

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

Guidelines and Procedures

(Revised March 2012, Last reviewed September 2023)

1. Objectives

Objectives of the NPSS Distinguished Lecturer Program 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 other IEEE groups, including IEEE Sections and Student Branches, in order to stimulate interest, encourage support, and attract entry-level engineers into the field, and may also be used to promote NPSS activities in other venues.

Third, the program provides a means for outreach to non-IEEE entities, including universities.

Fourth, the program provides an opportunity for NPSS members to be recognized as distinguished members of their technical communities while providing a valued service.

2. Distinguished Lecturers Coordinator

The NPSS President shall appoint a Distinguished Lecturers (DL) Coordinator, who shall be a member of the IEEE NPSS in good standing and shall serve at the discretion of the President without prescribed term limit. The chair of the Functional Committee on Chapters and Local Activities should normally serve in this capacity.

The DL Coordinator has the authority to appoint and remove NPSS Distinguished Lecturers (DLs), and to approve their travel and lodging reimbursement within the guidelines and annual budget as determined by the NPSS AdCom.

The DL Coordinator shall maintain a web page within the NPSS website via the NPSS Webmaster that shall list the lecturers and available lectures along with the guidelines and procedures for arranging the lectures.

The DL Coordinator shall keep AdCom informed of the activities of the Program, and shall present a list of current DLs and a summary of the prior year's activity at the first AdCom meeting of each year.

3. Distinguished Lecturer Nomination and Appointment

The DL Coordinator shall interact with the Chairs of the eight NPSS Technical Committees (TCs) and of the Transnational Committee (TNC) to ensure the availability of lecturers in sufficient numbers to support the goals of the program, and shall appoint DLs based on their nomination. Each of the committee chairs is requested to nominate new DL candidates prior to the first AdCom meeting of each calendar year, as well as to suggest whether their previously nominated DLs should continue for an additional year, with the goal of maintaining at least two DLs appointed from each of the committees. This nomination process shall take place annually, but nominations may be made at any time during the year, and there is no prescribed term limit. The DLs shall be members of the IEEE NPSS in good standing, and shall be chosen based on recognized expertise in their field as well as ability and experience as presenters. In addition, geographic diversity shall be sought in order to facilitate the international availability of lectures.

Prior to appointment, the DL nominees shall supply the DL Coordinator with biographical and 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. These topics may be adjusted to suit the needs of the audience.

4. Steps for Organizing and Conducting a Lecture

The NPSS maintains a webpage <http://ewh.ieee.org/soc/nps/lecturers.html> with complete information on the program, including a list of lecturers and the lectures that are currently offered. Interested organizations are encouraged to contact any lecturer directly via their email link to get additional information on a lecture topic or to begin the process of arranging a lecture. These arrangements should be made directly with the lecturer, but the DL Coordinator will assist as needed. In order to maintain program records, the DL shall keep the DL Coordinator informed of lectures that are presented. The next section discusses the additional procedures that relate to reimbursement of travel and lodging costs for lectures delivered to eligible groups.

4.1 Lectures to meetings of NPSS Chapters, IEEE Sections, and IEEE Student Branches

NPSS support is available for the travel and lodging costs associated with lectures provided to NPSS chapter meetings as well as to IEEE Section meetings and IEEE Student Branch meetings. By special arrangement with the NPSS, certain other lectures may also qualify for travel reimbursement. DLs are encouraged to take advantage of already scheduled travel to present their lectures. When reimbursement is needed, the DL shall work out details of schedule and cost with the leadership of the IEEE unit that will host the presentation and forward these to the DL Coordinator for advance approval. All supported travel shall be subject to the standard IEEE rules and guidelines. Following the event, the DL shall complete the standard IEEE travel reimbursement form and send it, along with scanned receipts, to the DL Coordinator by email for review. Upon approval, the DL Coordinator shall forward the complete expense report to the NPSS Treasurer for approval. Following the Treasurer's approval, the DL shall send the complete expense report to the IEEE via email for reimbursement.

The NPSS will normally reimburse travel and lodging costs for at least one lecture per calendar year for a requesting NPSS chapter. Additional lectures to a chapter in any calendar year, as well as lectures presented under the auspices of IEEE Sections and IEEE Student Branches, shall be

considered for reimbursement within the overall annual budget authorized by NPSS. The lecture shall be open to all members of IEEE, and the sponsoring IEEE operating unit is expected to publicize the event as "sponsored by the IEEE Nuclear and Plasma Science Society under its Distinguished Lecturers Program." Immediately following the event, the sponsoring organization is requested to send a summary report to the DL Coordinator 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.

5.2 Lectures to other groups

In general, reimbursement of lecturer travel and lodging costs is only available for lectures presented to NPSS chapters, IEEE Sections and IEEE Student Branches and Student Chapters. Other groups, including non-IEEE groups, are generally expected to make their own arrangements to cover the speaker's expenses. However, by special arrangement with the NPSS, certain other lectures may also qualify for travel reimbursement.