CIKM 2017 Workshop Proposal Template

Workshop Title

Workshop Website (if available)

Please fill out this template (1000-2000 words) and submit a PDF file of the proposal via email to the CIKM Workshop chairs, <put your names and email address here> For further inquiries, please contact the CIKM 2017 Workshop Chairs.

1. Workshop Organizers

First Name, Last Name, Affiliation, Country, Email

1. Workshop Contact Person
   1. First Name, Last Name
   2. Postal Address
   3. Phone and Fax Number
   4. Email and Website
2. Workshop Abstract
   1. A brief abstract of the proposed workshop (no more than 200 words)
3. Workshop Theme and Topics
   1. Theme and topics of interest of the proposed workshop
4. Workshop Objectives, Goals, and Expected Outcome
   1. Objectives, goals, and outcomes of the proposed workshop (no more than 400 words)
5. Workshop Length

Proposed length of the workshop: half-day or full day.

1. Target Audience
   1. Describe the target audience and estimate the number of attendees
2. Workshop Relevance
   1. Explain why the proposed workshop is relevant to CIKM 2017 in terms of the timing, venue, delegates, conference theme, etc.
3. Past Workshops (if applicable)
   1. List past workshops, if any, which are related to the proposed workshop that the organiser(s) have organised in recent years. For each workshop instance, include at least the following information: host conference, year, web site, number of submissions and acceptances, and the number of attendees.
4. Related Workshops (if applicable)
   1. List other related workshops in recent related conferences. For each related workshop, indicate the main differences between the related and proposed workshop.
5. Workshop Administration

Workshop Program Format

* + 1. Describe the intended workshop format (tentative plan of activities, e.g., keynote(s), paper/poster presentations, long vs. short papers, group problem-solving, discussion panel, if any).

Workshop Schedule/Important Dates

* + 1. Describe the workshop key dates, e.g., submission deadline, review period, notification date, final version submission date.

Venue, Equipment, Materials, and Needs

* + 1. List any special needs, e.g., audio/visual requirements, if any

Program Committee

* + 1. First Name, Last Name, Affiliation, Country (for all known PC members)

Participation and Selection Process

* + 1. Describe the attendee participation and selection/review criteria and process

1. Organisers’ Background
   1. Describe each organiser’s relevant background, including relevant past and/or recent experience in organizing workshops and/or conferences.
2. Other Relevant Information
   1. Include other information about the workshop if available, e.g., CFP, submission guidelines, references, etc.