



Requesting a Visit by an RAS IEEE Distinguished Lecturer

Upon approval, the IEEE Robotics and Automation Society can provide grants to support transportation (airfare) up to \$1500 for a DL to give a Distinguished Lecture at a local event such as an IEEE chapter meeting. Due to limited funding, RAS policy requires that in order for a visit to qualify, all local expenses: hotel, meals, and incidentals, must be covered by the local organizer.

Requests for grants should be submitted before:

- JUNE 30 for visits in the second six months of the year
- DECEMBER 31 for visits in the first six months of the following year.

Requests for grants should be emailed to the Vice-President for Technical Activities in plain text (no attachments) including all the following information:

1. Name of DL (confirm availability with DL before applying)
2. Topic of Lecture
3. Event Description
4. Location
5. Planned Date for Lecture
6. Estimated attendance
7. Amount of transportation support requested
8. Confirmation that local expenses will be provided by local organizer
9. Local Organizer, full contact information

After the visit:

- Local Organizer submits to Vice-President for Technical Activities: A short plaintext report confirming information above, actual transport costs, how many attended, etc.
- Distinguished Lecturer submits via physical mail to the RAS Treasurer: original transportation ticket receipts with summary of DL event and home address for reimbursement.

Please note that the Distinguished Lecturer program may NOT be used to support a plenary talk at a conference/symposium/workshop.