

# **IEEE EDS REGIONS & CHAPTERS MANUAL**

IEEE Electron Devices Society Regions and Chapters Manual is prepared for providing a guidance towards developing Healthy and Self-Sustainable EDS Chapters in all Regions. The master document in this is the EDS Regions/Chapters Standing Committee Charter (revised latest version).

Specific procedures and guidelines for the smooth and effective functioning of the Regions & Chapters Committee and Sub-Committee for Regions & Chapters (RC Team), all types of EDS Chapters and programs as well as the EDS Distinguished Lecturers and Mini-Colloquia programs are included in this manual.

The contents include

1. EDS Regions / Chapters Standing Committee Charter
2. Procedure for the Approval of new EDS Chapters (including Student Chapters)
3. Guidelines for the approval of new EDS Chapter by the RC Team
4. Guidelines for EDS Chapter Chairs and Student Chapter Advisors
5. EDS Distinguished Lecture and Mini-Colloquia Programs – Policies, Procedures and Guidelines
6. Distinguished Lecturer Nomination, Appointment and Retention Process.

# 1. EDS REGIONS/CHAPTERS STANDING COMMITTEE CHARTER

Version 2

## 1.A. GENERAL

The IEEE Electron Devices Society (EDS) Regions/Chapters Committee is chaired by the EDS Vice President of Regions/Chapters and reports to the EDS President, and per the EDS Bylaws is a Standing Committee of EDS.

## 1.B. SCOPE

The EDS Regions/Chapters Committee oversees the regional/section/local activities of EDS and acts on behalf of EDS between EDS meetings, however, any such actions taken by the committee are subject to ratification by EDS at its next BoG meeting.

## 1.C. FUNCTIONS

The EDS Regions/Chapters Committee shall:

- Oversee EDS strategy for regional/section/local activities
- Review/approve roster of DL speakers (SRC Chairs only and details are in EDS DL/MQ Procedure)
- Review/approve chapter subsidies
- Review/approve DL and MQ funding requests
- Monitor the status of existing EDS chapters, including the reporting of various statistics and finances and year-to-year trends
- Regional RC Team including SRC Chairs/Vice-Chairs to review the petitions for new EDS Chapters and endorse them (Procedure for Petition Approval Process approved by MGA and the Guidelines – Appendix 1 and 2)
- Mentor new EDS Chapters through constant interaction and guidance
- Support and develop weak EDS chapters through proper guidance
- Follow-up on any delinquent EDS chapters reported by IEEE MGA
- Manage the five EDS SRC budgets to support chapter visits and various chapter events
- Participate in the five EDS regional chapter meetings, (Regions 1-3 & 7, 4-6, 8, 9 and Region 10)
- Oversee the EDS Chapter of the Year Awards
- Oversee the EDS Region 9 Outstanding Student Paper Award (appointed members only)
- Help in coordination and liaison with local chapters and individual DLs in MQ/DL activities
- Propose/amend guidelines for the various schemes under the Committee

## 1.D. COMPOSITION

The EDS Regions/Chapters Committee shall consist of the following members:

Chair: EDS Regions/Chapters Vice President

Members: Four to ten EDS members representing all geographic Regions (1-7, 8, 9, and 10). These include 5 SRC Chairs (Regions 1-3 & 7, 4-6, 8, 9 and 10)

## **1.E. SUBCOMMITTEES**

The following subcommittees fall under the EDS Regions/Chapters Committee:

Subcommittee of Regions and Chapters (SRC)

Committee Composition: One chair and at least two vice-chairs from the following Regions (Reg. 1-3 & 7, Reg. 4-6, Reg. 8, Reg. 9 & Reg. 10)

## **1.F. APPOINTMENTS AND TERMS OF OFFICE**

The members of this Committee are approved by the EDS Forum and shall serve a two-year term. A member shall not serve a total of more than two-terms.

## **1.G. VACANCIES**

- In the event of the incapacity or absence of the Chair, the EDS President shall select a new Chair to be approved by the Forum.
- If other vacancies occur, they are filled using the methodology originally used to fill that position.

## **1.H. MEETINGS**

- The Committee shall meet a minimum of two times per year, either in person or by any means of electronic communication, such as teleconference, Web-ex... etc.
- Electronic mail, teleconference and other non face-to-face means of communication may be utilized for the transaction of business (and for the conduct of meetings) as called by the Committee Chair.
- A majority of the members of the Committee shall constitute a quorum.
- To approve an action, a majority of the members of the committee must affirm the action, with quorum present.
- Voting shall be conducted in accordance with Robert's Rules of Order, unless otherwise specified in the EDS or IEEE governing documents.

