***Please send proposal to*** [***workshop-southeastcon2024@ieee.org***](mailto:workshop-southeastcon2024@ieee.org)

**Title:** provide a title for your session

**Abstract:** provide a short description of the tutorial/workshop highlighting the key points and making sure what attendees may gain attending your session.

**Duration**: Please indicate how long the tutorial/workshop you are proposing will be. Options are from 1-2h to 4h, 6h or 8h. We need to know this for planning purposes

**Prerequisites:** are there any prerequisite for the attendees? For example, do they need to bring a computer, know programming languages, be proficient in any field?

**Presenter(s):** list all presenters

**Bio:**provide a short bio for all presenters

**Minimum number of attendees required**: We do not know how many people will be registering for your session, so we would like to know what is the minimum number of attendees you will support. For example, if we only have one or two people registered, would you still hold your session?

**Target audience (optional):** If you have a target audience, make sure to specify that. For example, you can say: “The target audience includes students, engineers, researchers etc.” but this is not required. If you want to target everybody coming at the conference, just leave it blank

**Other Information (optional):** If you have anything else you would like to list, like links, references, website hyperlinks, etc.

**Pictures (optional):** if any, past pictures in this document or attach them to the proposal email

**Compensation** **(optional):** we allow for compensation to the speaker, if required. Please note that this is a conference run by volunteers, and most speakers do not require compensation, but we allow for a max of 20% of the registration cost for each attendee to go to the speaker. Please let us know if this is an option you would like to exercise.

**For Information you can contact:**

* ***TPC Chairs:*** *Dr. Tamseel Syed (*[*syed.tamseel@ieee.org*](mailto:syed.tamseel@ieee.org)*) & Dr. Aprameya Satish (*[*aprameya.satish@ieee.org*](mailto:aprameya.satish@ieee.org)*)*
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