

IEEE Security and Privacy Workshop Proposal Template

Directions

Workshop proposals consist of three components:

1. A **technical proposal** of 1 to 2 pages in length that describes the topics to be addressed at the workshop and the importance of these topics.
2. A draft of the **preliminary call for papers, posters, contributions, etc.**
3. **Information** about your proposed workshop provided **using a copy of this template**. The template is intended to help potential workshop organizers provide information regarding their workshop plans by serving as a reminder of the many aspects of the workshop that need to be considered. You may add additional sections if there are additional logistics you need to communicate.

To submit your workshop proposal, concatenate the items above (technical proposal, preliminary call for papers, and completed template) into a single PDF and submit it according to the instructions on the Call for Workshops page.

Workshop Info

Workshop title: _____

Workshop acronym: _____

Workshop length. Workshops are expected to be no longer than a full day. Will the proposed workshop be less than a full day?

Yes _____ No _____

If the answer is yes, please provide information regarding the proposed length.

Expected number of participants: _____

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Organizers

Workshop Organizers				
Position	Name	Affiliation	Phone	email
Chair				
	Social Media Handles:			
Co-Chair				
	Social Media Handles:			
Program Committee Chair				
	Social Media Handles:			
Program Committee Co-Chair				
	Social Media Handles:			

* Add rows or adjust titles as needed.

Organizer Experience. Provide a few (brief) examples of previous experience the workshop organizers have in organizing successful technical events:

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Track Record

New workshop? Is this a new workshop to be hosted for the first time?

Yes _____ No _____

If this is not a new workshop, how many times has this workshop been hosted in the past? _____

Past Workshop(s)					
Year	Co-located Conference (if applicable)	Website URL (if applicable)	Number of Paper Submissions	Number of Accepted Papers	Number of Participants

* Add rows as needed.

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Program Committee. Who do you anticipate on the program committee? Who has already committed? Who has been invited? Who do you plan to invite?

Program Committee Plans*				
Name	Affiliation	Committed	Invited	Plan to invite

* Add rows as needed.

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Publicity

The SPW committee will help with publicity via a free ad in Security and Privacy Magazine and a banner ad on computer.org, email lists of past attendees (those with opt-in), and notifications to press organizations. However, each workshop must conduct its own focused outreach. The majority of a workshop's attendees come from the publicity of the organizers.

Publicity Schedule. Provide a schedule for sending announcements, both for the Call for Papers, and later for the Call for Participation. Consider dates for the initial publicity and those for intermediate and last-minute reminders:

Publicity Activity	Date

* Add rows as needed.

Publicity Target. Provide a preliminary list of some of the initial groups to whom publicity will be sent

	Publicity Target
1	
2	
3	
4	
5	

* Add rows as needed.

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Basic Logistics

Workshop Publications. If workshops choose to publish proceedings then it is expected that they will use the IEEE Computer Society Press. The SPW organizers will set up a contract with the CS Press that the individual organizers can utilize.

Do you plan to publish workshop papers or output? Yes _____ No _____

- _____ Using the Security & Privacy Workshop organizers, to publish in the IEEE CS Press published proceedings
(If selected, what is the anticipated page count for all the papers you plan to accept? _____)
- _____ Other. Describe _____

Workshop Dates and Deadlines. Manuscripts for publication in the official proceedings will be due on approximately March 1st, so the schedule can work back from that deadline.

Event	Date
Call for Proposals	
Paper Submissions Due	
Acceptance Notice to Authors	
Publication-ready Papers Submitted	Official date TBD. (Approx. March 1st)

Funding. We encourage workshop organizers to seek their own sponsor funding for their needs (e.g., support invited keynote speakers or panelists) but this is not required. **However, workshop organizers must check with the main conference's Donation Chairs before approaching the sponsors.**

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Special Local Arrangements. Workshop rooms generally have projectors and audio equipment for presenters, and wireless internet and power for guests. Beyond these, do you anticipate a need for special local arrangements? For example, will you need easels or special equipment? Please describe these.

Complimentary Registration(s) Needed. We may be able to offer a limited number of complimentary registrations (typically 1-2) for each workshop. This could be used for keynote speakers or panelists for example. We cannot guarantee this, but you need to include your request in the proposal. How many complimentary registrations do you need and how do you plan to use them (If possible, indicate in-person/virtual)?

Other considerations of which you feel we should be aware. For example, see the notes below.

Note (Workshop Space): *Workshop space is contracted with the hotel far in advance of the event (generally, a year or more in advance). We accept only workshops that we can accommodate with the space we have already contracted. We assume a workshop will use one workshop room on the day of the event. Otherwise, all special space constraints must be noted in advance, in this proposal: an extra meeting space the night prior to the event or extra break-out rooms during the event are examples of items that must be mentioned in your proposal (clarifying if these are hard requirements, or not). We will investigate if these can be accommodated at the time of reviewing your proposal. Otherwise, all new requirements related to space that arise later will be denied.*

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Note (Workshop Format): *The workshop day is expected to fit into a model that has a morning coffee break, a lunch, and an afternoon coffee break with working sessions between these. Above, tell us if your workshop will be structured around a different format. We may not be able to accommodate the logistics of all formats.*