

**IEEE AESS DISTINGUISHED LECTURER PROGRAM - REQUEST FOR SOCIETY SUPPORT**

1. **IEEE Section/Chapter** (if any) that is to co-sponsor 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 request for society support, scheduling arrangements are made separately with the speaker.)*

Presenter name: \_\_\_\_\_

Lecture title(s):

A) \_\_\_\_\_

B) \_\_\_\_\_

*Please provide a rationale for this request:*

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4. **Proposed Itinerary**

*Please indicate the date, location, lecture ID, and local POC information for each proposed DL event. Where possible and cost effective, lecturers are 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 USD (include all airfares and/or surface-travel)*

Event	Travel (air/surface)	Accommodation	Other (e.g. meals)	Total (USD)
1				
2				
3				
4				

6. **Expense Apportionment**

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

Expense Description	Amount	AESS Portion	Host Portion	Responsible POC

7. **Organizer Declaration** *I have read the "IEEE AESS Distinguished Lecturer Guidelines and Information" provided with this form and agree to meet AESS requirements.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Submit completed form to Kathleen Kramer, IEEE AESS VP of Education, kramer@sandiego.edu*

## IEEE AESS DISTINGUISHED LECTURER PROGRAM Guidelines and Information

All AESS Chapters and IEEE Sections are encouraged to take advantage of the AESS Distinguished Lecturer and Tutorial Program for their regular or special meetings. We have selected an outstanding list of speakers who are experts in their fields. The AES Society and host organization together pay reasonable speaker's expenses for economy-class travel, lodging and meals. As a general guideline, speaker's expenses involving travel wholly within North America or within the European Union is limited to \$1,000. Expenses involving extensive international travel is limited to \$2,000. The Society also encourages arrangements whereby more than one lecture is presented in a single trip, and costs in such situations will be considered on a case by case basis. The inviting organization is expected to cover 50% of the speaker's expenses.

### Local Arrangements

The AESS 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 in accordance with IEEE standards while AESS covers the air travel or similar. Ideally, the speaker should not 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 AESS will pay for the airfare costs and adjustments will be made after the event to ensure that the 50-50 rule is satisfied up to the maximum limit approved by VP for Education. 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 VP for Education of any significant changes to the event after the approval as soon as possible.

### 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 [AESS VP for Education](#). If financial support from AESS 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 AESS is required for the speaker's expenses, he or she must submit an estimate to the AESS VP for Education before actually incurring any expenses. This estimate must be provided at least 45 days before the planned meeting to provide time for feedback from the VP for Education and for changes if needed. The VP for Education 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 AESS for the meeting, subject to the same cost sharing rules, can be applied for if the meeting is co-sponsored by an IEEE entity and will be made open to and advertised to members.***

### AESS Promotion

Distinguished Lecturers and Tutorial speakers are ambassadors of the AESS. As such, they should take advantage of the opportunity to stimulate membership in IEEE and AESS in particular. To support this goal, the Society has prepared a short presentation on the benefits of Society membership. Speakers should contact [Judy Scharmann](#) well in advance of each lecture to arrange for shipping AESS and IEEE Membership brochures and back copies of Society Publications to hand out. After giving a lecture, the speaker and/or host should prepare a short report suitable for publication in Systems Magazine and posting on the AESS web site. Pictures taken at the meeting are highly desirable. Send this report to AESS VP for education.

### DL Evaluation

In order to evaluate the level of participation and benefit of DL events to AESS members and other attendees, the host or point of contact of each DL event is requested to distribute the DL registration form (and a pen) to enable all attendees to write their details on the registration form before the start of the DL event. The host or point of contact should then scan and send the completed registration form to VP for education by email immediately after the DL event. Such information is used to assess the level of participation and to email out a DL evaluation questionnaire to all attendees shortly after the event.

*For more information, please contact the AESS VP for Education, Kathleen Kramer, [kramer@sandiego.edu](mailto:kramer@sandiego.edu)*

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