**Workshop Proposal Template**

**Deadline September 30, 2017**

This document contains a template for all the information relevant to each *Workshop* to be organized within BHI 2018. A workshop may be delivered by a group of leading researchers and pioneers in their respective areas in a half-day or full-day format with a nominal fee charged to registrants.

The following template should be filled and **submitted in PDF**, by the deadline, via the EMBS Papercept website (**embs.papercept.net**). If the proposal is accepted, the information provided by the organizers in the text below will be used to advertise the Workshop in the conference web page.

**IMPORTANT: please read carefully the guidelines at the end of the template.**

* **Organizers’ Names**

|  |  |
| --- | --- |
| **Organizer 1 (main contact person)** | **Organizer 2** |
|  |  |

* **Organizers’ Affiliations (include postal address and phone number)**

|  |  |
| --- | --- |
| **Organizer 1 (main contact person)** | **Organizer 2** |
|  |  |

* **Organizers’ Email Addresses**

|  |  |
| --- | --- |
| **Organizer 1 (main contact person)** | **Organizer 2** |
|  |  |

* **Organizers’ CVs (max. 200 words)**

|  |  |
| --- | --- |
| **Organizer 1 (main contact person)** | **Organizer 2** |
|  |  |

* **Workshop Title / Type (Regular workshop or Tutorial)**

|  |
| --- |
|  |

* **Motivation and Context (up to 10 lines)**

Please explain why you think that the proposed topic is appropriate for a Workshop at BHI 2017

|  |
| --- |
|  |

* **Structure (up to 10 lines)**

Please describe the format for the Workshop, identifying the inclusion of keynote speakers, panel, invited papers, technical sessions etc.

|  |
| --- |
|  |

* **Speakers (up to 10 lines)**

Please provide information on the key people speaking at the Workshop.

|  |
| --- |
|  |

* **Workshop Topic**

Please define the workshop topic indicating the relevant Conference Theme and Track; refer to the corresponding list shown on the Conference website.

|  |
| --- |
|  |

* **Workshop Technical Program Committee**

Please identify the key people for the Workshop Scientific Committee – name, affiliation, country.

|  |
| --- |
|  |

* **Preferred Schedule**

Pre-conference □

Post-Conference □

|  |
| --- |
| Comments: |

* **Duration (half-day or full-day)**

Please specify number of time-slots; each time-slot is 90 min, and 1 day has 4 time-slots.)

|  |
| --- |
|  |

* **Workshop Promotion**

Please provide any specific plans that may be considered for announcing the Workshop.

|  |
| --- |
|  |

* **Expected Number of Attendees**

|  |
| --- |
|  |

**Guidelines for Workshops**

**Rules for Organizers**

We welcome the submission of proposals for Workshops at BHI 2018.  A Workshop may be delivered by a group of leading researchers and pioneers in their respective areas with a nominal fee charged to registrants. The duration of a Workshop is expected to be a half day (two time-slots of 90 min each). A scientific committee will be established by the Workshop organizers to ensure the quality of presentations and materials offered to Workshop registrants. Please note that Workshops will be normally scheduled on 4 March. BHI 2018 will feature two categories of workshops:

**Regular workshops** will cover current and future trends of biomedical and health informatics at the intersection of computing and information sciences, health analytics, smart sensors, biomedical engineering and behavioral and integrative informatics. Workshop submissions will be included in the digital program of BHI 2018 but will not appear in IEEE Xplore Proceedings. Regular Workshops can be organized by a project consortium, bearing in mind that the content should sufficiently fit within the technical areas of BHI.

**Tutorial workshops** will provide reviews of a specific area related to biomedical health informatics incorporating technology development in health care with a focus on precision and preventive care, but may also involve registrants through a hands-on experience or demonstrations. Tutorials can be organized by a company, a group of companies or a group of leading researchers featuring presentations/papers/panels that will not undergo review by the BHI 2018 TPC.

Workshop proposals should be submitted **in PDF** using the template, via [EMBS Papercept](http://embs.papercept.net/conferences/scripts/start.pl) no later than the **deadline (September 30, 2017)**. Their reception will be acknowledged. The acceptance is expected to be communicated on October 20, 2017.

**Selection Criteria for Proposals**

The selection process of Workshop proposals will be based on a set of criteria:

* Qualifications of the solicited speakers.
* Topic of the Workshop, taking into account the scientific content, the timeliness of the topic, the level of expected audience.
* Existence of competing proposals.

**Workshop Promotion and Material for the Registrants**

The workshop information (call for papers, program/speakers etc) will be provided on a dedicated page of the web site and will be updated accordingly. Workshop registrants will be able to download any material provided by the Workshop organizer(s) from the workshop website. Workshop organizer(s) may provide additional materials such as handouts to the participants during the Workshop.

**Paper Submission and Review**

Please submit your special session proposal by September 30 through the [Papercept management system](http://embs.papercept.net/conferences/scripts/start.pl) selecting the option “Submit a contribution to BHI 2018” and then in the Type of Submission select “Workshop/Tutorial proposal”. The system will then guide you to submit your proposal.

Presentations and materials offered to workshop registrants will be reviewed by the workshop scientific committee. The organizers are fully responsible for ensuring the quality of the workshop content.