# IEEE ELECTRONICS PACKAGING SOCIETY (EPS)

#  DISTINGUISHED LECTURER PROGRAM

**EPS VP, Education**

***OVERVIEW***

EPS Distinguished Lecturers are selected from among the EPS Fellows, Award winners, and society leaders, who are members of the technical community and experts in their field. They are available to present lectures and/or courses at EP Society events – Chapters, Conferences, Workshops or Symposia; as well as IEEE Student Chapter events. EPS Chapter events are given priority.

The EP Society may provide travel assistance directly to the Lecturer when requested and approved. Maximum travel support is $1000 USD. Availability is determined by the Lecturer, based on his/her schedule. All events must receive approval from the EPS VP, Education prior to final commitment.

The EPS Distinguished Lecturer Program (DLP) aims at serving communities interested in the scientific, engineering, and production aspects of materials, component parts, modules, hybrids and micro-electronic systems for all electronic applications. This includes the technology, selection, modeling and simulation, characterization, application, assembly, interconnection, packaging, handling, thermal management, reliability, testing and control of the above as they apply in design and manufacturing. Examples are the packaging of optoelectronics and bioelectronics systems, as well as the adaptation for operation in severe and harsh environments. Emphasis is placed upon research, analysis, development and application and manufacturing technology that aid in advancing the state-of-art within this scope.

Lecturers will tailor their presentations to the intended audience. The DLP strives to support EPS Chapters world-wide by helping them to invite leading researchers in their respective fields and IEEE Student Chapters to encourage students to pursue EPS related fields and to join the EP society. The DLP talk is a major event in the life of the inviting Chapter. The visibility of the inviting Chapter is expected to increase significantly as a result of the DLP talk. The visit should be actively pursued as an opportunity for membership recruitment.

DLs are strongly encouraged to give an EPS Webinar for our membership. The EP Society Executive Director can help with the logistics and the time-slot of the event. As mentioned earlier the DLP may also support DL keynotes, plenary and special sessions at EPS co-sponsored conferences, symposiums and workshops.

Requests for lectures given by one of the EPS Distinguished Lecturers (DL) must be submitted by the Chapter Chairs or the Conference/Workshop/Symposium Chair according to the procedure described below.

# *GUIDELINES FOR ORGANIZER*

To organize a lecture, the EPS Chapter Chair, IEEE Student Chapter Chair, Workshop Chair, and/or Conference should perform the following steps:

* Based on the interests of the members, choose a DL and a topic from the list of current DLP lecturers found at the [EPS web site](https://eps.ieee.org/education/distinguished-lecturer-program.html). The chair(s) should contact the DL directly, copying the EPS VP, Education and EPS Executive Director, to work out preliminary details of the visit (event type, date, location).
* This preliminary information should be included in the [DL Request Form](https://app.smartsheet.com/b/form/ad876f2c368640288d84d68e4f1e2018). The EPS VP, Education will notify both the requested DL and requesting Chair of the decision.
* The Chairs (chapters, workshops, conferences) should make timely arrangements well in advance of the planned visit. August 30 is the deadline for submitting requests to the EPS VP, Education for the current year. Requests are evaluated continuously, and the various Chairs (chapters, workshops, conferences) are encouraged to make their requests early, to secure the approval of the DLP visit.
* If the Chair has a DL cancel and wishes to replace the canceled DL with another DL, the same “requesting” process must be followed. Do not assume that you have approval for the replacement DL.
* After the visit is approved by the EPS VP, Education, the Chair (chapters, workshops, conferences) should contact the DL to finalize arrangements. The lecture should be open to all event attendees. The Chair is expected to publicize the event in their newsletters and/or by special mailings. The event lecture must be announced as "Sponsored in part by the EP Society Distinguished Lecturer Program, and the lecturer should be mentioned as an “EPS DL” on the first page of his presentation.
* Immediately following the event, the Chair (chapters, workshops, conferences) should send a summary report to the EPS VP, Education, copying the EP Society Executive Director, including information on the lecture date/title, a copy of the announcement, photos etc.

