# <Workshop Title> (please modify accordingly)

# Format

Specify the duration (half day/full day):

Preferred date (check one of the following):

\_\_\_\_\_\_\_ October 23, 2022 \_\_\_\_\_\_\_ October 27, 2022 \_\_\_\_\_\_\_ Either October 23 or October 27

# Main Organizer

Provide the name and complete address/affiliation, phone and email for the main organizer.  
The main organizer will be the primary contact person to whom all correspondence will be sent.

# Co-organizers

Provide the name and complete address/affiliation and email for all co-organizers.

# Sponsorship (if applicable, max. 400 words)

The IROS 2022 organizers strongly encourage workshop organizers to consider involving sponsors to support their workshop proposal and provide support to enhance the workshop experience. For example, a sponsor can support a lunch during the workshop or provide student registration or travel support to help broaden participation.

Describe the nature of sponsorship/support (i.e., what will be provided by the sponsor?). Please include letters of support from sponsor, if possible.

# Objectives (max. 600 words)

Describe the objectives of the workshop in detail.

# Topics of interest

Provide a list of topics (keywords) addressed in the workshop.

* Topic/Keyword
* Topic/Keyword

# Intended audience (max. 400 words)

Describe the targeted audience and explain why your workshop would be of interest.

# Expected attendance

Provide an estimate on the expected attendance to your workshop. This estimate should (also) be based on the attendance of similar past events (if any).

# Invited Speakers

Provide a list of invited speakers (if applicable) in the format of “name, affiliation”, along with a copy of their commitment letter/email confirming participation in case the workshop is approved.

# Relationship to the conference proper (max. 300 words)

Describe why the material presented in this workshop is not expected to be covered by a regular session in IROS 2022.

# Other workshops

If the proponents/invited speakers are involved in other **workshops**, please list those here.

# Structure of the event (max. 300 words)

Please describe how you will structure the event to encourage open-ended discussion and audience participation. Note: if sponsors are involved, perhaps sponsor involvement can be leveraged to uniquely structure the workshop to enhance participant engagement.

# Endorsement

Provide additional material for endorsing your workshop (e.g., a supporting letter by an IEEE RAS Technical Committee, RSJ Committees, etc). Endorsements are required for submissions and proposals submitted without evidence of endorsement (i.e., support letters) will be rejected.

# Program

Provide a (tentative) program for the workshop.

|  |  |  |
| --- | --- | --- |
| **Time** | **Talk** | **Comments** |
| 9:00 - … | Talk 1 |  |
| 11:00 – 11:30 | Coffee break |  |
| 13:30 – 14:30 | Lunch |  |
| 16:30 – 17:00 | Coffee break |  |
| 19:00 | End |  |

# Equipment (max. 300 words)

Describe any additional requests you may have regarding particular equipment (or other items) to be present in the room. For instance: poster stands (how many, what size), easel and writing pad, whiteboard, and so on.

***Note that a projector and a screen will be provided by default. Upon acceptance, the organizers will be required to provide an abstract and a dedicated website for their workshop.***

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*Please submit the filled template as your proposal via PaperPlaza for IROS 2022 by March 15, 2022.*

*Feel free to add any other information at the end that will help us to evaluate your proposal, with a limit of one page on this information.*