**MT Summit XIX Workshop Proposal**

Workshops at MT Summit XIX are intended to provide the opportunity for communities of interest to spend focused time together advancing the state of thinking or the state of practice in their area of interest or endeavor. Workshops may take several forms, including a specialized mini-conference, a set of exercises, or a roundtable meeting of experts and stakeholders.

We welcome any proposal related to MT research, development, deployment, use, and evaluation.

**Workshop Policy and Information**

*Compensation*: Up to two workshop organizers will receive a complimentary pass to the conference, including attendance of any workshops or tutorials that don’t conflict with his or her own.

*Registration*: Registration at workshops is administered by AAMT and IAMT.

*Attendance****:*** Due to the hybrid nature of MT Summit XIX there will be no minimum attendance requirement for workshops.

Training: If necessary, a training session on using the collaboration and conference platform will be provided to workshop organizers.

*Proceedings*: Workshop management software (e.g., softconf) may be available to workshop organizers to assist with the submission and reviewing process. Workshop organizers are encouraged to publish proceedings if applicable. MT Summit will arrange inclusion of the workshop’s proceedings in the conference proceedings if they are provided to MT Summit by the deadline below.

*Timing and Location*: Workshops will be held in person at the conference venue on Monday, 4 September 2023, or Tuesday, 5 September 2023. Due to the hybrid nature of the conference, which includes virtual attendance, there is some flexibility in when the workshop will be held. The organizing committee will work with the workshop chair to schedule a time slot that will maximize attendance and be as convenient as possible for the presenters.

**Workshop Leader Agreement**

1. If my workshop is accepted for MT Summit XIX, I agree to work with the Workshops Chair and Conference Committee in accordance with the above policy.
2. I commit to oversee the organization of the workshop and be physically present during the entire duration of the workshop.
3. I hereby grant AAMT and IAMT the right to record the workshop, including my voice and image, and to make that recording available to conference attendees and members of AAMT and IAMT.
4. The workshop \_\_\_will/ \_\_\_will not have proceedings to distribute to participants. If the workshop will have proceedings:
5. I commit to compiling them into a single digital file and sending them to the Workshops Chair no later than 11 August 2023.
6. I agree to allow MT Summit XIX to make the workshop proceedings available in electronic form during and after the conference.

Workshop Leader Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workshop Leader Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreement Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Workshop Description**

Workshop Name:

Expected Number of Participants:

\_\_\_\_ Monday, 4 September 2023

\_\_\_\_ Tuesday, 5 September 2023

Brief Bio of Organizers(s) (no more than 100 words per organizer):

Technical Requirements (other than the collaboration and conference platform, which will be provided):

Proposed Schedule (call for papers, recruitment of speakers, etc.):

Content (include below or attach a description of at most one page):