**Template – Workshop Proposal**

|  |  |
| --- | --- |
| **Title\*** | *Insert the title of the workshop.* |
| **Summary\* (up to 150 words)** | *Add a summary of the workshop. This information will be published on the ICTR 2025 website.* |
| **Description\* (up to 400 words)** | *Describe the contents of the workshop and which (research) question(s) will be addressed. Describe what will be achieved within this workshop and the expected benefits of this workshop. Describe the targeted audience (research, industry, public authorities etc.). Explain why the workshop is of relevance to ICTR 2025.* |
| **Workshop format and length\*** | *Describe the format of the workshop and the required time slot (single time slot of 2 hours or double time slot of up to 4 hours).* |
| **Organiser\*** | *Insert the name, the affiliation and the contact details (email & phone) of the organiser of this session.* |
| **Moderator\*** | *Insert the name, the affiliation and the contact details (email & phone) of the moderator of this session.* |
| **Speakers/Panellists and their contribution\*** | *Insert the name, the affiliation and the contact details (email & phone) of the speakers/panellists of this session.*  *Describe briefly the expected main contribution of each speaker/panellist.* |
| **Associated project(s)** | *Indicate the project(s) that are associated to the workshop, if any.* |
| **Expected attendance\*** | *Provide the expected number of workshop participants based on similar workshops in this area.* |
| **Documentation and follow-up\*** | *Briefly explain how the results of the workshop will be documented, and which follow up activities will be taken.* |
| **Equipment** | *Describe any requirements for specific equipment required for the workshop, if any.* |

*\*Mandatory fields*