## **1.I. REPORTS**

The Committee Chair shall provide a verbal report to EDS during each BoG meeting series, outlining the committee's activities, issues and proposed strategies.

## **1.J. CHANGES TO CHARTER**

Changes to this Charter must conform with EDS governing documents and shall be approved by the EDS Forum.

## **2. APPENDIX – 1 : Procedure for the Approval of New IEEE EDS Chapters (including Student Chapters)**

The procedure for the approval of a petition received from an interest group by the IEEE MGA for the formation of an Electron Devices Society Chapter (including Student Chapter) is as follows

1. IEEE MGA forwards the petition to the EDS Vice President of Regions and Chapters with copy to the EDS President and the Director of EDS Executive Office.
2. On receiving the Petition, EDS VP ensures that all the signatories of the petition are live members (or live student members in the case of Student Chapter) of the specific IEEE Section under which the Chapter to be initiated. *(This step is done only if there is further clarity required at this stage, or else this can be done along with step 3)*
3. The petition is then sent by VP to the respective EDS Regions and Chapters Committee members (including SRC Chair and Vice Chairs) in the Region requesting their approval of the formation (copy to EDS Executive Office). The RC team may review and approve the formation based on the Guidelines specified (attached – Guidelines for the approval of new EDS Chapter by RC Team)
4. Upon receipt of the feedback from the RC team to approve the petition, EDS VP of Regions and Chapters approves the petition and send it to the EDS President with a copy to the Director of EDS Executive Office.
5. EDS President approves the formation of the Chapter and advice the Director of EDS Executive Office to communicate to the MGA, with a copy to the EDS VP Regions and Chapters.
6. EDS Executive Office communicates the approval to the MGA Petition Group with a copy to EDS VP regions and Chapters and EDS President. This is the final communication to MGA that EDS has approved the petition.
7. Finally, MGA communicates with the applicant providing guidelines for chapter operations, and copy the message to EDS President, EDS Vice President of Regions and Chapters and the Director of EDS Executive Office.
8. EDS Executive office welcomes the new Chapter through an e-mail communication in which the EDS Executive team, Regions & Chapters team and EDS officers are introduced to the new Chapter, and various EDS activities and formats for initiating programs are introduced.

*(The listed procedures #2 to #5 (in blue) are internal to Electron Devices Society)*

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### **3. APPENDIX – 2 : Guidelines for the approval of new EDS Chapter by RC Team (Regions & Chapters Committee, SRC Chairs and Vice-Chairs)**

While approving any new EDS Chapter EDS RC Team needs to know more details about the specific EDS interest group to ascertain the sustainability of the Chapter.

The procedure for the Chapter formation includes a petition from the EDS interest group to IEEE MGA. After MGA agreeing to the petition sends it to EDS President, VP and EDS Office online. Then VP Regions and Chapters or EDS Office send the petition with details to the respective RC Members and SRC Team in that particular Region for review and recommendation.

Normally, on receiving the petition, the RC Team (SRC Chair and Vice Chairs) from the Region will give the recommendation to the VP / EDS Office by reply mail. Further based on the recommendation EDS VP and EDS President makes the decision to approve or reject the petition. This information goes back to MGA and the interest group / petitioner will be informed by MGA about the Chapter formation (approval or rejection).

The minimum requirement of EDS student members as signatories for a new EDS student Chapter is 12 (desired members), even though the IEEE MGA guidelines is six. However, the reviewing SRC team may judge the cases with less than 12 student member signatories carefully and decide on the sustainability of the chapter and endorse the formation.

In view of bringing up healthy and sustainable Chapters with good member strength, following are the suggestions to the RC Team for a careful review of the petitions.

1. Approve the formation of a Chapter, only if any of the EDS RC Team members is very much familiar with the EDS interest group. The approving RC team member may communicate within the RC team about the familiarity so that everyone knows about it.
2. If the petition is not from a professionally familiar group, any one or more of the RC team members may enquire the details – especially the strength and possibility for sustainable growth – and make an impartial decision and communicate with all RC team members.
3. If the petition is for an EDS Student Chapter formation, the RC team (any one or more members of the team from nearby location) may enquire the details. The background of the Student Chapter Advisor(s) including their EDS member status, research in the relevant domain of EDS and/or academic excellence of the Institution, and the possibility of sustainability of member strength in the Chapter (based on the quality of research in the relevant domain or graduate programs offered in the institution). Further, based on the details obtained, the RC team may make an impartial decision.

The RC Team members may communicate their decision to the EDS VP/Office only after a proper individual assessment about this new Chapter's growth in all aspects is ensured.

