

Instructions and Considerations for Workshop Proposals

1. Considerations

- 1.1** IEEE WF-IoT2021 would like to invite researchers, scientists, and industrial engineers involved with the Internet of Things (IoT) to organize **Workshops** that are built around focused-interest sessions within the Technical Conference program. A key aspect of Workshops is that they should be coherent, relevant to an aspect of IoT, timely and informative, while not overlapping with the content of the traditional technical paper program. **The deadline for Workshop Proposals is April 25th, 2022.**
- 1.2** The Workshop Tracks are expected to consist of two (2) hour sessions, that may include technical peer reviewed papers, presentations with no accompanying papers, panels, and moderated discussions. The Workshops can contain multiple such sessions with allocation of 2, 4, 6, or 8 hours. Workshops will be scheduled for the weeks of Oct 31st – Nov 4th, or Nov 7th – Nov 11th, 2022.
- 1.3** The organizers, as part of the Workshop Track, can provide an overview of the topic area and invite other contributors to explore different facets of the chosen topic. We expect that these Workshops will raise visibility on topics of focused-interest and in particular scientific, technology, or application areas, to establish synergies and explore new opportunities.
- 1.4** The organizers can also designate one paper per session as a Keynote Talk.
- 1.5** The submission of papers and inclusion of presentations from industry to a Workshop Track is highly encouraged as is the organization of Workshop Tracks by industry.
- 1.6** The organizers of the Workshops are responsible for soliciting and selecting papers, for arranging panels, securing session moderators, and for inviting presenters. They are responsible for ensuring publication quality in the session for any peer reviewed technical papers.
- 1.7** As part of the activity involved, the Workshop organizers are expected to issue a Call for Papers (CfP) for their Track, and to actively pursue paper submissions as well as presentations.
- 1.8** If you would like to organize a Workshop, please follow the directions for submitting proposals.
- 1.9** *Workshops are focused-interest sessions within the Technical Conference program. We expect that each Workshop will be responsible for producing a two (2) page summary for publication in the conference Proceedings and in IEEE Xplore. The summaries will be reviewed by the conference chairs.*

2. Instructions

- 2.1 Please be prepared with all the material that you will need to make the proposal for a Workshop. That includes information about you as the Workshop Organizer (Chair) well as information about your Co-Organizers and the proposed content for the Workshop. **Deadline April 11th, 2022.**
- 2.2 To enter the submission please go to the **eWorks** website which can be reached from the authors/proposer's tab from the main conference website page at <https://wfiot2022.iot.ieee.org> and follow instructions for a proposal submission.
- 2.3 The information about you and your Co- Organizers consists of: (1) Name and Salutation; (2) Institutional Affiliation; (3) Location; (4) Contact Information; (5) Your IEEE Membership Number if you are a member and your ORCID Number if you have one; (6) A recent high resolution headshot photograph in JPEG format; (7) a short biography (up to 250 words).
- 2.4 The additional information we will need includes: (1) a title for the Workshop for which you are making the proposal; (2) a short abstract that describes the content of the Workshop; (3) Key Words that are descriptive of the topic covered by the Workshop; (4) Please upload a narrative description of the Workshop in Word (.docx) format. The narrative should be **limited to four (4) pages** and include:

- *Title of Workshop*
- *Abstract (250 words)*
- *Description of the Workshop Proposal*
 - *Objectives and motivation*
 - *Novelty, highlighting the technical innovations presented in this Workshop*
 - *Workshop content, indicating the topics that the Workshop will cover in detail*
 - *Tentative timeline schedule*
 - *Workshop Length: 2 hours (1 session), 4 hours (2 sessions), or 6 hours (3 sessions)*
 - *Intended audience*
 - *Presenters, panelists, moderators, and paper submissions you have already identified.*
 - *Prior history of the Workshops organized and number of past attendees, if applicable*

2.5 You will be issued a unique **Proposal ID** number (**PID**) upon completion of your submission. Please retain a record of the number as it will be used for notification of acceptance or rejection and subsequent steps.

Notification after Acceptance

2.6 Once the proposal has been evaluated you will be notified whether the proposal has been accepted or rejected. Accepted proposals will be notified and assigned a Workshop identifier (Work-01, Work-02, ...Work-10) and issued an invitation to Chair the Workshop at the conference and further instructions.

If you need any further clarification or information, please contact one of the Workshop Committee Chairs:

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