



IEEE EPS Distinguished Lecturer Program Guidelines

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Background

Education comes in many forms. The IEEE and the EPS (Electron Packaging Society) offer a wide range of learning, career enhancement, and employment opportunities within the engineering sciences, research, and other technology areas. The goal of these programs and resources is to ensure the growth of skill and knowledge among professionals and to foster individual commitment to continuing education among IEEE members, the engineering and scientific community, and other public engineering fields. The objective of this paper is to describe in detail one of these programs, the Distinguished Lecturer Program.

The EPS Distinguished Lecturer (DL) Program 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, mechanics, thermal management, reliability, testing and control of the above as they apply in design and manufacturing. Examples are the packaging of flexible electronics, optoelectronics, and bioelectronics systems, as well as the adaptation of such products 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.

Introduction

Figure 1 illustrates the EPS Infrastructure today and how we want to enhance it in the future. The key to understanding the infrastructure is to start with the core circle under the auspices of the EPS President. The core consists of the 6 functional teams: financial, operational, conferences, technology, education, membership. The three teams that are intricately connected are Technology, Education, and Membership.

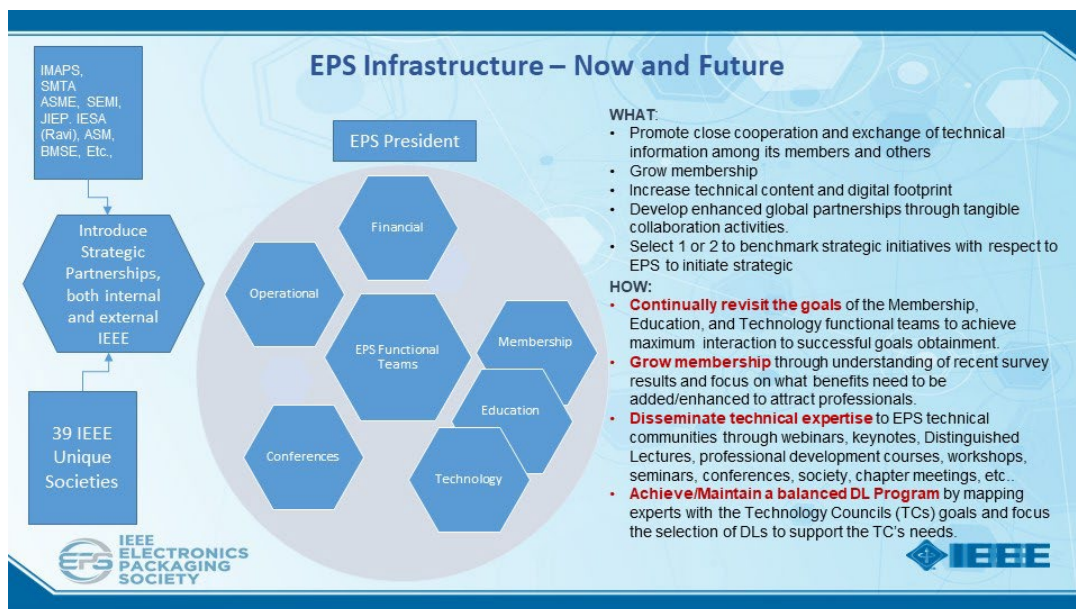


Figure 1: EPS Infrastructure – Now and Future

The Education functional team (as highlighted in the Background) is missioned to disseminate technical expertise technical communities and EPS chapters through webinars, keynote addresses, professional development courses, workshops, seminars, conference. The DL Program is a key enabler to their mission.

The Distinguished Lecturer Program consists of a body of technical experts that is regularly refreshed to ensure that the body is leading edge and targeted to the EPS field of interest. In forming this body of experts, the Technology Conference VP, and the Education VP should work together to ensure that the 12 Technical Councils are well represented in the EPS DL Program. It is important that the resultant body of experts is geographically balanced with respect to the EPS membership whenever possible.

EPS DLs are selected from the society membership and are active members of the technical community and recognized experts in their field. They are often IEEE Fellows, award winners, and society leaders. DLs are available to present lectures, seminars, short courses, and/or tutorials at various EPS Society events including Chapter Meetings, Student Branch Chapter events, Workshops, Symposia, and Conferences. Priority is given to events sponsored by EPS Chapters and EPS Student Branch Chapters.

Nominating and Appointing Distinguished Lecturers

EPS Distinguished Lecturers can be nominated by TC Chairs, Chapter Chairs, IEEE EPS Board of Governors (BoG) members, and/or the EPS Vice President, Education. DL nominations are typically considered twice a year during the two annual EPS BoG meetings. DL's are appointed for 4-year terms. Appointments are staggered so there is always a full complement of DL's.

Nomination Package: A complete package should address the following:

- 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
- 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
- Approved by the EPS BoG
- Appointed for a four-year term

Selection criteria include:

- Distinguished Lecturers must be IEEE EPS members at the time of nomination and throughout their tenure
- Distinguished Lecturers that are not IEEE Senior Members should apply for Senior membership during their first 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

- Committed to complete the duty 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

Distinguished Lecturer Request Process

The DL Program strives to support EPS Chapters worldwide 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 EPS society. The DLP talk is a major event in the life of the inviting Chapter, and the visibility of the inviting Chapter and is expected to increase significantly because of the DL talk. The visit should be actively pursued as an opportunity for membership recruitment.

