

Policies & Procedures - 4.1.4 Distinguished Lectures Tour Organization

Tour Logistics

- First contact the Regional Director responsible for your region: Asia/Pacific, Europe-Africa-Middle-East, Latin America, or North America.
- Organize the Distinguished Lecture Tour around a pre-defined need or around the availability of a lecturer in a geographic region. (This is the easiest, but not necessarily the only, way.)
- Working with your Regional Director, establish interested local contacts in at least three locations (via IEEE contacts, conference organizers, Chapter Chairs or other contacts if possible) before proceeding to detailed level of organization or firming up lecturer.
- Give local organizers and the speaker about two months notice to arrange the tour. Verify that the logistics are feasible ? such as ensuring that it is possible to book connecting travel between sites in the time allowed, etc.
- Schedule talk sites in a geographic pattern that minimizes travel expenses.
- Ask Regional Director or local contact to ensure that the following items are addressed to the satisfaction of the lecturer:
 - return transport from airport to lecture site/hotel
 - hotel/rest recommendations where required
 - arranging additional local contacts or meetings for the lecturer
 - providing appropriate tourist information, if lecturer has some spare time
- Brief the lecturer on local details, such as the whether organizers are a Chapter, a Student Branch, an interested group of members (who could be encouraged to form a chapter), interest local professionals (who should be encouraged to join Communications Society),

etc. Use the lecturer as an ambassador to encourage membership - using his/her own style.

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