

## **Instructions for submitting a thematic workshop proposal**

*All interested parties are invited to submit a workshop proposal on topics related to **Robotics and Intelligent Machines**. Workshops may also present results from national and international project groups. All workshops will take place in person and will have a duration of 90 minutes.*

**New for this year**, an additional **1-hour session** (15 minutes pitch + 45 minutes poster session) will follow each workshop. This session will host **extended abstracts** associated with the workshop. These may include:

- Regular extended abstracts submitted to I-RIM and associated to the workshop by the program committee based on topic affinity.
- Extended abstracts directly solicited through a **dedicated call** by the **workshop organizers themselves**, who are encouraged to launch such a call. All abstracts, whether submitted directly or assigned by the committee, will be presented together during the dedicated 1-hour session.

### **Instructions**

1. Prepare a workshop proposal of up to 2 pages in A4 format in English language (PDF), according to the template provided below.
2. Go to the EasyChair website associated with the conference (link available in the I-RIM website). If you do not already have an account on EasyChair, click on "create an account" to register, enter the requested data and then resume the procedure.
3. Enter the data of all the organizers (named Authors). It is necessary to enter their email address and affiliation. Indicate the organizers responsible for the correspondence (corresponding author) - even more than one.
4. Enter the title of the workshop, a short summary (Abstract) of maximum 500 characters and at least three Keywords, one per line.
5. Upload the Workshop Proposal and any supplementary material (Extra Materials to Workshop Proposal) and send the proposal (Submit).
6. Answer "yes" to the question "Are you submitting a workshop proposal?"
7. All the organizers will receive a confirmation email.
8. It is possible to modify already sent data and files by reconnecting to the website until the deadline indicated for sending contributions.

### **Additional Organizational Guidelines:**

- Organizers **must create a dedicated web page** for their workshop, which will be **linked in the official I-RIM program**.
- Workshop organizers and participants must be **registered for I-RIM 3D**, even if only for the workshop day using a *one-day pass*.
- **Each workshop will be provided with two free one-day registrations**, which can be used to invite speakers. If more than two speakers are invited, **additional speakers must register** (at minimum with a one-day pass).
- The participation of the speakers will normally be in person.
- Should the workshop organizers decide to open a call for extended abstracts, the collected contributions **will be published** in the I-RIM conference proceedings.
- The submitted proposals will be evaluated by the Editorial Committee and, in particular, by the Workshop Chairs. They may suggest modifications or integrations to valorize the received contributions. The notification of acceptance will be sent to the corresponding organizers by the indicated date. Information about the workshops will be included on the I-RIM 3D 2025 web page.
- A **Best Workshop Award** will be assigned during I-RIM 2025 to the workshop that stands out in terms of: relevance and impact of the topic and of the presentations; inclusion of a **call for extended abstracts**; presence of a **clear plan** to organize a **special issue or session** in a relevant venue in the months following the event

## **Template for thematic workshop proposals**

*(max 2 pages in A4 format in English language (PDF))*

1. Workshop Title
2. Organizers *(Provide names, affiliations, emails. Indicate corresponding organizer(s)).*
3. Workshop Format *(E.g., invitation-only or open for submissions.)*
4. Workshop Objectives and Main Topics *(Clearly state the motivation, goals, and topics to be covered)*
5. Keywords
6. Preferred Date *(please indicate your preferred date for the workshop - either 17 October or 18 October. The organizers will try to accommodate your preference.)*
7. List of Speakers *(Include names, affiliations, and indicate if each speaker is confirmed or to be confirmed.)*
8. Expected Number of Attendees
9. Target Audience *( E.g., sector experts, general public.)*
10. Workshop Outcomes *(E.g., publications, videos, special issues, future events.)*
11. Plan for Special Issue or Session *(Describe your plan to organize a special issue or session after the conference. Priority will be given to workshop proposals that include a clear plan to organize a special issue in the months after the conference in a venue relevant to the I-RIM community and focused on the workshop topic.)*
12. Call for Extended Abstracts (Optional but Encouraged) *(State whether you plan to issue a call and how it will be managed.)*
13. Workshop Webpage *(Provide the link or planned location. This will be linked in the I-RIM program.)*
14. Notes on Registration *(Indicate how you plan to use the 2 free one-day registrations and manage additional speaker registrations.)*