

CRAFT Proposal Template

Proposed Title

Let us know what your session will be called. (Max. 25 words)

Roles and Responsibilities

Coordinator(s)

Please indicate the name or names of session coordinators, including their titles, affiliations, and contact information.

Presenter(s)

If known, indicate the name or names of session presenters, including their titles and affiliations. (Note: The timeline below may be helpful.) If program is still to be curated and you don't know all the names of presenters, please say so. Where possible, briefly describe what they will present on or contribute to your session.

Documenter

We strongly suggest that you mention someone who will help to document your contribution for posterity's sake. Please indicate the name, title, and affiliation of the person. See Documentation and Reporting Plans for more information.

Format:

Indicate and describe the kind of format you will use for your session. (E.g., Interactive Workshop, Panel, Debate, Unconference, Art Exhibit or Other Artistic Intervention, Site Visit, Poster and/or Demo Session, Lightning Talk or Rump Session, Other)

Length

Choose the appropriate length for your session. The proposed events can be 1.5h, 3h or 6h in duration. Events that require 6 hours will be split over two days (29/30th of January).

Description

Indicate the problem and/or critique you are engaging and the learning (or otherwise) goals of your session in approximately 800-1000 words (e.g., the form of an extended abstract). What are you trying to achieve with your session? Where do you want participants to be by the end of your event? Please also make sure to indicate how you will know that your participants effectively engaged with the problems/solutions, or critiques, reflections, visions that your session seeks to generate. Please note, the title, coordinators' names, and a shorter description (max: 500 words) will be listed in the ACM FAT* 2020 program.

Primary Theme Your Session Fits Into

Tell us which theme your proposal fits into. (E.g., Theme 1: Modeling and (Non-)Deployment; Theme 2: Values, Assumptions and Context; Theme 3: Generating Higher Order Critiques; Theme 4: Emerging Problems)

On-site/Off-site Location

Let us know whether your session will take place within the ACM FAT* 2020 conference space, or whether you intend to run your session off-site. If you intend to do something offsite, please explain whether you have already confirmed another space and by when you expect to have a confirmation, in addition to a description of how the participants will reach the off-site location.

Target Audience Size

Let us know how many people you anticipate coming to a session or how many participants you would ideally like to have. At the moment for on-site workshops we have two types of meeting rooms: MEDIUM meeting rooms for 50-60 people in a standard setting (seated, looking forward) or 20-25 people in a round-table setting, and a LARGE meeting room that fits 200-300 people.

Documentation and Reporting Plans

We would like to ensure that CRAFT sessions are properly documented. Indicate how you plan to capture and/or catalyze ideas that arise in your session (e.g., mention format and technical infrastructure for documentation during event). We plan to compile reports of each session (max 1000 words), with the potential of producing a special issue. Please indicate your interest in a special issue. Deadline for reports are March 2020.

Publicity Plans

Please provide a short description of your publicity plan. If you plan to use social media to promote or document your session, please indicate a hashtag and other techniques you plan to utilize.

Logistical and Other Needs

Please indicate tables, chairs and other logistical needs that you may have. Include a note on technical equipment needs or other special requirements for your session that are not addressed elsewhere. By default for on-site sessions, audio/video support including projector, a laptop, speakers, podium, podium mic, lapel mic, and handheld mic will be provided. CRAFT sessions will not be recorded by the ACM FAT* 2020 conference organization.

Timeline

CRAFT call for contributions announced: July 15th

CRAFT submission link goes live: August 15th

Coordinators solicit participants for their sessions: July-August

CRAFT proposal pre-registration: September 9th

CRAFT proposal submission: September 12th

CRAFT Co-chairs assign proposal titles to selection committee: September 9th-12th

Selection committee submits reviews: September 24th

Tutorial and CRAFT Co-chairs deliberate: September 25th-30th

CRAFT notification date: October 3rd

CRAFT session proposal description (500 words) due: December 5th

CRAFT program published: December 12th

ACM FAT* 2020 Conference registration opens: mid-December 2019

CRAFT sessions: January 29th and/or January 30th, 2020

CRAFT Coordinators submit final reports: March 2020