

IEEE IAS Electrical Safety Lecturer Program

Operating Manual

Revision: 07 March 2025

Program Administrator: IEEE IAS Electrical Safety Committee (ESafeC) Representative

Lecturer's requirements and selection:

- Lecturer must be a Fellow or Senior Member Grade IEEE Member and a member of IAS.
- All lecturers must agree to make non-commercial presentations.
- Self-nominations are allowed.
- Lecturers are selected by the ESafeC Representative.
- List of lecturers is to be reviewed by the ESafeC Advisory and Nominations Subcommittee each year.
- The reviewed list will be sent to IAS board for approval.

This program is intended to make lecturers available for:

- Non-commercial technical, leadership, or combined meetings of IAS single or joint chapters
- IAS student branch single or joint chapters
- IAS sponsored or co-sponsored "upstart" or newly created international conferences or workshops (outside of USA and Canada)
- Other IEEE sponsored programs such as IEEE Smart Village projects or meetings

Chapter/Conference Requirements:

- The lecturer may participate without a registration fee.
- Local costs such as hotel and meals must be covered by the chapter or conference.

Limitations:

- IAS financially supports one lecturer's travel to each chapter or conference per year.
- The travel of each individual lecturer can be financially supported by IAS up to three times per year.
- Commercial events are excluded.

Reimbursing:

- The IAS provides reimbursement directly to the lecturer up to \$1,000 per lecture to cover economy class airfare and miscellaneous expenses associated with travelling. Reimbursement is made through the Concur system, and each lecturer must set up an account with guidance from IAS administration.

- On overseas travel, the inviting Local Chair should consider working with the Lecturer to arrange for additional approved lectures, in other venues, or at other chapter meetings. In this case the IAS will reimburse the Lecturer up to \$1,000 for each lecture. A standard lecture is 45-60 min long.

Local Chair responsibilities:

- Make preliminary arrangements directly with the Lecturer through introductory correspondence describing their program with dates, possible lecture topics, the venue and the estimated budget.
- Provide full accommodations for the Lecturer. Full accommodations consist of lodging for a few day(s) and night(s), meals, local transportation and miscellaneous expenses (audio visual equipment, photo copying, telephone charges, etc.).
- Coordinate with the lecturer directly and obtain mutual agreement for all transportation, accommodations and presentation.
- Having made arrangements, a formal travel approval request with the completed SL Travel Request Approval Form, containing the dates, lecture topics, the venue, and requested reimbursing fee should be sent to the ESafeC Representative for review and approval.
- When approved, the signed form will be sent to the Local Chair, the IAS Administrator and the Lecturer.
- If not approved, the Local Chair will be contacted immediately.
- Approval requests after completion of the lecture tour will not be approved.
- After the event, the Local Chair must send the completed SL Follow-up Form to the ESafeC Representative. The SL Follow-Up form must be submitted before the Lecturer is reimbursed. If the follow-up form is not submitted, the Lecturer will not be reimbursed.

Lecturer responsibilities:

- After the Lecturer receives the approval, travel arrangements can be made.
- The Lecturer will give the lecture(s) at no extra cost to the chapter(s) than agreed before.
- After the lecture tour, the Lecturer uses the IEEE IAS Concur system to submit a travel claim and be reimbursed. Note that the Lecturer and the ESafeC Representative are jointly responsible to ensure that the SL Follow-Up form is submitted before the Lecturer submits a travel claim through Concur.

Changes to Schedule/Itinerary

- With mutual agreement between the Local Chair and the Lecturer, the transportation, accommodation, and presentation time may be changed to suit the needs of both parties. The ESafeC Representative must be informed of any changes to the Lecturer's itinerary.

