



IEEE CIS Distinguished Lecturer and Program SPEAKER REQUEST FORM

Complete and send this request to

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IEEE CIS AdCom

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Note:

1. 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.
2. 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.
3. 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.

*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.*

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 Talk:

Location:

Date:

Name of the event if any:

Target audience & expected attendance:

Entrance fee if any:

Title of the Talk for undergraduate students/industry (if any)

Name of the university/Institute to hold the talk:

Planning Mentoring of students: Yes/No

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 Chin-Teng.Lin@uts.edu.au