**CIKM 2021 Workshop Proposal Template**

**Workshop Title**

**Workshop Website (if available)**

Please fill out this template (1000-2000 words) and submit a PDF file of the proposal via email to the CIKM Workshop chairs, Gao Cong and Maya Ramanath, at cikm2021-workshop@easychair.org. For further inquiries, please contact the CIKM 2021 Workshop Chairs.

1. **Workshop Organizers**

 First Name, Last Name, Affiliation, Country, Email

1. **Workshop Contact Person**
	1. First Name, Last Name
	2. Postal Address
	3. Phone and Fax Number
	4. Email and Website
2. **Workshop Abstract**
	1. A brief abstract of the proposed workshop (no more than 200 words)
3. **Workshop Theme and Topics**
	1. Theme and topics of interest of the proposed workshop
4. **Workshop Objectives, Goals, and Expected Outcome**
	1. Objectives, goals, and outcomes of the proposed workshop (no more than 400 words)
5. **Workshop Length**

Proposed length of the workshop: half-day or full day.

1. **Target Audience**
	1. Describe the target audience and estimate the number of attendees
2. **Workshop Relevance**
	1. Explain why the proposed workshop is relevant to CIKM 2021 in terms of the timing, venue, delegates, conference theme, etc.
3. **Past Workshops (if applicable)**
	1. List past workshops, if any, which are related to the proposed workshop that the organiser(s) have organised in recent years. For each workshop instance, include at least the following information: host conference, year, web site, number of submissions and acceptances, and the number of attendees.
4. **Related Workshops (if applicable)**
	1. List other related workshops in recent related conferences. For each related workshop, indicate the main differences between the related and proposed workshop.

**Workshop Program Format**

* + 1. The workshop will be held completely online. Any ideas you may have to run the proposed online workshop and how to attract a bigger audience to the workshop are welcome. Describe the intended workshop format (tentative plan of activities, e.g., keynote(s), paper/poster presentations, long vs. short papers, group problem-solving, discussion panel, if any).

**Workshop Schedule/Important Dates**

* + 1. Describe the workshop key dates, e.g., submission deadline, review period, notification date, final version submission date.

**Program Committee**

* + 1. First Name, Last Name, Affiliation, Country (for all known PC members)

**Participation and Selection Process**

* + 1. Describe the attendee participation and selection/review criteria and process
1. **Organisers’ Background**
	1. Describe each organiser’s relevant background, including relevant past and/or recent experience in organizing workshops and/or conferences.
2. **Other Relevant Information**
	1. Include other information about the workshop if available, e.g., CFP, submission guidelines, references, etc.