

IEEE CEDA Distinguished Lecturer Sponsorship Request

- A request must be made by a local sponsoring organization with direct involvement and approval of the corresponding CEDA Chapter Chair. Chapters are strongly encouraged to make use of the CEDA DLP to enhance their member benefits. Although lectures are mainly organized to benefit existing members and Chapters, they can also be effective in generating membership and encouraging new chapter formation. Interested parties should submit the DLP Request Form and send to the DLP Coordinator for consideration.

Steps for Organizing a Distinguished Lecturer Visit

- Based on the interests of its membership (e.g., a benefiting organization in the region covered by the Chapter), the Chapter Chair approves a topic and a lecturer. A representative of the benefiting organization and/or the Chapter Chair is welcome to contact the lecturer directly (or through the help from the DLP Coordinator) and work out preliminary details of the visit (chapter event, date, location, name and affiliation of the benefiting organization, lecture topic, expected number of attendees, etc.).
- This preliminary information, including an estimate of the cost, will be entered in the request form and sent to the DLP Coordinator for approval. For a combined DLP event (a lecturer gives more than one lecture during the same trip) please use the combined event request form.
- After the visit is approved by the DLP Coordinator, the lecturer is contacted to finalize the arrangements. The lecture should be open to all members of IEEE. The Chair is expected to publicize the event on the CEDA website, in the chapter newsletter, and/or by special mailings to all members of the chapter. The event must be announced as "sponsored by the IEEE Council on Electronic Design Automation under its Distinguished Lecturer Program", and the lecturer should be mentioned as a CEDA Distinguished Lecturer. If other IEEE societies or other organizations have offered to support this chapter activity, then proper acknowledgment of them should also be made.
- No honorarium will be paid to the DLP speakers.
- Immediately following the event, the Chapter Chair should submit a Summary Report to the DLP Coordinator. It will help with a timely process of the reimbursement.
- Following the event, the lecturer should complete the [IEEE expense report form](#) and send it by e-mail to the [CEDA Administrator](#). All scanned copies of original receipts should be emailed as ONE PDF file together with a completed IEEE travel

reimbursement form. Questions related to reimbursements can be directed to the [Council Administrator](#).

- If Chapter Officers require additional reimbursement, they should contact the DLP Coordinator for instructions.
- In cases where there is local "cash" sponsorship (non-cash can be food, additional speakers etc.), the burden for CEDA will be reduced by that amount.

Speaker Arrangements

- Speaking engagement arrangements are subsequently made by the benefiting organization directly with the Distinguished Lecturer. Sharing of expenses between the benefiting organization and CEDA is encouraged. For example, the benefiting organization could provide local transportation and/or accommodation for the Lecturer.

Lecture Promotion

- The Chapter Chair is expected to publicize the event on the CEDA website, in the chapter newsletter and/or by special mailings to all members of the chapter. The event must be announced as "sponsored by the IEEE Council on Electronic Design Automation under its Distinguished Lecturer Program", and the lecturer should be mentioned as a CEDA Distinguished Lecturer. If other IEEE organizational units or other organizations have offered to support this chapter activity, then proper acknowledgment of them should also be made. The lecture must be open to all members of IEEE.

Expenses

- All trips must be approved in advance by the Distinguished Lecturer Program Chair.
- CEDA will reimburse Distinguished Lecturer's travel expenses for approved speaking engagements up to \$1,500 per domestic engagement and up to \$2,500 per engagement for presentations to CEDA Chapters on a continent other than the speaker's home continent.
- If another IEEE organizational unit (i.e., Society or Council) is co-organizing the event, it is expected to be mentioned in the form and share the costs of the DLP lecture.
- Co-financing from other sources (e.g. local industry) is encouraged and should be specified in the budget request.

- DL's are required to submit an [IEEE expense report form](#) within 21 days of event in order to receive reimbursement for covered DL expenses. All receipts are to be submitted with form to admin@ieee-ceda.com.

Lecture Promotion

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Policy for DLP Seminars

- The objective of the CEDA DLP program is to support local chapters of CEDA in inviting and organizing a technical seminar onsite presented by one our DLP experts in areas supported by IEEE CEDA. Usually, these seminars are not tied to any IEEE workshop or conference. However, if a DLP seminar is to be held in conjunction with a planned IEEE-sponsored workshop or conference, then the following policy must be enforced.
- If the workshop is not sponsored or co-sponsored by the IEEE, then the DLP activity may not be held in connection with the workshop or conference.
- If the proposed CEDA DLP lecture is to be held in conjunction with an existing IEEE-sponsored workshop, then this must be clearly pointed out by the host and reflected in the email request that the Chapter Chair sends to the DLP Chair to obtain approval for the DLP lecture.
- If the aforesaid workshop is free to all IEEE members (students and full members), then upon approval of the DLP Chair, the DLP lecture may be held as part of the workshop or conference program and announced as such.
- If the workshop charges attendees registration/attendance fees of any amount, then the proposed DLP lecture cannot be held as part of the workshop program. Instead, the DLP lecture must be held as a separate event, possibly taking place in conjunction with the workshop. This separation must be clearly maintained and pointed out in all announcements, calls for participation, etc. related to the workshop or conference and the DLP lecture. In such a case, if the DLP event is

approved by the DLP Coordinator, then the workshop organizers may charge attendees for the workshop, yet keep the DLP event open and free to all IEEE members.

- The responsibility to advertise and announce the DLP event lies with the local Chapter Chair and the host, and not the workshop or conference organizers.
- No honorarium is allowed for the DLP event itself. Although the host is strongly encouraged to provide financial support to pay for part of the lecturer's expenses that may not be covered by the DLP program.

Policy Regarding DLP Seminars to be co-sponsored by multiple IEEE Societies or Councils

When a particular CEDA DLP event is to be co-sponsored by other IEEE Societies or Councils, the Chapter Chair and/or host should clearly specify the degree and amount of support requested from and granted by each party. There are two cases to consider.

- If a CEDA DLP speaker also serves as a Distinguished Lecturer of a different IEEE Society/Council (S/C), and therefore, his/her DLP talk is to be co-sponsored by CEDA and another IEEE S/C, then, approval of both DLP Chairs is required. Furthermore, the co-sponsorship must be clearly stated in talk announcements and all publicity for the event. Finally, it is expected that the associated costs will be evenly divided between the two parties.
- If the DLP event comprises of multiple invited talks to be given by Distinguished Lecturers belonging to different S/C's, then each organizational unit (OU) (and the corresponding Chapter Chair) is technically and financially responsible for its own speaker. In this case, cooperation between Chapter Chairs of the corresponding OU is normally not required except for coordinating event announcements, local arrangements, etc. However, it is encouraged by IEEE that multiple organizational units (i.e., Societies or Councils) perform joint events and, in that case, costs of the event shall be shared among the OU's.