EPS Chapter Chairs or the Conference/Workshop/Symposium Chair workshop, etc., can request a DL for their unique event through the DL request smartsheet found at the URL below:

[IEEE Electronics Packaging Society Distinguished Lecturer Request Form \(smartsheet.com\)](https://smartsheet.com)

Once the request is submitted it will be directed to the EPS VP of Education for approval. 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.

DLs are also strongly encouraged to give an EPS Webinar for the benefit of the entire EPS Society membership. The EPS Executive Director and VP Education can help with the logistics and the timeslot of the Webinar. As mentioned earlier, the DL Program may also support DL presentations in keynote, plenary, and other special sessions at EPS sponsored or co-sponsored conferences, symposiums, and workshops. Finally, DL presentations are also possible at events sponsored by other IEEE Societies, as well as by IEEE EPS sister organizations concentrating on electronic packaging (e.g., ASME Electronics and Photonics Packaging Division, SMTA, IMAPS, etc.). At such events, the DL will act as an ambassador of EPS to the other IEEE Society or sister organization, and at least 50% of the travel support should come from the other organization.

Funding of the DL Travel to a Requested Venue

Funding: The IEEE Electronics Packaging Society may provide partial travel funding to the Distinguished Lecturer to support the travel expenses needed to attend a particular event to which they have been invited to and approved to present. This support must be requested prior to the event using the methodology discussed below and then approved by the EPS Vice President, Education.

All Distinguished Lecturer reimbursement limits will be in line with the current EPS Board of Governors [travel guidelines](#). However, if the best available airfare for intracontinental travel is above the reimbursement limit for intracontinental trips, a request for reimbursement up to the maximum intercontinental rate may be submitted for review by the EPS President and Executive Director. Each DL is also limited to a total of two reimbursements per year. Exceptions may be approved by the VP Education. In addition to any financial support provided by the EPS DL budget, it is also encouraged that funding for DL travel be provided from other sources including the hosting organization (Chapter or Student Branch Chapter) or the hosting forum

(Workshop, Symposium, or Conference), as well as from resources available to the DL through their employer or other sources. Hosting organizations or conferences are especially encouraged to provide support for the local travel expenses incurred in the vicinity of the DL event including meals, hotel, etc. The DL is also encouraged to “combine trips” and leverage travel they are already making as part of a business trip, personal travel, or other reasons.

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

Reimbursement: All expense reimbursement requests must be submitted online via Concur. If you do not have an IEEE Account, establish one [here](#). If you have an IEEE Account, request access to Concur [here](#). You will then be able to log in within 24 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 Codes in Concur

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) - are reasonable expenses
- ✓ Rental car ONLY if a necessity

Note that if a DL uses frequent flyer miles for a personal trip that may include a DL lecture, he/she should be aware that EPS DL Program does not reimburse a dollar amount for the comparable paid round trip ticket.

Guidelines for DL Event Organizers

In summary from the previous section, to organize a lecture, the EPS Chapter Chair, IEEE Student Branch Chapter Chair, or Conference/Workshop/Symposium Chair should perform the following steps:

1. Based on the interests of the members, choose a DL and a topic from the list of current DL Program lecturers found at the [EPS web site](#). The hosting Chair should contact the DL directly via email, copying the EPS VP, Education and EPS Executive Director, to work out preliminary details of the visit (event type, date, location).
2. This preliminary information should be included in the online DL Request Form which is used to request formal approval for the event including EPS travel support. The EPS Executive Director will notify both the requested DL and requesting Chair of the approval

decision.

3. The hosting organization (chapter, workshop, conference, etc.) should make timely arrangements well in advance of the planned visit. Requests are evaluated continuously throughout the year, and the hosting Chair is encouraged to make their requests early and secure approval for the DL visit. Requests for support of events held near the end of a calendar year must be received by August 30.
4. If the hosting organization has a planned DL event cancelled and wishes to schedule a replacement event with another DL, the same “requesting” process must be followed. Please do not assume that you have approval for the replacement DL.
5. After the visit is approved by the EPS VP, Education, the hosting Chair should contact the DL to finalize arrangements.
6. All DL lectures 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 IEEE EPS Society Distinguished Lecturer Program,” and the Distinguished Lecturer should be mentioned as an “EPS DL” on the first page of his/her presentation. (See Figure 3.)
7. Immediately following the event, the hosting Chair 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, number of attendees, photos etc.



Figure 3. Cover page for DL presentation.

Do's and Don'ts for Distinguished Lecturers

- If the DL currently has a role at a Conference or Workshop (e.g., Organizing Committee member, Session Chair, etc.), the EPS DL Program assumes that the DL already plans to be at

- the event. In this case the DL will not be approved for DL Program travel funding.
- DL travel support funding is not provided to a DL presenting a Professional Development Course (PDC) at a conference/workshop. (PDC Instructors typically receive a separate 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 event shortly 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.
 - It is recommended that travel support approval be obtained at a minimum of two months prior to scheduled event.