

IEEE National Distinguished Lecturer Program (NDLP)

Guidelines

What is NDLP?

NDLP is a new initiative of India Council to have a National Repository of eminent and distinguished experts who will be available for giving lectures on topics of their interest. These speakers are to carry out Lectures, tutorials etc. so as to increase the outreach of the Sections and update members and students of engineering colleges on new technologies that matter.

Co-ordinators

Each Section shall identify one person from the section to co-ordinate the NDLP activities in the section. India Council shall identify one person to co-ordinate at National Level.

The Repository

A Roster of 100-150 senior professionals who can interact with Sections, Student Branches and Technical Societies is to be maintained. For this purpose sections shall collect the details of the eligible speakers, their topics of expertise, willingness to travel within section or outside, and their CV. Section chair or a person nominated by him endorses the speaker and a screening committee at India Council approves the list. The list is made public through India Council and section web sites. On areas of IEEE interest, the speakers shall be IEEE members. For other areas no IEEE members also can be considered.

The expenses

The expenses of the speaker – to and fro travel charges, incidentals, honorarium, accommodation charges, etc are to be shared by India Council (75%) and section (25%). India Council will reimburse the expenses in full to the DLP speaker and bill the section for 25%. Local hospitality like transport, food, including booking of accommodation, etc are to be borne by the requesting unit.

Operation

Any unit of IEEE - sections, subsections, student branches, society chapters, or cluster of members - can use this repository. Requesting unit sends a request to Section NDLP co-ordinator who in turn checks with the panel of speakers on the subject about their convenience and acceptance and once confirmed informs the requestor and National Co-ordinator about the event and probable expenditure. Once approved by the national co-ordinator the NDLP program can be conducted. On completion of the program the speaker submits a bill to section coordinator who in turn forwards to National co-ordinator with his comments. National co-ordinator approves the payment and India Council makes the full payment to the speaker by DD. The benefiting section is billed for 25% of the expenses, which is to be paid within the next 60 days.

Section Co-ordinator Role

Section coordinator has two roles :

- a. Contribute to the NDLP roster by generating nominations from the section.
- b. Co-ordinate all NDLP activities in the section

Section co-ordinator initially collects the details of the speakers to be included in the NDLP roster.

Whenever a request is received he contacts the suitable speakers from the panel gets concurrence and informs the National co-ordinator with probable expenditure to be incurred. On approval by national co-ordinator he intimates the speaker and requesting unit to go ahead with the program.

After the completion of the program he receives the feed back from the organizing unit and bill for expenditure from the speakers. He forwards to the national co-ordinator for payment.

Natioanal Co-ordinator Role

Consolidates the list of speakers received from sections and on approval by the screening committee publishes the NDLP Roster. Receives requests from section coordinators for NDLP programs, approves, and communicate back to him. On completion of program speakers bill sent by section co-ordinator is authorized for payment. Maintains NDLP database with feedbacks and speaker ratings

Requestors Role

Requesting unit goes through the NDLP panel and requests for a lecture and identifies the probable speakers. On confirmation from section coordinator conducts the program. Local hospitality like booking of accommodation, transport, food, etc are to borne by the requesting unit. On completion of the event a meeting report, feedback form with speaker ratings are sent to section co-ordinator.

Speaker's Role

On receiving a request from section coordinator the speaker may confirm his availability and acceptance. Once program is confirmed he arranges for the travel and informs the requesting unit about his travel plan. On completion of the program he submits a bill to section coordinator. He receives payment from India council by DD. Speakers on their part shall also give a brief about IEEE and its relevance.

Sections Role

Identify section NDLP coordinator. Initial panel of speakers preparation and payment of 25% of the expenses to India council with in 60 days of receipt of bill.

India Council's Role

Setting up of screening committee, national coordinator, arrangement of funds, payment of approved expenses to the speakers by DD, Invoicing sections for 25% of expenses.

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