

**Title: BI 2024 Workshop/Special Session Proposal Template**

**Heading**

* Title of the workshop/special-session and acronym
* Proposed duration (half-day or full-day)
* Workshop/special session (co-)chair(s) name, affiliation and e-mail address
* Short CV of (co-)chair(s) including past experience in organizing workshops/special session and/or related events

**Introduction**

* Abstract: one paragraph describing the workshop/special-session purpose (max. 200 words)
* Scope and topics of the workshop/special session

**Motivation and Rationale**

* Why the workshop/special session is related to BI 2024
* Why the topic is timely and important
* Why the workshop/special session may attract a significant number of submissions of good quality
* Why the workshop/special session may attract a large number of attendees, in addition to the authors
* Why the workshop/special session differs from others
* Related workshops and conferences of similar topics

**Workshop /Special Session Details**

* Tentative committee lists (organizers, program committee, etc.)
* Expected number of participants and the expected number of submissions
* A short list of potential authors that are expected to submit papers to the workshop/special session
* A draft call for papers (max 1 page)
* A description of the publicity and promotion plan
* Workshop/special session format planned (keynote, expected number of presented papers, invited talks, panels, demonstrations, etc.)

**Tentative Internal and External Schedule (Except adjustments by the Chairs to align all workshop/special session schedules)**

* Submission deadline
* Review deadline
* Acceptance deadline
* Camera ready
* Program ready