



IEEE Signal Processing Society Chapter Activities

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Organizational Structure

- ▶ Chapters Coordinator: contact point for Chapter, Distinguished Lecturer and Distinguished Industry Speaker activities
- ▶ Chapters Committee:
 - Chair: Chapters Coordinator
 - Members: the four Regional Directors-at-Large and two members each to represent IEEE Regions 1-6, Region 7 & Region 9, Region 8, and Region 10.
- ▶ Info: <https://signalprocessingsociety.org/our-story/standing-committees>

Distinguished Lecturer Program

- ▶ The Distinguished Lecturer (DL) Program provides means for Chapters to have access to well known educators and authors in the fields of signal processing, to lecture at Chapter meetings.
- ▶ The SPS provides financial support for the SPS Chapters to take advantage of the service.
- ▶ The Distinguished Lecturers are:
 - nominated by technical committees, chapter chairs, editorial boards and other boards and committees
 - selected by the Society's Award Board with consent of Board of Governors
- ▶ Input on topics are welcome from Chapters
- ▶ Info: <https://signalprocessingsociety.org/professional-development/distinguished-lecturer-program>

Distinguished Industry Speaker Program

- ▶ The Distinguished Industry Speaker (DIS) Program provides means for chapters to have access to individuals who are recognized experts with a background in industrial applications in the signal processing area and are well versed in the ongoing issues/activities in industry, to lecture at Chapter meetings.
- ▶ The SPS provides financial support for the SPS Chapters to take advantage of the service.
- ▶ The Distinguished Industry Speakers are:
 - nominated by technical committees, chapter chairs, editorial boards and other boards and committees of the Society
 - selected by the Society's Award Board with consent of Board of Governors
- ▶ Input on topics are welcome from Chapters
- ▶ Info: <https://signalprocessingsociety.org/professional-development/distinguished-lecturer-program>

Terms of Distinguished Lecturers (DL)/ Distinguished Industry Speakers (DIS)

- ▶ Each year, up to ten (10) technically diverse and geographically dispersed individuals shall serve as SPS Distinguished Lecturers (DLs)/ Distinguished Industry Speaker (DIS). The formal term of appointment shall be two calendar years with five (5) individuals appointed each year.

Eligibility for DL/DIS Programs

- ▶ Signal Processing Society Chapters Only
- ▶ Not eligible:
 - Non SPS chapters
 - Sections
 - Universities
 - Labs

Eligibility for DL/DIS Programs

- ▶ IEEE Signal Processing Society Chapters in active status must have
 - held two technical activities a year
 - filed the Annual Report
- www.ieee.org/web/geo_activities/units/Required_Reporting/index.html

Eligibility for DL/DIS Programs

- ▶ Request to host a DL/DIS trip must originate from the Chapter Chair of record
 - The record can be found at:
<https://signalprocessingsociety.org/sps-chapters>
 - If the record is out of date, update it by properly reporting it to:
www.ieee.org/web/geo_activities/units/Required_Reporting/index.html
 - Also notify the Society Office at
sp.info@ieee.org

To Request a Lecturer/Speaker

Chapter Chair should:

- ▶ contact directly the desired DL/DIS to set date and negotiate travel expense;
- ▶ contact [Chapters Coordinator](#) for pre-approval of expense and copy your requests to [SPS Executive Office](#)
- ▶ re-contact DL/DIS to confirm expense & arrangements

Funding

- ▶ The Society provides an separate allotment for each program up to \$3,500 per SPS Chapter annually to use towards scheduling Society appointed Distinguished Lecturers/Distinguished Industry Speakers or other invited speakers, provided they are pre-approved by the [Chapters Coordinator](#). The allotment is to help defray speaker travel expenses. Any unused balance from one year does not carry over to the next.
- ▶ The Society also provides support for coffee breaks and other small social gathering in conjunction with meetings up to \$500 per SPS Chapter annually. Please note that funding will be done on a reimbursement basis and funds must be pre-approved by the [Chapters Coordinator](#) for DL linked events and the [SPS Executive Office](#) for non-DL linked events.

Speaker Expenses

- ▶ Joint Chapters are eligible for full funding up to the allotment allocation
- ▶ Travel costs
 - Economic (coach) flight fare
 - Advanced planning and booking for lower fare

Speaker Expenses

- ▶ Hotel
 - For the nights necessary to deliver the lecture **only** (*normally two nights max.*)
- ▶ Meals
 - For the meals of the DL/DIS only
 - Not for other people
 - Not for food/drink that may be provided during the lecture

Speaker Expenses

- ▶ DL/DIS pay all the costs pre-approved by the IEEE SPS Chapters Coordinator, and receives reimbursement from the Society
- ▶ IEEE Expense Report is required for reimbursement
- ▶ All ***receipts of US \$25 and more*** are required for the reimbursement

Remarks

- ▶ Contact Chapters nearby to invite the same DL/DIS to share travel cost (especially for international trips)
- ▶ Find co-sponsors for the DL/DIS trip

Contact and Support

- ▶ **Chapters Coordinator: Prof. Anghsul Majumdar**
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