No more than two DLs may be approved to receive funding for the same event. For conferences/workshops that have Technical Cosponsorship by EPS, only one DL may be approved to receive funding.

A Chapter is eligible for no more than two DL visits each year.

***GUIDELINES FOR DISTINGUISHED LECTURERS***

* + If the DL currently has a role at a Conference or Workshop (e.g. Organizing Committee member, Session Chair, etc), EPS DLP assumes that the DL already plans to be at the event. In this case the DL will not be approved for DLP funding.
	+ DL funding is not provided to a DL presenting a Professional Development Course (PDC) at conferences/workshops. (PDC Instructors typically receive an honorarium.)
	+ Many DLs schedule a lecture in-between a personal or business trip. If this is the case the EPS VP, Education should be made aware of that fact before approval so that there is no confusion as to what will or will not be reimbursed.
	+ A DL should not cancel a planned venue three to four weeks before it is scheduled to take place without a solid business or medical reason. It is understood that there are occasions where cancellation cannot be helped.
	+ DL reimbursement will not be made for events not approved prior to the event.
	+ Event approval should be obtained at a minimum two months prior to scheduled event.
	+ A maximum of $1000US will be provided to approved DLs to reimburse eligible travel and lodging expenses.

**NOTE:** All expense reimbursement requests must be submitted via Concur. If you do not have an IEEE Account, establish one [here](https://www.ieee.org/about/help/my-account/web-account.html).

If you have an IEEE Account, request access to Concur [here](https://www.ieee.org/about/volunteers/secure/concur-registration.html).  You will then be able to log in within 2 4 hours, after your account has been provisioned. (Note: You will not receive an email when your account becomes active). When submitting your expense reimbursement request, please use the following as the purpose of the travel:

Distinguished Lecturer Travel

Level 1: Technical Activities Societies

Level 2: Electronic Packaging Society

Level 3: Distinguished Lecturers Travel

Level 4: DISLR

 Eligible expenses include:

* Economy airfare or auto mileage
* Economy airfare should be booked as early as possible for reasonable rates
* Two Hotel nights (night before event and night of event)
* Taxi/transportation to and from airport
* Baggage fees
* Meals for yourself (if not provided during the meeting) - at reasonable expenses
* Rental car ONLY if a necessity
	+ If a DL uses frequent flyer miles for a personal trip that may include a DL lecture, he/she should be aware that EPS DLP does not reimburse a dollar amount for the comparable paid round trip ticket.
	+ DLs should include at the beginning of their presentation a slide showing the following:



# NOMINATING AND APPOINTING DISTINGUISHED LECTURERS

EPS Distinguished Lecturers can be nominated by TC Chairs, Chapter Chairs, BOG members and/or the VP of Education. DL nominations are typically considered twice a year during the two annual EPS BOG meetings.

The nomination package should include the following:

* Completed nomination package will address the DLP selection criteria listed below
* Statement of the candidate expressing his/her willingness to serve as DL and complete the respective duties.
* Complete CV containing publications, invited talks, keynotes, and plenary talks.
* The nomination package may include pointers to the candidate's web site and online video materials, which may be useful in reaching out to the EPS membership after the DL appointment.
* Nominations must be approved by the EPS BOG. Upon appointment, EPS Distinguished Lecturers are publicly announced online, where contact information and fields of potential lectures are displayed.
* Distinguished Lecturers are appointed for four-year terms and may be reappointed after completing a new Nomination process.

Selection criteria include:

* Distinguished Lecturers must be EPS members at the time of nomination and throughout their tenure.
* Leadership and public speech accomplishments in EPS related fields
* Recently published breakthrough advances
* Supporting documentation that may include a list of the candidates recent (past few years) of journal papers, books, monographs, patents, editorship of journal special issues, etc.
* Volunteer or ambassador positions of the society (i.e. nominee should already be an ‘active” EPS member.)
* The DL should be committed to complete the duty of representing the society at various public events, and participating in membership recruitment and development as part of the DL talk and other events.
* Endorsement from one or more EPS TC Chair.