

# **IEEE Nuclear and Plasma Science Society (NPSS) Distinguished Lecturer Program**

## **Guidelines and Procedures**

(C. Neumeyer 12/6/2005)  
(Revised by S. Gold, 6/10/09)

### 1. Objectives

Objectives of the NPSS Distinguished Lecturer Program (DLP) are as follows:

First, the program aims to provide stimulus and support for NPSS chapter meetings via high quality technical and scientific lectures by distinguished experts from the NPSS technical communities.

Second, the program provides a vehicle for outreach by the technical communities within NPSS to further their work via presentations to non-IEEE entities such as universities, or other IEEE groups, including student groups, to stimulate interest, encourage support, and attract entry-level engineers into the field.

Third, the program provides an opportunity for NPSS members to be recognized as distinguished members of their technical communities and to provide a valued service to same.

### 2. Distinguished Lecturers Coordinator

The NPSS President shall appoint a Distinguished Lecturer Coordinator (DLC). The DLC shall be a member of the IEEE NPSS in good standing and shall serve at the discretion of the President, without prescribed term limit.

### 3. Distinguished Lecturer Nomination and Appointment

Each NPSS Technical Committee, as well as the Transnational Committee, shall nominate two or more candidate Distinguished Lecturers (DLs) each calendar year prior to the first AdCom meeting of the year. The DLs shall be members of the IEEE NPSS in good standing. Although the nomination process shall take place annually, there is no prescribed DL term limit.

The DLs shall be chosen based on recognized expertise in their field as well as their ability and experience as presenters. In selecting nominees, geographic diversity shall be sought in order to facilitate the availability of lectures to NPSS members internationally.

Nominees along with their bios and proposed lecture topic(s) and abstract(s) shall be forwarded to the DLC. The DLC shall interact with the Technical Committee Chairs as part of this process to ensure the availability of quality lecturers of sufficient number and geographic diversity to support international chapters.

At the first AdCom meeting of the year, the DLC shall present a summary of the DLP activities for the prior year, and present the new list of Distinguished Lecturers.

#### 4. Lectures

Upon appointment, the DLs shall supply the DL Coordinator with contact information, along with suggested title(s) and abstract(s) of their lectures. DLs are encouraged to propose more than one lecture topic for presentation. Topics are “suggested” and may be adjusted to suit the audience and the discretion of the DL.

The DLC shall maintain a web page within the NPSS web site via the NPSS webmaster, which shall list available lectures along with guidelines for arranging same. In addition a link shall be provided to standard IEEE documentation concerning travel guidelines and reimbursement.

#### 5. Steps for Organizing and Conducting a Lecture

##### 5.1 Lectures to IEEE/NPSS Chapters

Based on the interests of the chapter members, the Chapter Chair chooses a topic and lecturer from the list of current lecturers on the NPSS DLP web site. The Chair should first contact the DLC who will put the Chapter Chair in contact with the DL, assuming that conditions are satisfied.

The Chapter Chair and DL shall work out details of schedule and cost, which shall be itemized and forwarded to the DLC for approval. The NPSS will supply funding for at least one lecture per calendar year per NPSS chapter. Additional lectures to a chapter in any calendar year may be authorized provided they fit within the overall annual DL budget authorized by NPSS.

After the visit is approved by the DLC, the Chapter Chair shall contact the lecturer and finalize arrangements. The lecture shall be open to all members of IEEE. The Chair is expected to publicize the event in the chapter or section newsletter and/or by special mailings to all members of the section. The event must be announced as "sponsored by the Nuclear and Plasma Science Society under its Distinguished Lecturer Program", and the lecturer should be mentioned as a NPSS Distinguished Lecturer.

Immediately following the event, the Chapter Chair shall send a summary report to the DLC including information on the date and title of the lecture, a copy of the announcement/publicity, number of attendees, etc., along with feedback concerning quality of presentation, how presentation and/or DL procedure might be improved, etc.

The DL shall retain receipts for all expenses. Following the event, the lecturer shall complete the IEEE travel reimbursement form and send it in by email to the DLC for review. Upon approval, the DLC will forward the expense form to the NPSS Treasurer for approval. Following the Treasurer's approval, the DL will be notified to send the signed spreadsheet and original receipts to IEEE for reimbursement. If chapter officers require reimbursement, they should contact the

DLP chair for instructions. Receipts should be mailed to the NPSS Treasurer. If chapter officers require reimbursement, they should contact the DL Coordinator for instructions.

## 5.2 Lectures IEEE Groups other than NPSS or to Non-IEEE Entities

With advance approval by the DLC, the NPSS will reimburse travel expenses related to lectures presented to IEEE Sections and IEEE Student Branches and Student Chapters, in addition to NPSS chapters. Other groups, including non-IEEE groups, are generally expected to make their own arrangements to cover the speaker's expenses.

Interested parties choose a topic and lecturer from the list of current lecturers on the NPSS DLP web site, and then contact the DLC who will put them in contact with the DL, assuming that program conditions are satisfied.

Once approved by the DLC, all further communications shall be directly between the DL and the interested party, with copies to the DLC.