

Distinguished Lecturer Program and Operations

(for internal use; includes the duties of the DLP Chair)

Purpose

Improve the reputation and influence of the IEEE Instrumentation and Measurement Society (IMS) through dissemination of the Instrumentation and Measurement culture.

DLP Overview

The Distinguished Lecturer Program (DLP) provides Distinguished Lecturers (DLs) to represent the IMS and to serve members by providing interesting and informative lectures to technical audiences. Distinguished lecturers serve as keynote lecturers at conferences, society chapter meetings, and academic and professional and business organization meetings.

DL's are selected through a formal evaluation process. The evaluation process not only evaluates the ability of the DL to serve as a highly visible representation of IMS, but also ensures that their topic area of expertise is interesting and appropriate for the program.

Occasionally, an Honorary Distinguished Lecturer (HDL) may be appointed a Distinguished Lecturer who has universally (within IMS) recognized technical and oratorical skills, in addition to a documented history of providing keynote-type lectures at major scientific events. The default HDL appointment duration is one year (unless otherwise specified in the appointment). The DLP is managed by the DLP Chair, an individual appointed by the Vice President of the Education Committee.

Summary of the DLP Chair duties:

1. Collect DL requests, evaluate them, approve/reject, communicate the approval/rejection to the proponent.
2. Maintain regular contact with the DLs. Assist with reimbursement matters, etc., as the need arises.
3. Provide annual expense report documents and updated IMS presentation material to DLs and HDLs by Feb 1 each year. Work with Society Admin for these documents. Provide support on an as-needed basis for assistance with travel reimbursements and forms.
4. Collect annual reports from DLs and HDLs. These are due annually two weeks prior to the Spring AdCom meeting. The DLP Chair requests these reports of all DL's and HDL's via email in January of each year.
5. Collect event reports from DLs, HDLs and Hosts.
6. Advertise the DLP to IMS members through:
 - a. Social Media (Linkedin, Facebook, etc.)
 - b. The IMS Magazine by submitting a summary of yearly activity. The summary will be submitted to the Magazine EIC by July 1 annually.
 - c. The IMS Newsletter by providing a brief report when Newsletter content is requested highlighting DLP events planned for the next quarter.
7. Announce the annual DLP Call for Applications. This is accomplished by sending the annual Call for DLP Nominations to all IMS members, and also by working with the Vice President

of Technical Activities and Standards Committee and the Chapter Chair Liaison to send the Call direction to the Technical Committee and Chapter Chairs. The process is as follows:

- a. The DLP Chair announces the Call for Applications to the DLP each year by Feb 1. The call should be posted on the IMS and I2MTC websites, included in the next Society Newsletter, and sent via email to all members. Work with the Society Admin to accomplish these tasks.
 - b. Included in the call must be the following information: "The DL Application must be submitted via email as a pdf file to the DLP Chair and include the following:
 - i. Proposal title
 - ii. Presenter's name and affiliation
 - iii. Abstract of the presentation topic (between 500 and 1000 words)
 - iv. A biography of the presenter limited to 150 words
8. Organize and Chair the annual DLP Evaluation Session at I2MTC. This includes:
- a. Work with IMS Admin to choose a time and date for the DL Evaluations. Often this is held on the Tuesday of the conference. Reserve a 3-hour timeslot.
 - b. Work with the VP Education for a nomination to the Evaluation Committee. Contact the nominee to see about their availability.
 - c. Contact current or past DL's to see who is attending available to serve as an Evaluator (for example, if the Evaluations are held at I2MTC, find out who is attending). Arrange for one DL to serve on the Evaluation Committee.
 - d. Prepare a schedule for the DL evaluations and announce it to the candidates by May 1.
 - e. Immediately after the Session, the evaluators will discuss and agree on acceptance or rejection of the DL presentations. An email of acceptance or rejection will be sent to the presenters immediately after the decision by the DLP Chair. The results will also be announced to the AdCom.
 - f. Inform DL candidates selected for the DLP of the following:
 - i. Serving as a DL means serving as a representative of and volunteer for the IMS. The DL appointment is not a paid position and no honorarium is provided. Only travel costs will be reimbursed.
 - ii. It is encouraged that DLs give several talks during a given trip.
 - iii. The DL appointment begins immediately following selection and runs for the next 3 calendar years (not counting the current half-year term during the year the candidate applied and was selected).
 - iv. The DL will be contacted by the Society Admin shortly after the DLP appointment with a request for website material (bio, headshot, etc.).
 - g. Note: the Evaluation Meeting historically has been held annually in-person at I2MTC. However, to facilitate participation in the evaluation process, multiple dates/locations may be set by the DLP Chair. Remote live presentations (e.g. via Skype) may also be accepted depending on the circumstances.
9. Maintain regular contact with the IMS Chapter Chair Liaison to keep current with suggested topics from Chairs and maintain regular contact with VP TSAC for current suggested topics from the technical committees.

DLP Advertising

1. Support from the Membership Committee:
 - a. The DLP is highlighted and discussed at the Chapter Chair Summit each year, either by the DLP Chair directly or by the Chapter Chair Liaison in collaboration with the DLP Chair.
 - b. The DLP is mentioned to all new Chapters in their “Welcome” Email from the Vice President of the Membership Committee.
 - c. The DLP is highlighted and discussed in all “Chapter Outreach Program” presentations to new Chapters.
2. Advertise the DLP to IMS members through:
 - a. Social Media (Linkedin, Facebook, etc.)
 - b. The IMS Magazine by submitting a summary of yearly activity. The summary will be submitted to the Magazine EIC by July 1 annually.
 - c. The IMS Newsletter by providing a brief report when Newsletter content is requested highlighting DLP events planned for the next quarter.
3. The lecture host will advertise upcoming DLs as per what is listed on the DLP Request Form that is approved by the DLP Chair.

Other Relevant Documentation:

1. Steps for Requesting a DL - See separate document “Guidelines to Request a DL”.
2. DL and HDL Guidelines and Responsibilities - See separate document on “DL and HDL Guidelines and Responsibilities”.
3. Guidelines for Evaluating and Selecting DLs and HDLs - See separate document “Guidelines for Evaluating and Selecting DLs and HDLs”.