## **4. Guidelines for EDS Chapter Chairs and Student Chapter Advisors**

IEEE Electron Devices Society Chapters' motto is to provide professional development for its members and member groups irrespective of IEEE regions. EDS Chapters have a structured format as per the IEEE MGA (Member and Geographic Activities) manual.

Chapter Chair is the key person or champion to organize and effectively manage an EDS or Joint Society Chapter. For student Chapters, Student Chapter Advisors provide the necessary guidance to the Student Chapter Chair. Following are some of the guidelines for effectively managing EDS Chapters. Our aim is "Healthy and Self-Sustainable Chapters".

### **4. A Guidelines for EDS Chapter Chair**

1. Chapter Chair is responsible for all the activities and management of the Chapter - planning and effectively implementing all technical and humanitarian activities and overseeing the progress of the Chapter which includes the membership growth.
2. In order to develop a dynamic Chapter, the Chapter chair needs to form a team with active members in positions – Vice Chair, Secretary, Treasurer and other Executive Committee members (up to a maximum of 8 or 10 depending up on the size and activity of the Chapter). All these are volunteer posts only, as the IEEE service itself is volunteer based.
3. As per IEEE regulations, Chapter Chair and Treasurer can serve only two years in that position continuously, after which he/she may step down and provide opportunity for other volunteers to serve. However, a second or third term after the gap / break is possible to serve.
4. Chapter may initiate a Bank account in a nearby Bank for managing the operating expenses and to receive funds from EDS and also IEEE Section. The Chapter Chair and Treasurer has to be the signatories for such a bank account. Managing the Bank account, financials and making the Chapter financially healthy is the responsibility of the Chapter Chair and Executive team.
5. Each of the Executive Committee members may be entrusted with responsibilities for each type of technical activities.
6. Chapter Executive committee may meet at least once in two months and plan activities (technical, humanitarian or any other) for the benefit of the Chapter members and overall human community.
7. Chapter Chair may organize an Annual General body Meeting of the Chapter by inviting all the members of the Chapter, once in a year.
8. The deliberations at the Executive Committee meeting may be compiled by the Secretary and minutes circulated among the committee members soon after the meeting. Similar is the case for AGM meeting minutes.
9. All the technical events including Technical talks, MQs, DL talks, etc can be effectively planned at the Executive Committee and implemented by identifying a leader from each of the Committee members. Chapter Chair needs to manage these.
10. Chapter Chair's responsibility is to file all the technical, humanitarian and administrative committee reports to IEEE (using L31 form) : <https://meetings.vtools.ieee.org/> and to EDS using EDS Chapter reports : <https://ieeeforms.wufoo.com/forms/m1qw23p11f4iqv7/> soon after the events.
11. If the Chapter requires annual subsidy from EDS, Chapter Chair must send a subsidy request to EDS (online) with all relevant data prior to the deadline date for Chapter subsidy. Chapter subsidy is pegged to the activities reported to IEEE and EDS. It may be noted that Chapter subsidy may vary in amounts in each year based on the availability of funds. (always refer to related communications received from EDS)

12. If the Chapter wanted to organize a mini-colloquium (MQ), the Chapter Chair may plan it well in advance for the coming year and make an official request. (refer to EDS communications). Invitation of DLs for MQ, funds arrangements (from EDS or any other sponsor), local hospitality of the DLs, and overall organization of the event are responsibility of Chapter Chair. Also, the Chapter Chair has give a MQ feedback (online) to EDS soon after the MQ.
13. If the Chapter wanted to organize a DL talk, Chair may formally invite the EDS DL, and further organize the event as per DL's timing and availability. Whenever a DL is invited and arrives the location, it is the responsibility of the Chapter to provide local hospitality including one or two days accommodation. It is also the responsibility of the Chapter Chair to provide DL feedback to EDS (online).
14. Chapter Chair along with Executive team may plan activities which are not only beneficial to members but can also generate funds for the Chapter. (Eg : Technical workshops, Symposium, Local or Regional Conferences, etc). Such generated funds can be utilized for further development of the Chapter to become self-sustainable.
15. Chapter Chair may communicate with the Regional RC Team (SRC Chairs and Vice Chairs) or the EDS VP of Regions and Chapters for any further guidance and help in developing the Chapter.
16. Change of any office including Chapter Chair at any time must be reported to IEEE and EDS through relevant forms available at the EDS website.

#### **4. B Guidelines for EDS Student Chapter Advisor**

EDS Student Branch chapters are always associated with an Academic / Research institution. EDS Student Chapter Chair has to be an active EDS student member (or graduate student member). All the guidelines for EDS Chapter Chairs in managing the Chapter are applicable to student chapter chair also. Apart from that the Student Chapter Advisor has a key role in developing and strengthening the student Chapter.

