. Abstract

*A short paragraph that will be used to advertise your event on the ICRA 2016 website.  
-- 200 words MAXIMUM*

## 6. Content

*Describe your event in detail. Include a tentative schedule.  
-- 500 words MAXIMUM*

## 7. List of confirmed speakers

*Provide a list of invited speakers, indicating proof that their participation is confirmed (attach confirmation messages from speakers, with title and abstract of talk).*

## 8. Plan to solicit participation

*Describe how you will advertise and encourage participation in your event, particularly from researchers traditionally outside of the robotics community (if applicable). Steps that go beyond an email to roboticsworldwide are encouraged. Estimate the number of participants that you expect, and provide a basis for this estimate, such as attendance at similar events in past years. If you have organized similar events in the past, list them and provide the estimated attendance at each.  
-- 500 words MAXIMUM*

## 9. Plan to encourage interaction among participants

*Describe how you will promote active discussion. We particularly welcome creative new formats for workshops that increase the number of participants, that encourage participants to stay for the full duration of the event, that enhance discussion among participants, that increase the level of interaction between established experts and early-career researchers, and that make useful connections to fields outside of robotics. We suggest striving for a good balance between invited senior speakers and early-career researchers that present their work for instance during a poster session.  
-- 500 words MAXIMUM*

#### 10. Equipments

*A computer projector and screen will be provided. List all other required equipments --- poster stands (how many), an easel and writing pad, etc.*

#### 11. Support of an IEEE RAS Technical Committee

*If your workshop is in conjunction with an IEEE RAS Technical Committee (TC), please indicate that, and provide the contact information and a brief statement of support from a TC chair. The full list of IEEE RAS TC's is available at [www.ieee-ras.org/technical-committees](http://www.ieee-ras.org/technical-committees).*

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