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**Conference Workshop Submission Form**

Submit a maximum of two pages outlining the following details.

**Title**:

**Convenor Contact Details**: Name:

Phone number:

Email address:

**Presenters’ Names and Affiliations and their topics:** (Indicate whether the presenter is a student).

**Workshop Description**: Provide a clear description of the motivation for and intent of the workshop. Justification in terms of the need, potential demand and value for participants. Include details of presenters that are pertinent to an evaluation of the session for inclusion in the conference.

**Workshop Format**: Detail the format of the workshop, including time allocated to each presenter, whether there will be a discussion panel, who will be the chair, and so forth. For example, identify whether the session entails a set of speakers presenting papers on the designated theme, several “headline” speakers and selected discussants, short presentations from a panel of speakers followed by a general discussion or a Q&A session, or some other configuration. Approaches that differ from a set of standard conference presentations are encouraged. Please mention if there is any specific technical need or training component. It is especially important that you take into account the online format when addressing this last requirement.

**Funding or sponsorship**: Outline any opportunities for sponsorship, or other means to support the cost of the proposal. If you plan to charge a registration fee please nominate an indicative amount.