

IEEE RS DISTINGUISHED LECTURER PROGRAM REQUEST FOR SOCIETY TRAVEL SUPPORT

1. IEEE Section/Chapter that is to co-funding this lecture: _____

Name of Chair and E-mail: _____

2. Requesting organizer/POC for this meeting Name: _____

Affiliation: _____ Email: _____

Telephone: _____

3. Distinguished Lecturer

(This form is a financial support request to the Society, scheduling arrangements are made separately with the speaker.)

Presenter name: _____

Lecture title(s):

A) _____

B) _____

Please provide a rationale for this request:

4. Proposed Itinerary

Please indicate the date, location, lecture ID, and local POC information for each proposed DL event involving the Speaker you have selected. Where possible and cost effective, coordinate with your selected DL to maximize the impact and minimize the costs of this program. DLs are also encouraged to combine multiple lectures for different audiences in one itinerary.

Event	Date	Location	Lecture	POC Name	POC Email
1					
2					
3					

5. Cost Estimate

Please indicate approximate costs for each DL event in \$US (include all airfares and/or surface-travel expenses)

Event	Travel (air/surface)	Accommodation	Other (e.g. meals)	Total (USD)
1				
2				
3				

6. Expense Apportionment

Please indicate how these costs will be apportioned between the RS and host(s) – Chapter(s), Section(s), or organizer. Guidelines for this are described more fully on the next page.

Expense Description	Amount	RS Portion	Host Portion	Responsible POC

NOTE: The standard IEEE travel policies and the Expense Report form is used for requesting the actual reimbursement for DL travel.

7. Organizer Declaration I have read the “IEEE RS Distinguished Lecturer Guidelines and Information” provided with this form and agree to meet the Society’s requirements.

Name: _____ Signature: _____

Date: _____

Submit completed form to Loretta Arellano, l.arellano@ieee.org

IEEE RS DISTINGUISHED LECTURER PROGRAM

Guidelines and Information

All RS Chapters and IEEE Sections are encouraged to take advantage of the RS Distinguished Lecturer for their regular or special meetings. We have selected an outstanding list of speakers who are experts in their fields. The RS Society and host organization together share reasonable speaker’s expenses for economy-class travel, lodging and meals. Speaker’s expenses involving travel is limited to up to half of

total expenses, when matched, but no more than \$750. The inviting organization is expected to cover 50% of the speaker's expenses up to \$750 and anything above \$750 plus the RS match.

Local Arrangements: The RS expects the host organization(s) – typically a Chapter or Section -- to take care of all local arrangements and local expenses for both the DL event and speaker directly. This will often include accommodation, surface travel, and meals for the speaker. Ideally, the speaker are not expected to incur any costs for local expenses in relation to the DL event. It is up to the host organizations to reimburse the speaker if such expenses occur. The hosts (and speaker) are reminded to keep receipts for all expenses related to the DL event for acquittal purposes. The host or speaker should notify RS DL coordinator of any significant changes to the event after the approval as soon as possible.

NOTE: The standard IEEE travel policies and the Expense Report form is used for requesting the actual reimbursement for DL travel.

Application Procedure: The procedure for obtaining a speaker is as follows: If a Chapter or Section has an interest in inviting one of the speakers, it should first contact the speaker directly in order to obtain his or her agreement to give the lecture on a particular date. After this is accomplished, the Chapter or Section must notify the RS DL Coordinator. If financial support from RS is being requested, please use the DL Request Form which indicates the sponsoring IEEE entity, the lecture particulars, and how costs will be shared. If financial support from the RS is required for the speaker's expenses, he or she must submit an estimate before actually incurring any expenses. This estimate must be provided at least 45 days before the planned meeting to provide time for feedback and for changes if needed. The RS DL Coordinator must provide written authorization to proceed.

Often universities or other non-IEEE organizations wish to organize a Distinguished Lecturer presentation – in that case, financial support from RS for the meeting, subject to the same cost sharing rules, can be applied for if the meeting is cosponsored by an IEEE entity and will be made open to and advertised to members.

IEEE Reliability Society Promotion: Distinguished Lecturers and Tutorial speakers are ambassadors of the RS. As such, they should take advantage of the opportunity to stimulate membership in IEEE and RS in particular. To support this goal, the Society has prepared a short presentation on the benefits of Society membership to be presented by the host coordinator prior to the DL speech. After giving a lecture, the host should prepare a short report suitable for publication in Reliability Magazine and posting on the RS web site. Pictures taken at the meeting are highly desirable. Send this report to RS DL coordinator.

DL Evaluation: - In order to evaluate the level of participation and benefit of DL events to RS members and other attendees, the host or point of contact of each DL event is requested to send the completed evaluation form to DL Coordinator by email immediately after the DL event. Such information is used to assess the level of participation and effectiveness of the DL program.

For more information and to submit forms, please contact the RS DL Coordinator, Loretta Arellano, l.arellano@ieee.org