

Systems, Man, and Cybernetics Society

Distinguished Lecturer Program

Program Description

The primary purpose of the SMC Distinguished Lecturer Program is to help Society Chapters provide interesting and informative programs to serve the needs of members of the SMC Society and to enhance their professional vitality by keeping them informed of new technological developments and applications. The Distinguished Lecturer Program is not intended to support plenary speakers for conference/symposium/workshop or university seminars.

The SMC Society has agreed to a cost sharing plan which may be used by IEEE chapters, sections, and student groups. IEEE student groups are especially encouraged to make use of the Program to invite outstanding speakers. Distinguished lecturers will receive no honorarium.

How to Request a Distinguished Lecturer Visit

1. Based on the interests of the members, the SMCS Chapter Chair selects a topic and lecturer from the list of SMCS Distinguished Lecturers. Evaluations of the request for sponsorship will occur twice per year:

- May 31 for visits in the period July 1 through December 31
- November 30 for visits in the period January 1 through June 30

The request should include

- The name of distinguished lecturer and topic of the lecture
- Date and venue
- Expected impact on the chapter
- Estimated attendance
- Amount of desired travel support
- Amount of local support

The above information should be submitted to the Vice President of Membership for approval before the due date. At the present time, the travel expenses of a distinguished lecturer will be reimbursed to a maximum of \$800 USD within North America and a maximum of \$1,600 USD outside of North America.

2. After the visit is approved by the Vice President of Membership, the Chapter Chair should contact the distinguished lecturer to finalize the arrangements. The lecture should be open to all members of IEEE. The Chapter Chair should publicize the event in the chapter newsletter and in SMCS e-Newsletter.

3) After the visit, the Chapter Chair should submit a report to the Vice President of Membership. The report will be published in SMCS e-Newsletter.

Reimbursement

The distinguished lecturer should submit an IEEE travel reimbursement form and e-mail it to the VP Membership with a copy to the Treasurer. A hardcopy of the signed form and original receipts should be mailed to:

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