**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** aboutyour proposed workshopthat can be provided through this template. The template is intended to help potential workshop organizers provide information regarding their workshop plans by serving a reminder of the many aspects of the workshop that need to be considered.

To submit your workshop proposal, concatenate the items above (technical proposal, preliminary call for papers, and completed information template) into a single PDF and submit them to the EasyChair website at the following URL:

<https://easychair.org/conferences/?conf=ieeespw15>

**Workshop Information**

**Title of workshop**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Workshop acronym**, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.** Workshops should have between 30 and 50 participants.\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **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** |  | | |

Provide a few brief examples of previous experience the workshop organizers may have in organizing successful technical events.

**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** |
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**\*** Add rows as needed.

**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 \_\_\_\_\_\_\_

If you plan to publish papers how will you do it?

Through SPW organizers in CS Press published proceedings \_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_ Describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Workshop Dates and Deadlines**

Manuscripts for publication in the official proceedings will be due on March 5, 2015, 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 | 5 March 2015 |

**Publicity Plans**

The SPW committee will also 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 individual workshop must conduct its own focused outreach. What is your publicity plan?

Provide a schedule for sending various publicity 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** |
|  |  |
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**\*** Add rows as needed.

As part of the publicity planning 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.

**Special Local Arrangements**

Do you anticipate a need for special local arrangements? For example, will you need easels or special equipment? Please describe these.

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**Other considerations you feel we should be aware of.**

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