



WORKSHOP / SPECIAL SESSION PROPOSAL

How to use this template

Everything you need to know is on this page. The following pages carry seven headings — write your proposal by replacing the light grey notes directly under them.

Length: 4 pages maximum for your proposal (without this page), in this template's page size, margins, and font size. Longer proposals may be returned for shortening. No supplementary material is accepted — the proposal document is the only file we read.

Submission: export to PDF, name the file AIxVR2027_<ACRONYM>_proposal.pdf, and upload it via this [Google Forms](#) by **September 14, 2026, 23:59 AoE**.

For any questions, contact aixvr-2027-workshops@googlegroups.com.

What to write under each heading

1. Title, acronym, and topic — *What the event is about, how it relates to AI and XR/VR, and which topics from the AIxVR 2027 Call for Papers it connects to. Topics beyond that list are welcome — explain the fit.*

2. Organizers and chairs, primary contact — *Complete the table, then roughly 80–100 words per organizer: position, background in the area, and experience organizing similar events. Full CVs are not required and will not be read.*

3. Type of the event — *State what type of event you propose (workshop or special session) and explain why this suits your topic. If you requested a hybrid setup, say which expected authors are likely to be prevented from traveling to Canada.*

4. Expected duration & size, potential participants — *Justify the duration and numbers you entered in the form: why that slot fits your program, which communities and mailing lists you will reach, and who your potential or committed authors are — named commitments count for far more than general interest. Give figures for previous editions, or state that this is a first edition.*

5. Content & structure — *The program with approximate timings, showing which slots are papers, invited talks, panels, demos, posters, or hands-on activities. A call for papers with reviewed presentations is required for both types - workshops and special sessions; a special session should aim for at least four presentations. If you plan to invite speakers, name them and say whether they are confirmed: the conference gives them no free registration, but inviting a guest speaker solely to your event, at your own cost, is possible. Also: why the topic is timely, what participants take away, any follow-up.*

6. Review process and timeline — *The review model, reviews per paper (at least two experts, invited papers included), who decides, and how conflicts of interest with organizers' own papers are handled. List intended or confirmed program committee members, and the paper format and page range. Show that your review plan fits the fixed schedule in the call. Workshops will be granted access to the conference's EasyChair account and are expected to use it for their submissions.*

7. Publicity plan and special requirements — *How and where you will distribute your call for papers, and who maintains the event website. A projector, screen, and sound are provided — list anything else, including XR hardware you bring yourself or a non-theatre room layout. Special equipment cannot be guaranteed.*

1. Title, acronym, and topic

Title, acronym, and a description of the topic and its fit with AI and XR/VR — write here

2. Organizers and chairs, primary contact

#	Name	Affiliation & country	E-mail	Role
1				<i>Primary contact</i>
2				
3				
4				

Short biography of each organizer, approx. 80–100 words each — write here

3. Type of the event

Why the format (workshop or special session) you chose suits your topic, and — if you requested hybrid — why — write here

4. Expected duration & size, potential participants

Why the requested slot fits, communities you will reach, potential and committed authors, previous editions — write here

5. Content & structure

Program outline with approximate timings, any invited speakers and whether they are confirmed, why the topic is timely, expected outcome — write here

6. Review process and timeline

Review model, program committee, paper format, and how the plan fits the schedule — write here

7. Publicity plan and special requirements

Publicity plan, and any room or equipment needs beyond projector, screen, and sound — write here
