EDS DISTINGUISHED LECTURES & MINI-COLLOQUIA PROGRAM MANUAL

(Version – 27 March 2019)

PART 1
POLICIES, PROCEDURES & GUIDELINES

1. OVERVIEW

The EDS Distinguished Lecture (DL) and Mini-Colloquia (MQ) Program are envisaged to develop and enhance knowledge among EDS members and professionals as an activity promoted through EDS Chapters. The programs provide technical lecturers on various topics in the field of electron devices by well known educators both from academia and industry. Both programs are designed to be organized by Chapters to further develop and strengthen them through inviting EDS Distinguished Lecturers and are partially funded by the Society.   These programs are only open to EDS Chapters and are overseen by the EDS Vice President of Regions and Chapters and the EDS President with the help of the EDS Regions/Chapters Committee consisting of EDS SRC Chairs and Vice Chairs. The IEEE EDS Executive Office staff contact for the program is Laura Riello (l.riello@ieee.org).

MISSION OF THE DISTINGUISHED LECTURER & MINI-COLLOQUIA PROGRAM
To promote EDS technical activities in Chapters in all Regions
To promote IEEE/EDS membership
To assist local EDS chapters' growth

2. DISTINGUISHED LECTURE PROGRAM INFORMATION

The current listing of EDS DLs can be found at the EDS website: https://eds.ieee.org/lectures/distinguished-lecturer-listing.html . The information includes the contact details, topics of lecture, availability, etc. Distinguished Lecturer is also requested to serve as an ambassador of the Society visiting the Chapter, and EDS requests the DL to understand the strength and weaknesses of the Chapter and provide a report. Such reports are intended for further development of the Chapter.

A general guideline for the EDS Distinguished Lecturer (DL) visit, but not the absolute rule, is that the DL should be able to include the meeting site with an already planned business travel schedule at a small incremental cost to the DL budget, if needed.

EDS Chapters should contact the desired EDS Distinguished Lecturer directly to set a date. The chapter and lecturer should discuss if any funding is necessary to perform the lecture prior to the lecture. After finalizing the lecture date and details, the distinguished lecturer should complete the EDS DL Activity Log: https://ieeeforms.wufoo.com/forms/pm22okh1fks8m6/ to advise EDS office about the lecture. The Chapter needs to normally cover all local expenses for the DL (hotel, taxi, food, etc.)

If any DL funding support is required, the DL needs to indicate that in the Activity Log and get the approval prior to the lecture.   The maximum DL funding provided per EDS DL is USD1000.00 per trip/lecture. Please note that as per EDS guideline the maximum funding support an EDS DL can obtain in a given year is USD $2,500.00.

An itemized listing of expenses that need to be covered would need to be included in the log. Possible approval of any DL expenses that the chapter cannot cover would be obtained from the EDS Vice-President of Regions/Chapters.

After the trip, the Distinguished Lecturer should email/mail a report about the Chapter to EDS Vice-President of Regions/Chapters and complete submit their expenses through the IEEE Concur System (for up to the approved amount) for reimbursement.

A wire transfer can be made to the lecturer/chapter for reimbursement. All DL reimbursement funds need to be collected within 6 months of the lecture date. EDS will not fund lecturers to lecture for conferences that charge a registration fee, even though the conference is organized by the Chapter.

QUICK DL CHECKLIST – FOR CHAPTERS AND DLS
- Chapter may contact EDS DL to check availability, confirm date/location of lecture, discuss and determine DL funding from EDS to DL, if needed.
- DL complete EDS DL Activity Log & Funding Request Form
- If applicable, obtain EDS funding approval
- Chapter publicize lecture via web, email, etc. (Chapter member details can be obtained via SAMIEEE).
- DL to provide a report about the Chapter to EDS VP and EDS Office (Laura Riello)
- If applicable, DL submit expenses via the IEEE Concur system to receive reimbursement
- Chapter Chair/Chapter's DL Coordinator submit EDS DL/MQ Feedback Form (A mandatory requirement and will be reviewed for any future MQ/DL approvals)

3. MINI-COLLOQUIA (MQ) INFORMATION

The technical objectives of the mini-colloquium should be defined, especially to EDS DLs when inviting them to participate. The chapter should solicit inputs from the EDS Membership, Educational Activities, and Technical Activities Committees and include student presentations whenever possible. MQs organized by Chapters in collaboration with or initiated by Technical Activities Committees are preferred in focus areas.

