

## IEEE Aerospace and Electronic Systems Distinguished Lecturer Program

The Aerospace and Electronic Systems Society (AESS) distinguished lecturer (DL) program provides a platform enabling renowned experts in the AESS fields of interest share their knowledge and expertise with society members around the world. The goal of the distinguished lectures is to hold events with significant educational value that raise the awareness of the AESS internationally and increase the worldwide engagement in the society.

Distinguished lecturers are expected to serve as ambassadors of the AESS, who serve as an important demonstration of the value of membership in IEEE and AESS. A distinguished lecturer is expected to:

- Be proactive in arranging in-person distinguished lectures. It is the responsibility of a DL to find hosts for their lectures. The AESS is not responsible for finding hosts for DLs.
- Give a minimum of two distinguished lectures per year, including at least one webinar as part of the virtual distinguished lecturer program.
- Provide a yearly report on the distinguished lectures that they have held.
- Introduce the AESS at the beginning of their distinguished lectures.

A distinguished lecture has a very specific format. For a talk to be considered as a distinguished lecture, it must meet the following criteria:

- A lecture held as a public event given at a local IEEE Section or Chapter, or at public venues like universities, research organizations, companies, high schools, and science fairs.
- Only those lectures that have been proposed and approved during the application process count as distinguished lectures.
- A lecture of one-hour duration including questions.

All other presentations given by a DL do not count as distinguished lectures and should not be advertised or referred to as such. For example, conference paper presentations, tutorials, lectures on non-approved topics, or with a different format, are not distinguished lectures.

The AESS can provide support in publicizing a distinguished lecture. The support includes advertising the lecture on the website, via social media, and in the AESS Quarterly Email Blast (QEB).

### **DL Prerequisites and Appointment Process**

DLs are appointed for two years terms and are eligible to be reappointed for subsequent terms if they chose to reapply for the program. A reappointment to the program is subject to the DL meeting the program expectations in their previous term. A candidate for the distinguished lecturer program must be an IEEE Senior Member or Fellow, a member of the AESS, recognized as an outstanding researcher and/or practitioner in the AESS field, and willing to travel.

A solicitation call for the DL program is made biannually with nominations closing no later than December 1 in the respective year. A candidate can apply to the program using the nomination form on the AESS website. Self-nominations are allowed. The nominations will be reviewed by the Education Committee of the AESS Board of Governors with a decision announced before the end of the year.

### **Travel Policy**

The AESS provides travel support for DLs to hold distinguished lectures for IEEE Sections and Chapters. In this case, the AESS can fund the distinguished lecturer to reach the location of the lecture. Typically, this is the cost of the airfare, according to the IEEE travel policies. The remaining local costs such as the hotel, venue, local transport and meals are covered by the local section or chapter. As a general guideline, the speaker's airfare expenses wholly within North America or within the European Union can be approved up to 1,500 USD. Expenses involving extensive international travel can be approved up to 2,500 USD. Exceptions to these airfare guidelines can be considered on a case-by-case basis. The Society 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.

Non-IEEE entities (such as universities, research organizations, and companies) are also eligible to host a distinguished lecture. The DL can receive travel support from the AESS on the condition that the lecture is open to and advertised to AESS members, using for example vTools. Otherwise, the inviting organization is required to pay 100% of the speaker's expenses as mutually agreed between the speaker and the organization.

Hosts must complete the [IEEE AESS Distinguished Lecturer Program: Speaker Request form](#) and obtain approval from the VP Education before the event if they are requesting financial travel support for the DL. The host is responsible for confirming the DL's availability for the proposed dates prior to submitting the form

### **Post-Event Reporting**

Post-event reporting is a mandatory requirement for maintaining active status as an AESS Distinguished Lecturer (DL). After each lecture, DLs are required to complete the [Post-Event Report Form](#) within 2 weeks of the event.

The report must include details about the talk as well as an event image. All lectures receiving funding will be verified against these submitted reports to ensure compliance with this policy.

Failure to complete the post-event report for funded talks may impact your renewal status as a DL during the review process. Adherence to this requirement is essential for maintaining your active status in the program.