



# CALL FOR WORKSHOP PROPOSALS

Web site: <https://etfa2025.ieee-ies.org/>

**Submission deadline: February 28<sup>th</sup>, 2025**

The IEEE ETFA 2025 Program Committee is soliciting Workshop proposals focused on innovative research and breakthroughs in the technological sciences within the technical scope of the IEEE ETFA 2025 Conference.

Two formats of workshop proposals are solicited:

- Workshops based on solicited research papers.
- Workshops based on invited presentations.

Kindly forward your proposals to the Workshop Chairs: Lucia Lo Bello (lobello@unict.it) and Frank Golatowski (frank.golatowski@uni-rostock.de)

The Workshops are scheduled for September 9<sup>th</sup>, 2025.

# 1. General structure of a Workshop proposal

A proposal should be structured as follows:

- Title.
- Format of the Workshop.
- Names, affiliation and contact addresses of all organizers.
- For each organizer, a brief bio sketch (around 500 words) accompanied by a list of their journal publications relevant to the workshop's subject matter(s).
- Reasons that make the organizers' proposal relevant and interesting to the attendees of the ETFA 2025 Conference.
- Summary of the topic(s) covered in the workshop – no less than 500 words.
- Duration of the Workshop.

Besides the aforementioned information, depending on the chosen format a proposal should also specify:

- For WORKSHOP BASED ON SOLICITED RESEARCH PAPERS:  
The list of workshop Technical Program Committee members should be included in the proposal.
- For WORKSHOPS BASED ON INVITED PRESENTATIONS  
Outline of the Workshop, including a list of presentation titles in their expected order, speaker names and affiliations.

## 2. General rules for a Workshop

- DURATION OF A WORKSHOP  
Proposals are accepted both for half day and full day Workshops, typically 2 and 4 sessions, respectively.
- COPYRIGHT CLEARANCE  
Presenters and organizers are responsible for obtaining copyright clearance from the appropriate bodies if their presentation materials are subject to copyright laws.
- EXPENSES  
All organizers and speakers are expected to cover their travel expenses.

## **Specific conditions for WORKSHOPS BASED ON SOLICITED RESEARCH PAPERS**

The organizers are responsible for the composition of the Technical Program Committee for the workshop. The committee will be in charge of the paper review process. The organizers will serve as the chair of the Technical Program Committee. A minimum of three review reports are necessary for an acceptance or rejection decision. Care should be taken to enforce reviews free from conflicts of interest.

### ***Submissions***

Presenters should submit their research papers through the provided submission system. These papers must report significant and innovative research and development results.

The final manuscripts must comply with the formatting requirements for ETFA 2025, with a page limit of 8 pages, and presentation slots should not extend beyond 30 minutes.

Organizers are encouraged to submit their proposals in a timely manner to allow for a sufficient time for soliciting submissions.

Papers accepted for the workshop will be made available through IEEE Xplore.

### ***Registration***

All attendees (including organizers) and presenting authors must pay the due fee to register for the workshop. The workshop organizers will be offered one complimentary Workshop registration for every 5 paid registrations, up to a maximum of 3 complimentary registrations.

Only one presentation is allowed per registration fee. Please note that registering for the Workshop does not entitle the attendee to attend the Conference.

## **Specific conditions for WORKSHOPS BASED ON INVITED PRESENTATIONS**

For each speaker, it is necessary to include information about their affiliation and brief biographical sketches (approximately 500 words). For speakers from academia, a list of relevant journal publications in the subject area of the workshop is also required. Conversely, this requirement does not apply to speakers from industry.

Organizers must ensure that all presentation slides are available by the conference final versions submission deadline (currently July 4<sup>th</sup>, 2025).

The collected slides will be distributed to attendees of the workshop.

### ***Registration***

All attendees (including organizers) and speakers must pay the due fee to register for the workshop. The workshop organizers will be offered one complimentary Workshop registration for every 5 paid registrations, up to a maximum of 3 complimentary registrations.

Please note that registering for the Workshop does not entitle the attendee to attend the Conference.

### **Final Disclaimer**

The ETFA 2025 Conference Organizers reserve the right to cancel a workshop and remove it from the final schedule, or to adjust it in case it does not reflect the proposal or does not comply with the aforementioned rules.