

## **Workshops**

### **General Information**

The purpose of pre-conference workshops is to provide organizers and participants with an opportunity for an in-depth discussion on a specific topic important to cognitive science in general. Workshops can choose to concentrate on emerging research or cross-disciplinary topics, but can also discuss application issues. Workshop notes should be assembled by the workshop organizers based on the input from workshop presenters. The workshop notes should be made available to workshop participants in printed form by the organizers themselves. They will use the same format as the proceedings of the main session of the Cognitive Science Conference, but will be distributed separately. Attending any portion of the workshop program requires conference registration, but there are no additional fees associated with the workshops. Participation in the workshops is included with your conference registration.

### **Call for Workshop Proposals**

#### **Duration**

Each workshop is designed to be a half-day or full-day in duration. Half-day workshops are about 3 hours long (not including breaks). Full day workshops are about 6 hours long (not including breaks). Please indicate the duration of your proposed workshop in your application.

#### **Review Process**

Each workshop proposal should contain all the information that the workshop chairs and the program committee need to judge the importance and quality of the workshop and the interest in the proposed topic. Each workshop may have one or more designated organizers and, possibly, a workshop program committee. Workshop organizers need to set up their own web site with the workshop materials, to be linked to from the Cognitive Science Conference web site.

#### **Proposal**

- Proposals are due on February 1, 2009.
- Prepare a proposal for review purposes composed of the following parts:  
Contact details: Contact details have to include: name of contact person, affiliation, address (including post code/zip and country), telephone, fax, e-mail, names and affiliation of additional author(s).
- Abstract: A one page overview suitable for inclusion in the conference proceedings.
- Topic and goals: What is the workshop about and why do you believe this is an interesting and significant topic? What is the expected outcome of the workshop and its potential impact? Intended audience: Which areas do you expect potential participants to come from? How many participants do you expect? Can you name some of them? We strongly

encourage providing the workshop chairs with a list of potential speakers at your workshop.

- **Format.** Is the proposal for a full-day or a half-day workshop? How much time will be used for panel discussions, paper presentations, invited talks, or other methods for encouraging the exchange of ideas?
- **Publicity:** How do you intend to publicize the workshop, striving to reach the most interested and appropriate participants? Do you have any plans to document the workshop results (beyond the notes)? Keep in mind that the workshop papers will not be included in the proceedings of the Cognitive Science Conference.
- **List of requirements:** As part of the proposal, please specify your audio-visual and computing equipment requirements.

Please send your proposal directly to Duncan Brumby (d.brumby@cs.ucl.ac.uk). Proposals should be in PDF format.

### **Upon Acceptance**

Proposers will be notified of acceptance or rejection by March 28, 2009. Acceptance is conditional upon the proposers' compliance with deadlines and requirements. Abstracts of accepted workshops will be included in the calls for participation for the conference and in the proceedings.

### **Compensation**

A budget of \$600 will be awarded for each half-day workshop that is organized, \$1200 for each full-day. If a workshop has two or more organizers, the budget will be shared among them. Organizers will not be charged for attending their own workshop. Organizers may bring a helper to the workshop at no cost.

### **Important Dates**

- February 1, 2009: Submissions due at 5:00pm GMT
- February 20, 2009: Assignments made to Program Committee
- March 7, 2009: Reviews Due
- March 15, 2009: Notification of acceptance or rejection
- April 30, 2009: Camera-ready abstract copy due for inclusion in proceedings

### **Workshop Chair**

Duncan Brumby (University College London)