MINI-COLLOQUIA - FUNDING

A mini-colloquia should consist of 3 or more EDS Distinguished Lecturers. If Chapter is planning to hold a program with 1 to 2 EDS distinguished lecturers and need funding, the funding request will be considered under the EDS Distinguished Lecturer Program Budget only. EDS will not fund a mini-colloquia that is associated or in conjunction with any conference that charges a registration fee. For a mini-colloquia that includes 3 EDS Distinguished Lecturers, the maximum funding a Chapter can receive from EDS is USD1.2K per lecturer, including DLs travel expenses. However, for any MQ, USD6000.00 is the maximum allowable funding from EDS (with a max of USD1.2K per lecturer). EDS recommends that all chapters hold MQs in the general area of their local chapter in hopes to engage local chapter members.

The EDS Executive Office sends out an email to all EDS chapter chairs in September to advise them of possible MQ funding available. For those chapters interested in planning an MQ for the next year and request funding, may complete the online MQ funding request form in the EDS website: https://ieeeforms.wufoo.com/forms/ppzpnca0nztga6/. The form needs to be submitted by the end of November. EDS Regions and Chapters VP & Committee review all requests. The Executive Office gets back to all chapters in late December with provisional approvals. Once all MQ approvals are communicated, for all

approved MQ, chapters need to submit an updated MQ plan with details of the DLs participating and all the expected expenses two months prior to the MQ date to obtain the MQ funds.

Upon receipt of confirmed DL list and fund allocation information, EDS will transfer the approved funds in the name of the chapter/section. It is the responsibility of the Mini-Colloquia organizer to discuss with the EDS DLs their funding needs and to decide on the allocation of the funding amount that EDS has provided. In addition, it is also the organizer's responsibility to reimburse the lecturers that the organizer has agreed while receiving the funding.

Chapters will be notified that if there is a mini-colloquia budget overrun and/or the chapter is not fulfilling the promise of paying DL travel expenses, then future chapter subsidies and other funding to the Chapter will be withheld until the issue is resolved.

All Chapters must submit a DL/MQ Feedback form https://ieeeforms.wufoo.com/forms/p1jmxit80y2w0gh/ and final MQ statement which should including DL information and final financial reporting within 30 days after the MQ takes place. Failure to do so will make the chapter ineligible to receive any future MQ funds.

MINI-COLLOQUIA – REQUESTING EDS DISTINGUISHED LECTURERS

Once the chapter receives the provisional approval for MQ funding the chapter may contact the desired EDS Distinguished Lecturers directly to set a date and finalize details such as DL travel support, location and other arrangements. Once the MQ date, DLs participating and other arrangements are finalized, the Chapter should inform the details to EDS office so as to get the funds transferred.

4. **RESPONSIBILITIES - CHAPTERS AND DISTINGUISHED LECTURERS**
Chapters
- Chapters planning for DL talk may directly contact the DL (from the DL list available at EDS website) and arrange the talk at the Chapter's venue as per the convenience of both DLs and Chapters.
- Local hospitality of the DL is the responsibility of the Chapter (including local transportation and maximum two nights accommodation, etc., if needed)
- Chapter may take a feedback about the DL talk (prescribed DL feedback form for attendees) and communicate the summary to the EDS.
- Soon after the DL talk, the Chapter may report the DL feedback using the online feedback form. https://ieeeforms.wufoo.com/forms/p1jmxit80y2w0gh/
- During DL program, the Chapter may take a list of attendees (both IEEE/EDS members and non-members) with email and contact details and use the opportunity to publicize EDS activities and to get members recruited.
- Chapters planning to organize MQ may plan well in advance and inform EDS. If MQ funding is required, the Chapter may apply for it using the MQ funding request (online MQ funding request form will be available from September to November)
- Prior to submitting the MQ proposal, the Chapter may contact the DLs (minimum 3 DLs) and get their consent to participate in the MQ.
- Once the provisional approval is received from EDS Executive office, the Chapter may confirm the date and availability details with the DLs and plan a budget including that of local arrangements for the MQ, and inform the details to EDS for receiving the funds approved.
- As DL travel expenses are included in the MQ funds, it is the responsibility of the Chapter to arrange DLs' air tickets or make the payments by reimbursement.

- Similar to DL program, the local hospitality arrangements for the DLs are the responsibility of the Chapter.
- During MQ program, the Chapter may take a list of attendees (both IEEE/EDS members and non-members) with email and contact details and use the opportunity to publicize EDS activities and to get members recruited.
- Chapter may take a feedback about the MQ program (prescribed feedback form for attendees) and communicate the summary to the EDS.
- Soon after the MQ program, the Chapter may report the MQ feedback using the online feedback form. https://ieeeforms.wufoo.com/forms/p1jmxit80y2w0gh/. An MQ report including the expenses incurred needs to be sent to EDS Executive office. Failure to report the MQ feedback and expense report will make the chapter ineligible to receive future MQ funds.
- Chapters should report any DL/MQ events in the Regional and Chapter News Section of the EDS Newsletter. Contact the Newsletter Editor for your area. See the EDS newsletter for a listing of the Editors: https://eds.ieee.org/eds-newsletters.html

