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Workshops at ISIT 2024: Guidelines for proposals

The objective of adding workshops to the ISIT'24 program in Athens is to provide dynamic and interactive forums in which attendees can intensively explore emerging research topics. The priority will be topics that cut across disciplines and that attract participants to ISIT from adjacent intellectual communities. We anticipate being able to host four full-day workshops at ISIT 2024.

Important dates for workshop submissions (all anywhere-on-earth)

- Workshop application deadlines: 01 October 2023
- Workshop acceptance notification: 01 November 2023
- Suggested submission date for workshop contributions: synchronized with ISIT paper submission deadline (TBA)
- Mandatory accept / reject notification date for workshop contributions: same as ISIT papers (TBA)

Workshop format

- At ISIT 2024 in Athens, it is anticipated that workshop will be held on the Sunday prior to the start of the technical program, in parallel with the tutorials. Workshops may include a mix of regular papers, invited presentations, keynotes, panels, poster sessions, open problem session, and sessions that encourage the participation of attendees in active discussions.
- As a main goal of the workshops is to foster interaction, workshops will be fully in-person events.
- We anticipate holding four full-day workshops. We will also consider the possibility of replacing one day-long with two half-day workshops. Note that for full-day workshops, lunch activities should be integrated into the schedule.
- The Society has approved funds to help support this new initiative. Funds can be used to support the attendance of participants from adjacent communities who do not normally attend the ISIT. Funds will not be allocated to subsidize travel for regular attendees of the ISIT. These funds can also be used to enrich the workshop in ways other than through travel funds. The allocation of such funds is subject to the approval of the ISIT workshop chairs.

Workshop goals

- To explore emerging topics of interest to the community in an intensive, small-scale, interactive format.
- To bring researchers from peer communities to the ISIT to engage with members of the ISIT community, build community, foster collaboration, and build connections.
- To germinate new areas of research, establishing or strengthening new themes of research in information theory, new proposals for JSAIT issues, and new tutorials for the BITS magazine

Selection criteria

- The strength of the proposed technical area of the workshop — intellectual interest, relevance to ISIT participants, novelty in area or approach, ability of ISIT participants to gain (or strengthen) foundational knowledge in the topic area.
- The degree to which the proposal complements, rather than competes, with the main ISIT meeting.
- Creativity of the workshop structure, encouraging interaction and fostering connections.
- The extent to which organizers and invited speakers, who do not regularly attend the ISIT, are included as a core part of the program.
- The list of the proposed invited speakers: Applications should note when speakers have confirmed that they will attend in person if the workshop is chosen.
- The organizational experience of the team: A diversity of seniorities and other measures of diversity are encouraged; workshops are limited to three workshop leads.
- Diversity and inclusion in all forms.

Workshop proposal format

Proposals to hold workshops at the ISIT should follow the format (headings) provided below (please also see the “Call for Workshop Proposals” document), be no more than three pages, plus two pages of supplemental information about organizers, and (unlimited) references.

The three pages of the main proposal must include (see template for full details)

- **Full title:** The workshop may include an acronym, which could facilitate recognition if the workshop is envisaged to have multiple editions over future years.
- **Duration and type:** Half or full day event.
- **Short abstract (up to 200 words):** Explain the main ideas, highlighting the differences with respect to topics covered by the Symposium and the potential benefits to the Society and to workshop / ISIT attendees.
- **Keywords** listing the main topics covered.
- **Expected number of attendees.**
- **Publication information:** Would you like workshop papers authors to have the option to publish papers at the IEEE Xplore Digital Library: Yes/No. (Note that the possibility of this option is still being discussed with the IEEE, and we anticipate that such papers would not be labeled as “ISIT” papers on Xplore, since decisions on them would be handled by the workshop organizing committee and not the ISIT TPC. While both posters and papers/talks are possible, the possible publication of contributions in IEEE Xplore would be limited to papers presented in as talks.)
- **Extended abstract** (up to 1000 words, including a references as necessary): Discuss motivation, relation with topics covered by the Symposium, interactions with sibling communities, impact in terms of new attendees, and benefits for typical ISIT attendees.
- **Tentative schedule:** Describe the targeted mix of regular papers, invited presentations, keynotes, and panels (any subset of these would be acceptable), mentioning specific contributors if possible. An example schedule, emphasizing interaction, is provide in the “Call for Workshop Proposals” document.
- **Diversity:** An account of efforts made to ensure the diversity of organizers and speakers, including, among other possibilities, demographic, gender, geographic, seniority, academic/industrial/governmental.
- **Funds:** Anticipating roughly \$12.5k in funding per full-day workshop, whose participation do you propose to support? Please note that funds must be used only for attendees that do not normally attend the ISIT. Besides travel support, how else would you suggest using

the funds? Note that workshop registration fees will be charged; such fees will contribute to / cover the cost of coffee breaks, publication in IEEE Xplore, etc.

- **JSAIT / BITS:** Comment on the possibility / plans for a proposal for a special issue of JSAIT based on the workshop, or on the potential of tutorial papers in the BITS magazine.
- **Tutorials:** One option is to propose a full day event that combines a workshop with a tutorial. If of interest please comment, noting that tutorials proposals are due later than workshop proposals. (The ISIT Tutorial co-chairs would be brought in to consider any such proposed couplings.)

The two pages with supplemental information about the organizers must include:

- **Contacts:** Organizer name(s), affiliation(s), address(es), and email(s); up to three organizers.
- **Bios:** Short bios of the organizer(s), including expertise on the proposed topic, such as relevant publications or projects, experience with organizing similar efforts in the past, and a personal website link

Information updates: If you plan on submitting a proposal, please email the ISIT'24 workshop co-chairs at isit2024-workshops@ieee-isit.org and request to be added to an email list. We will share any updates on process and procedures or emerging FAQs with the list.

Suggested resources: Many of our peer conferences hold workshops, from which this call has benefited, the NeurIPS call deserves special acknowledgement. Applicants are invited to consult workshop calls for conferences such as NeurIPS, ICML, ICASSP, ICC for guidance on what makes a strong proposal. In 2019 NeurIPS produced a report on its learning. We encourage proposers to look to these resources for lessons learned.

Questions: Please email the ISIT'24 workshop co-chairs at isit2024-workshops@ieee-isit.org.