**<Proposed Workshop Title>**

Workshop Chair(s):  
Affiliation(s):  
Email(s):

* **Organization team**A brief description of each organizer's background, including relevant past experience in organizing workshops.
* **Scope**2-3 sentences addressing the scope of your workshop. Also, indicate if the workshop is proposed for SMC-IT or SCC.
* **Relevance Statement**Short statement discussing the relevance of the workshop to the SMC-IT/SCC fields.
* **Proposed structure**1-1.5 page outline of the theme, goals, and draft agenda (if known) of the workshop.Note that a Workshop format can include *invited* or *contributed presentations, panels, demonstrations, facilitated interactive discussions with attendees, paper and poster submissions,* or a combination of them.
* **Paper Submissions**  
  If your workshop include paper submissions and you want to publish them in the IEEE proceeding for SMC-IT/SCC, please note that you must oversee a program committee for paper reviews. Also, the papers might undergo the SMC-IT/SCC review process.
* **Preliminary call for papers and/or participation**  
    
  A preliminary version of the call for workshop papers / posters that the workshop organizers intend to use (only if seeking contributed papers / presentations/ posters).
* **Proposed Speakers**A list of (proposed and already committed) speakers.
* **Proposed Program Committee**A list of (proposed and already committed) program committee members.
* **Participation process**Participant solicitation and selection process . Also indicate whether the proposed workshop is open/closed/classified/US-only.
* **Preferred duration***Number of days or half days.*
* **Expected participation**  
    
  The desired minimum and maximum number of workshop participants - please also state and justify the expected number of participants.
* **Logistical needs**  
    
  Requested equipment, room capacity and organization, and any other logistic constraints.