

Canadian AI Research Conference 2025

Workshop Proposal Template

1. Workshop Title:

Enter the title of the workshop

2. Organizer(s) Information:

- Name:

Enter your full name

- Institution:

Enter your institution

- Email:

Enter your email address

- Short Bio:

Provide a brief bio of each organizer (100-150 words)

3. Motivation and Background:

Explain the motivation behind the workshop and provide background information relevant to the topic (200-300 words)

4. Workshop Description:

Provide a detailed description of the workshop, including objectives, key topics, and relevance to the conference (300-500 words)

5. Workshop Duration:

Specify the length of the workshop (e.g., half-day, full-day) and the proposed date and time

6. Proposed Agenda:

Outline the agenda for the workshop, including sessions, breaks, and activities. Include time allocations for each segment.

7. Target Audience:

Describe the target audience for the workshop, including any prerequisites or expected background knowledge

8. Expected Outcomes:

Detail the expected outcomes or learning objectives for participants (150-250 words)

9. Speakers and Organizers:

List the speakers and organizers, including their affiliations, brief bios, and their roles in the workshop

10. Resources Needed:

Specify any resources or materials needed for the workshop (e.g., A/V equipment, software, handouts)

12. Additional Information:

Include any other relevant information or special requirements for the workshop

13. References:

List any references or sources cited in the proposal (if applicable)