

## **Policies & Procedures - 4.1.3 Distinguished Lecturer/Speaker Program**

- approved 9/6/95, updated 2001, 2003, 2008, 2009, 2010, 2011, 2012

Provided as a service to our local chapters, Distinguished Lecture Tours and individual Distinguished Speakers can be arranged in response to a request from one or more Chapter Chairs. They may also be initiated by Regional Directors, the Director ? Membership Programs Development, or the Vice President ? Member Relations. Although tours and individual lectures are organized to benefit existing members and Chapters, they can also be effective in generating membership and encouraging new chapter formation.

Lecture tours will be supported as the budget allows in each of our four Regions: Asia/Pacific, Europe-Africa-Middle-East, Latin America, and North America. The Director in each region plays a key role as facilitator. No more than two tours will be allowed per year to each lecturer. Funding will be in accordance with the following guidelines.

### **DISTINGUISHED LECTURER TOUR PROGRAM - Procedures**

- Funding (approximately \$1000 - \$2000) for DISTINGUISHED LECTURE TOURS will be provided to enable a lecturer to address multiple groups during a lecture tour.

Normally, no more than \$1,000 will be approved for chapters when they organize a DLT and choose a lecturer from the same ComSoc region. However, ComSoc will approve an additional allocation (minimal) on a case-by-case basis.

For those chapters that organize DLTs and select lecturers from “other” ComSoc regions (requiring international travel), ComSoc will approve between \$1,500 and \$2,000 per tour. No more than two or three tours of this type will be approved per Region (For example, NA region may invite 2-3 DLs from other regions. LA region may invite 2-3 DLs from other regions, etc) ComSoc will be flexible for this type of (international) DLT to enhance our Globalization efforts. DLTs organized using “In-Region” lecturers will continue to be

supported as budget allows

- DLT Tours involve a series of lectures ? addressing at least three groups in three separate locations within reasonable geographical proximity to each other. DSP lecturers are for a single location.
- “Grassroots” organizers may be Chapters, Sections, local conference organizers, or even a group of members in an area where no ComSoc chapter exists. Organizers work directly with their Regional Director, who facilitates arrangements and recommends the tour to the Director - Membership Programs Development. Tour recommendations should take place at least two months before the tour begins and must include the following:
  - Chapters involved in the tour
  - Chapter Chairs and e-mails
  - If a university is involved, name of school, contact, and e-mail
  - Name and e-mail of Lecturer
  - Dates of each lecture
  - Location of each lecture
  - Estimated cost of lecturer’s air fare

For chapters desiring to host an individual lecture, the chairs can work directly with their Regional Director and DLT Coordinator. Regional Directors and DLT coordinators should be proactive in engaging the more passive or inactive chapters in DLT activities to help the chapters attract more members.

- The decision is the responsibility of the Director - Membership Programs Development with his/her final approval being announced two months prior to the tour.
- All arrangements must be made in advance with local sponsoring groups. The two-month “lead time” is recommended to allow time to obtain visas if necessary, time to advertise, etc.
- Please note that as part of the overall program, all lecturers must record their lecture after the tour for the Online Distinguished Lecturers Program. Software and instructions for completing this portion of your commitment will be e-mailed to each lecturer prior to his/her tour.
- Funding for a tour is provided, as normally required, to cover a lecturer’s travel expenses. Living expenses, such as lodging and meals, plus transportation to and from the airport, are generally the responsibility of the local Chapter. Travel, lodging and meals must be booked at an economic rate acceptable for reasonable business travel. (Funding may include night before/after each lecture as required by the schedule to accommodate needs of local organizers.)
- After recording the lecture for the Online Distinguished Lecturers Program, expenses are then submitted to ComSoc Headquarters in NYC (Carole Swaim) on an IEEE Expense form

and approved by the Director - Membership Programs Development. Receipts must be provided (in accordance with IEEE and Communications Society rules). The lecturer must not profit financially from the lecture tour. Expense form is found at the Distinguished Lecturer web site: [www.comsoc.org/about/memberprograms/distinguished-lecturers](http://www.comsoc.org/about/memberprograms/distinguished-lecturers).

## **DISTINGUISHED SPEAKER PROGRAM - Procedures**

This program involves a Distinguished Speaker already visiting the region and a single day event (lecture/seminar, etc.) organized by a chapter for the members of the chapter

- A Distinguished Speaker (DS) can be a current or former Distinguished Lecturers, IEEE Fellows, and a well-known person from industry and academia who is not current or former DL. All Distinguished Speakers must be approved by the Director of MPD before the event.
- A Distinguished Speaker Program event is supported up to a maximum amount of \$500.00, which includes the following local expenses only: Lodging (one night only), meals, ground transportation, publicity, A/V, copying, etc. All local expense from DS should occur in the same city of the event. Exception (such as a train ticket from other city to the event city) should be approved by the Director of MPD.
- Before the event, Local Chapter identifies a DS (or DS contacts a local chapter). Then the local chapter contacts the Regional DLT/DSP Coordinator, who, together with the local, chapter, works out the details of the talk and expenses. Regional Director should be in the loop as well. The DLT/DSP coordinator contacts Director-MPD to get the approval.
- After the event, the DS should submit a written event report to ComSoc, which will be posted on ComSoc web site. Then the DS sends the expense report to ComSoc (all local expense reimbursement should be submitted by DS, not local chapter). ComSoc contacts Director-MPD to get approval on the reports. Then, ComSoc sends the check to the DS. Finally, after the event, the local chapter should evaluate the speaker and provide feedback to DLT/DSP coordinator and the Director of MPD.

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