Mensch und Computer 2025, Chemnitz

# Workshop Proposal – Information Sheet

This document complements submissions for workshop proposals for Mensch und Computer 2025. It is meant to provide a detailed impression of your workshop and the requirements to run your workshop.

**This document will not be published and is mainly meant for internal planning purposes.**

Hint: Workshops are expected to use their own track in our ConfTool system to manage submissions to their workshops to facilitate publication management. Only in case the workshop does not aim for submissions and does not want to publish any proceedings, you may give a hint that a separate track is not required.

# Organizing team and contact person

|  |  |  |
| --- | --- | --- |
| Last name | First name | Institution |
| Mustermann | Max | Muster Universität |
| Musterfrau | Erika | Muster Universität |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

We kindly ask you to name one contact person which we can reach out to before or during the conference to clarify organizational aspects.

|  |  |  |
| --- | --- | --- |
| Last name | First name | Institution |
| Mustermann | Max | Muster Universität |

|  |  |  |
| --- | --- | --- |
| Street | City | ZIP code / Country |
| Musterstraße 1 | Musterstadt | 01234 / DE |

|  |  |  |
| --- | --- | --- |
| Phone number | E-Mail |  |
| +41 1234 56789 | abc@example.com |  |

# Workshop title

*Workshop on …*

# Abstract (to be published on the website)

*(can be copied from the proposal)*

# Workshop Information

|  |  |
| --- | --- |
|  |  |
| Planned URL (for your workshop website) | https://... |
| Preferred workshop day*Usually, most workshops take place on Sunday before the official start of the conference program. However, there is also the option to run a workshop track in parallel to the main program on Monday or Tuesday.* | Sunday |
| Duration*Common durations are half or full day* | Full / Half day |
| Workshop Type*Open (anyone can register for this workshop) or closed workshop (only authors of accepted contributions can register)* | Open / closed |
| Expected number of participants | xx |
| Intended Workshop deadlines*This data will be provided on the website. As an orientation, you can have a look at the dates for short papers. However, you might also consider late submissions (rejected short papers). Please note that the 2024-07-30 is the ultimate deadline for final submissions (to be included in the proceedings).*  | Submissions: Notification: Final submission: 16.07.2023 |
| Fachgruppensitzung*Do you plan an official and open meeting of a special interest group (Fachgruppe,* [*https://fb-mci.gi.de/fachbereich/fachgruppen*](https://fb-mci.gi.de/fachbereich/fachgruppen)*). If yes, please provide a title and time.* *If desired, this can be integrated as an official event into the conference program.* | yes, at xx:yy.Title: „…“ |

# Room requirements

*Number & arrangement of tables and chairs, projection/screen opportunities, poster boards, flipboards/white boards, …*

# Required materials

*Do you need any special materials? E.g., craft materials, paper, pens, …*

# Additional remarks

*Any additional comments*