Distinguished Lecturer Program
Application & Check List - Requests by Technical Committee
There are two request options: by Chapter or by Technical Committee
Please ensure that you use the appropriate check list.
Form must be completed electronically.

IEEE
Robotics &
Automation
Society

TC Name

TC Chair(s) Name/Email

TC Chair(s) Name/Email

TC Chair(s) Name/Email

5 Months Prior to Event

Identify a Distinguished Lecturer for the event and coordinate availability.

Complete the following information and send this form to the VPMA*, VPTA*, TC Chairs, RAS@ieee.org.

Event Name

Event Date

Event Location

Event Topic/Program

Expected Attendance

Audience (Professional/Student/Pre-College)

DL Name

DL Email

Description DL Travel Costs

Estimate of DL Travel Costs for Reimbursement from RAS

(up to $3000 USD)

5 Months Prior to Event

Detailed Description of Event

4 Months Prior to Event

Hold for email from VPMA/VPTA advising of DL approval.

ONLY Once approved, contact DL to coordinate arrangements.

2 Months Prior to Event

Contact RAS@ieee.org confirming event details, so information can be added to e-News at www.ras-ieee.org. If promoted on Chapter website, advise of address.

Post Event

Submit an event summary report including photos and number of attendees to VPMA, VPTA and RAS@ieee.org.

DL provides a summary report (1 page) to the VPTA and RAS@ieee.org.

DL submits the reimbursement form and original travel receipts to the RAS Treasurer.   Details at http://www.ieee-ras.org/financial/reimbursement.html

*VPMA: Jing Xiao xiao@uncc.edu

*VPTA: Satoshi Tadokoro tadokoro@rm.is.tohoku.ac.jp

Should you have any questions during the application process, contact RAS@ieee.org