1. EDS Student Chapter Advisor (faculty member) needs to be an EDS member also, for knowing the developments and activities of EDS and to guide the Chapter effectively.
2. Student Chapter Advisor needs to provide guidance in all the activities of the Chapter. Mostly the activities are planned, managed and executed by the students themselves.
3. Student Chapter Advisor may oversee the Chapter's reporting to EDS. Student Chapter activities are reported through : <https://ieeeforms.wufoo.com/forms/z1qftab416ymdni/>
4. As the student community is dynamic, the student chapter member strength may vary every year and it is the responsibility of Student Chapter Advisor to instigate interest in new students and make them join EDS and the Chapter. This is a continuous process every year. The growth and strength of an EDS Student Chapter over the years depend on the Student Chapter Advisor.
5. In the planning of technical activities like DL talks, MQS, etc, student Chapter advisor may provide necessary guidance to Chapter chair and the team.
6. Apart from Student Chapter Chair, the Chapter Advisor may communicate with the Regional RC Team (SRC Chairs and Vice Chairs) or the EDS VP of Regions and Chapters for any further guidance and help in developing the Chapter.
7. Student Chapter Advisor may insist the Chapter Chair that all the communications made by Chapter to any entity needs to be copied to Student Chapter Advisor.

## **5. EDS DISTINGUISHED LECTURES & MINI-COLLOQUIA PROGRAMS - POLICIES, PROCEDURES & GUIDELINES**

(Version – 28 June 2018)

### **5.1 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](mailto: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

### **5.2 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 USD2,500.00.



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 IEEE expense report along with original receipts (for up to the approved amount) to: Laura Riello, IEEE/EDS Executive Office, 445 Hoes Lane, Piscataway, NJ 08854 or [l.riello@ieee.org](mailto:l.riello@ieee.org). for reimbursement.

A check/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.

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### **5.3 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 an IEEE expense report to Laura Riello 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)

### **5.4 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.

#### **5.4.A 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).

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 the MQ expenses report to EDS as soon as the Mini-Colloquia is complete, but within one month. Failure to do so will make the chapter ineligible to receive any future MQ funds.

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.

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## **5.5 RESPONSIBILITIES - CHAPTERS AND DISTINGUISHED LECTURERS**

### **5.5.A Chapters**

1. 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.
2. Local hospitality of the DL is the responsibility of the Chapter (including local transportation and maximum two nights accommodation, etc., if needed)
3. Chapter may take a feedback about the DL talk (prescribed DL feedback form for attendees) and communicate the summary to the EDS.
4. Soon after the DL talk, the Chapter may report the DL feedback using the online feedback form. <https://ieeeforms.wufoo.com/forms/p1jmxit80y2w0gh/>
5. 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.

6. 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)
  7. Prior to submitting the MQ proposal, the Chapter may contact the DLs (minimum 3 DLs) and get their consent to participate in the MQ.
  8. 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.
  9. 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.
  10. Similar to DL program, the local hospitality arrangements for the DLs are the responsibility of the Chapter.
  11. 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.
  12. Chapter may take a feedback about the MQ program (prescribed feedback form for attendees) and communicate the summary to the EDS.
  13. 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.
  14. 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>
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### **5.5.B. Distinguished Lecturers**

1. 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.
2. 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.
3. DLs may note that the travel fund limitation for single trip is USD1000.00. A DL can avail a maximum of USD2500.00 only in an year for DL travel, and this amount is also based on the funds availability.
4. 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/edsoverviewsides.pdf>
5. 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.
6. Soon after the visit, the DL may submit the Expense report form to EDS Executive office (along with the supporting documents) to get eligible expenses reimbursed. This must be done within one month of the visit.

7. 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.
8. 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.

## **6. DL NOMINATION, APPOINTMENT AND RETENTION PROCESS**

### **6.1 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/eds-distinguished-lecturer-nomination-form/>

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. Endorsement Form :

..... The nominator (EDS BoG Member) has to complete the EDS DL Nomination Form including the names and email contacts of Endorsers and include a 500 word abstract of each of the lectures that the DL typically presents, along with a recent video of any of the technical talks by the nominee. Self-nomination is not accepted. Approvals take place after evaluation and review in June and December each year.

### **6.2 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 : the specific area in which new EDS DLs have to be inducted, 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 at the next EDS BoG meeting. 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 two times in a year, completing before the mid-year and year end BoG meetings (June and December).

\*Regional SRC Chairs can be members of the Review Panel only if they are qualified for DL position.

### **6.3 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.