

Guidelines and Responsibilities of the DLs

1. Actively solicit the opportunity to give a lecture. Tentatively, each DL is expected to give at least 6 lectures in a 3 year time frame.
 - a. DLs should actively pursue opportunities to give their lectures. For example, in conjunction with business trips (meetings, conferences, etc.) the DL may contact local IMS Chapters, IEEE Sections, Professional organizations, or Academic Institutions to offer the opportunity to host a DLP lecture at no cost to the organization.
 - b. DLs may also inform the DLP Chair (in a timely manner) about upcoming trips in order to get support in establishing contact with local entities.
2. Annual activity report
 - a. Each DL will provide an annual report (in writing) on the lectures given and contacts (see above) that were attempted or established. The DLP Chair will send a request for reports each Spring (for the previous calendar year).
3. At each DL event, DLs will open their talk with a brief presentation about the IMS. Slides for this purpose will be provided to the DLs at the beginning of each calendar year by the DLP Chair. Included in their slides must also be the IEEE and IMS logos (also provided by the DLP Chair).
4. DLs will mention their DL qualification every time they give a public lecture.