

# IEEE CIS Distinguished Lecturers Program

## SPEAKER REQUEST FORM



Please type or print – Fill in every entry in detail / use extra space/sheet if needed  
Two neighbored chapters who coordinate DL speeches can use one combined application.

**Note: To make the best utilization of a Distinguished Lecturer's presence, we request the DL to give either an additional talk for undergraduates/industry people or interact (mentor) with a few (3-4) research students to help them in their research.**

### CHAPTER INFORMATION

Name of IEEE Chapter:

Chapter Chair:

Email:

Phone:

Fax:

URL of Chapter/Chair:

### SPEAKER INFORMATION

Speaker:

Estimated Travel Cost Requested from DLP (inter-city travel):

Estimated Local Expenses paid by Local Chapter (local transport, food, accommodation)

### DLMP EVENT INFORMATION

Title of the Distinguished lecture:

Location:

Date:

Target audience & expected attendance:

Entrance fee if any:

**Please TICK one of (A) or (B)**

(A)  Title of the Talk for undergraduate students/industry:

Name of the university/Institute to hold the talk:

(B)  Mentoring of students 3-4:

**The undersigned declares that (mark with an X):**

The talk will be recorded?  Yes  No

All chapter members have been informed of the DLP request: .....

The speaker is not requested for a conference, symposium, workshop: .....

IEEE members will have free access to the DLP talk: .....

Signature of Chapter Chair

Date

Please send the completed form in pdf file to [dongbin.zhao@ia.ac.cn](mailto:dongbin.zhao@ia.ac.cn)

Complete and send this request to

**Dongbin Zhao**  
Chair, Distinguished Lecturer Program IEEE  
CIS AdCom

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Note: The DLP reimbursement is for inter-city travel for approved visits within the approved budget limit. Local expenses are the responsibility of the local IEEE CIS Chapter.

- The DL will be reimbursed up to a **maximum of \$1500**, in order to (partially) cover the return air fare to the Chapter location to give the DLP talk.. The DLs are expected to have approximately one visit per year. A DL may have more than one DLP trip during a calendar year, depending on the availability of funds, but this has lower priority and it can be granted after end July only.
- If a DL gives an additional talk for undergraduate students/industries, an additional amount of \$150 (max) may be reimbursed, although the chapter is encouraged to support this.
- The mentoring program can be planned either before or after the DL talk if that is convenient to the speaker. The objective is to interact one-one with 3-4 research students to help them in their respective research areas.

