

# The 10th IEEE World Forum on the Internet of Things (IoT)

10–13 November 2024 // Ottawa, Canada

*An In Person Event*

*Unleashing the Power of IoT with AI*



## Instructions and Considerations for Workshop Proposals

### 1. Considerations

- 1.1 IEEE WF-IoT2021 would like to invite researchers, scientists, and industrial engineers involved with the Internet of Things (IoT) to organize **full-day or half-day workshops** that will concentrate on emerging and important topics in IoT. A key aspect of workshop is that they should be coherent, relevant to IoT, timely and informative, while not overlapping with the content of the traditional technical paper program.
- 1.2 **The deadline for Workshop Proposal is March 31<sup>st</sup>, 2024.**
- 1.3 The organizers, as part of the Workshop, can provide an overview of the topic area and invite other contributors to explore different facets of the chosen topic. All submitted papers will be peer-reviewed. A workshop should focus on a specific theme of current interest that can attract high-quality submissions.
- 1.4 As part of the activity involved, the workshop organizers are expected to issue a Call for Papers for their Workshops, and to actively pursue paper submissions.
- 1.5 A tentative list of TPC members should be submitted.
- 1.6 The organizers are encouraged to invite speakers to deliver one or two Keynote Talks.
- 1.7 Workshop organization by Industry is highly encouraged, and so is submission of papers from industry to workshops.
- 1.8 The organizers of the Workshops are responsible for soliciting and selecting high-quality papers.
- 1.9 **The deadline for paper submissions is July 1<sup>st</sup>, 2024.**
- 1.10 **Workshops will be scheduled during the conference in the week of November 10<sup>th</sup> – November 13<sup>th</sup>, 2024.**
- 1.11 If you would like to organize a Workshop, please follow the directions for submitting proposals outlined below.

## 2. Instructions for proposal submission

- 2.1** Please be prepared with all the material that you will need to make the proposal for a Workshop. That includes information about you as the Workshop Organizer (Chair) as well as information about your Co-Organizers and content for the Workshop. **Deadline March 31<sup>st</sup>, 2024.**
- 2.2** To submit the Workshop proposal, **please send it via email to both Workshop Co-Chairs (see email contacts at the end of this email)** by March 31<sup>st</sup>, 2024. For the Workshop paper submission system, we will use EDAS and it will be linked from the authors/proposer's tab from the main conference website page at <https://wfiot2024.iot.ieee.org/>.
- 2.3** The information about you and your Co- Organizers consists of:
- 1) Name and Salutation.
  - 2) Institutional Affiliation.
  - 3) Location.
  - 4) Contact Information.
  - 5) Your IEEE Membership Number if you are a member and your ORCID Number if you have one.
  - 6) A recent high resolution headshot photograph in JPEG format.
  - 7) a short biography (up to 250 words).
- 2.4** Workshop information:
- 1) Title for Workshop for which you are making the proposal
  - 2) Abstract (250 words)
  - 3) Key Words that are descriptive of the topic covered by the workshop
  - 4) Significance and timeliness
  - 5) Workshop content, indicating the topics that the workshop will focus on
  - 6) Planned format for the workshop, full-day or half-day with expected paper submission volume
  - 7) A tentative list of TPC members
  - 8) A draft of Call for Papers
  - 9) Advertisement plan for the Call for Papers
  - 10) History of the workshop (if applicable)
- 2.5** You will be issued a unique **Proposal ID** number upon completion of your submission. Please retain a record of the number as it will be used for notification of acceptance or rejection and subsequent steps.

### ***Notification after Acceptance***

- 2.6** Once the proposal has been evaluated you will be notified whether the proposal has been accepted or rejected. Accepted proposals will be notified and assigned a Workshop identifier and issued an invitation to Chair the Workshop and further instructions. If you need any further clarification or information, please the Workshop Co-Chairs:

### **Workshop Co-Chairs**

Vojislav B. Mišić, Toronto Metropolitan University, Toronto, Canada, [ymisic@torontomu.ca](mailto:ymisic@torontomu.ca)

Sushmita Ruj, University of New South Wales, Sydney, Australia, [sushmita.ruj@unsw.edu.au](mailto:sushmita.ruj@unsw.edu.au)