

Distinguished Lecturer Program
 Prominent Lecturer Program
BYLAWS
 March 11, 2016

Name of the Program	Distinguished Lecturer Program (DL)	Prominent Lecturer Program (PL)
Program Chair	IAS Chapters and Membership Development Department (CMD) chair and Distinguished Lecturer (DL) Program Committee Chair	IAS CMD Chair and IAS CMD DL Program Committee Chair, respectively
Lecturers' name	Distinguished Lecturer (DL)	Prominent Lecturer(PL)
Lecturer's attributes, selection, approval and inauguration	<ul style="list-style-type: none"> • Fellow or Senior Member Grade IEEE IAS Member nominated by his IEEE Region • Selected by the DL Program Committee Chair for a two-year term • The selected group of DLs will be submitted for approval to the Executive Board • The approved DLs will be inaugurated at the following IAS Annual Meeting 	<ul style="list-style-type: none"> • DLs who have just finished their regular term and want to serve a further term, i.e., a total of two consecutive years as past lecturers after their regular DL terms
The DL and PL Programs are open for	<p>A) Non-commercial technical, leadership, or combined meetings and workshops of IAS single or joint chapters as well as IAS student branch single or joint chapters under the following conditions:</p> <ul style="list-style-type: none"> • the participants may participate without a registration fee • if registration fee is required, the fee should cover only the meal expenses. <p>B) Chapter events in conjunction with commercial technical workshops and conferences under the following conditions</p> <ul style="list-style-type: none"> • the events are organized or co-organized by a local IAS 	

		<p>Chapter or IAS Student Branch Chapter</p> <ul style="list-style-type: none"> the IAS is a Technical Sponsor or Co-sponsor of the event the invitation is not related to a keynote speaker function of the conference the chapter event will not be organized during the conference. 	
Limitations		<ol style="list-style-type: none"> IAS supports financially one DL or one PL travel to each chapter per year. The travelling of each individual DL and PL lecturers can be financially supported by IAS up to three times per year. Commercial events which are not organized or co-organized by a local chapter are excluded. IAS don't supports DLs or PLs for keynote speakers even IAS is an organizer or financial sponsor or co-sponsor or technical sponsor or technical co-sponsor of the event. 	
Reimbursing fee	If the condition A) is applicable	For DLs: \$1,000 per lecture	For PLs: \$600 per lecture
	If the condition B) is applicable	For all lecturers: \$600 per lecture	
How do the DL and PL Programs work?			
IAS responsibilities		<ul style="list-style-type: none"> The IA-Society provides reimbursement directly to the lectures of up to \$1,000 or \$600 per lecture, respectively, to cover the economy class airfare and miscellaneous expenses associated with travelling. It is possible and even recommended that on an expensive overseas trip, where the \$1,000 or \$600 are less than the airfare, that the inviting local chair works with the Lecturer to arrange for additional approved lectures in other venues of other IEEE IAS Sections in different cities) or even countries. In this case the IA-Society will reimburse the Lecturer up to \$1,000 or \$600 for each lecture, respectively. A standard lecture is 45-60 min long 	
Invitee , Area Chair, Lecturer and Program Chair responsibilities		<ul style="list-style-type: none"> The DL and PL lecture events should be initiated by the local Chapter Chair. The Invitee should make preliminary arrangements directly with the Lecturer through introductory correspondence describing their program with dates, lecture topics, the venue and the estimated budget and should inform the IAS Chapters Area Chair <p>- The Area Chair is not part of the approval/disapproval process but he/she is requested to inform the Program Chair about discrepancies of the request if there are any.</p>	

	<ul style="list-style-type: none"> - The requesting Invitee provides full accommodations for the Lecturer. Full accommodations consist of lodging for a few day(s) and night(s), meals, local transportation (rental or personal auto), and miscellaneous expenses (audio visual equipment, photo copying, telephone charges, etc.). The requesting Invitee is required to coordinate with the speaker directly and obtain mutual agreement for all transportation, accommodations and presentation. - The Lecturer is not obliged to hand-out a hard copy of her/his presentation to chapter(s) / conference(s). - If the Invitee Organization Unit wishes to hand-out a hard copy of the presentation, e.g., from conference keynote-speakers, the Invitee should reimburse the Lecturer fully and the tour will not be considered as a part of the DL or PL Program. • Having made arrangements, a formal travel approval request with the completed DL&PL Travel Request Approval Form, containing program with dates, lecture topics, the venue as well as requested reimbursing fee should be sent by the Invitee to the DL Program Committee Chair with a copy to the CMD Chair. - The Program Committee Chair makes decision about the approval request. <ul style="list-style-type: none"> a) If approved, the signed approval form will be sent to the Invitee, the IAS Administrator and the Lecturer. b) If not approved, the Invitee should be informed with a copy to the CMD Chair. - Approval requests after completion of the lecture tour will not be approved. • After the event, the Invitee should send the completed follow-up form to the Program Committee Chair with a copy to CMD Chair and Area Chair. <ul style="list-style-type: none"> - If the follow-up form is not submitted, the Lecturer will not be reimbursed.
Lecturer and Program Committee Chair responsibilities	<ul style="list-style-type: none"> • After the Lecturer receives the approval she/he can make travel arrangements • As per agreed topic, date, and venue, the Lecturer will give the lecture(s) at no extra cost to the chapter(s) than agreed before. • The Lecturer may provide all the lecture materials. • After the lecture tour, the Lecturer completes a travel claim by submitting the supporting documents, i.e., IEEE Expense Report Form, copy of the air/train ticket invoice, etc, to the DL Committee Chair. If the Chair has received the follow-up form and approves the expense report, she/he approves the Expense Report Form and forwards the documents the IAS Administrator to reimburse the Lecturer.
Changes to Format / Itinerary	<p>By mutual agreement between the Invitee and the Lecturer, the transportation, accommodation, and presentation time may be changed to suit the needs of both parties. The Program Chair, CMD Chair and Chapters Area Chair must be informed of any changes to the Lecturer's itinerary.</p>