Distinguished Lecturers

- Distinguished Lecturers visiting EDS Chapters for DL and MQ programs are the EDS ambassadors to the Chapters and have the responsibility to provide guidance and help to develop the Chapters within their own personal limitations.
- DL may register their DL program on-line using the DL activity log form https://ieeeforms.wufoo.com/forms/pm22okh1fks8m6/ and request for DL travel funding, if needed. DLs are requested to use the DL funds judiciously and club the travel with their own business / personal travel.
- DLs may note that the travel fund limitation for single trip is USD1000.00. A DL can avail a maximum of USD $2,500.00 only in a year for DL travel, and this amount is also based on the fund availability.
- DLs may present the EDS Overview slides to the attendees prior to the DL technical talk and gather information and reply questions from attendees on EDS activities. https://eds.ieee.org/images/files/Chapters/DL/edsoverviewslides.pdf
- Every DL may interact with the Chapter members and try to gather the strength and weaknesses of the Chapter and provide a report about the Chapter to EDS VP for Regions and Chapters and EDS Executive office soon after the visit. This report is intended to the further development of the Chapter through EDS SRCs.
- Soon after the visit, the DL may submit their expenses via the IEEE Concur System (along with the supporting documents) to get eligible expenses reimbursed. This must be done within one month of the visit.
- DLs being invited to MQ program by any Chapter may decide on their availability and further communicate with Chapter to finalize the program. However, the MQ funding is separately provided to the Chapter and the DL is requested to get all MQ travel related support from the Chapter itself.
- It is mandatory for an active DL to deliver at least THREE DL talks in a TWO year period (registered in the EDS website), without which the DL's name will be removed from the active DL list of EDS.

PART 2

DL NOMINATION, APPOINTMENT AND RETENTION PROCESS

DL NOMINATION PROCESS

Nominations for EDS Distinguished Lecturers can only be submitted by EDS BoG Members via the online nomination form: https://ieeeforms.wufoo.com/forms/z2t2jzq0jauh8d/

Nominee must be an IEEE/EDS Fellow or Senior Member with at least 10 years research experience (academia or industry) in the field to serve as an EDS Distinguished Lecturer. The nominator needs to be very much familiar with the candidate's area of research. Each nomination has to be endorsed by at least two IEEE Fellows or an IEEE Fellow and an EDS BoG member other than the nominator. The online endorsement form can be found at: https://ieeeforms.wufoo.com/forms/m20gmn81vrkxk3/ The nominator (EDS BoG Member) has to complete the EDS DL Nomination Form and include a 500 word abstract of each of the lectures that the DL typically presents, along with a recent video file size 25mb (max) and duration 15 minutes (max) of any of the technical talks by the nominee. Self-nomination is not accepted.   Each year DL approvals take place in September after the August 31st deadline.

DL APPROVAL PROCESS

The nominations will be reviewed by a DL Nomination Review Panel appointed by EDS President (7 members including, 5 Regional SRC Chairs*, a panel member appointed by EDS President and EDS VP of Regions & Chapters as Chairman). Criterion for review includes careful evaluation of the candidate's expertise and ability to convey the technical topic, which includes review of a technical talk (video or any visual means) by the candidate for 15 minutes duration. Review Panel will submit their recommendations to the EDS President to make the DL appointment. The newly appointed DL will be announced in September each year. If the individual's nomination is approved to serve as an EDS DL, the EDS Executive Office sends a DL Welcome Packet informing all terms and conditions. If individual's nomination is not approved to serve as an EDS DL, EDS Executive Office sends a letter to the individual advising that the nomination has not been approved.

The procedure for any reappointment of DLs (after the term is lapsed) will also be similar, except that the nomination made by BoG member need not be endorsed by the IEEE Fellows. The review process in such cases also will be similar, except that the Review Panel need not review the video of the lecture, but needs to review the previous feedback about the DL received from the Chapters and members.   On satisfactory recommendation from Review team, EDS VP of Regions & Chapters can reinstate the DL with ratification by EDS President. The conditions for this appointment will be same as that of new DL appointments.

The DL nomination, review and approval process is limited to once a year, completing in late September each year. *Regional SRC Chairs can be members of the Review Panel only if they are qualified for DL position.

TO REMAIN AN ACTIVE EDS DL

All EDS DLs have to perform a minimum of three lectures for an IEEE Section or Chapter in a two year period to remain active as an EDS Distinguished Lecturer. All DLs need to submit a DL Activity form that can be found on the EDS website at https://ieeeforms.wufoo.com/forms/pm22okh1fks8m6/ for each lecture that is performed. The EDS Office will communicate to the DLs at the end of each year if they have not given the

minimum required number of DL talks in the previous two years period. Further, the names of those DLs who have not given at least three lectures in the previous two years will be removed from the DL list.