**REQUIRED INFORMATION TO REQUEST A
DISTINGUISHED LECTURER or DISTINGUISHED INDUSTRY SPEAKER TOUR**

**General recommendations**: Each DL stays a maximum of 3 days at each Chapter, 2 nights in local hotel. The annual budget per Chapter is U$ 3500 to cover DL Tours. Please just submit one request for each proposed DL Tour, in the format suggested below.

**For each chapter involved in the DL Tour, please provide ALL of the following information:**

|  |  |
| --- | --- |
| **Chapter Name:** |  |
| **Distinguished Lecturer Name:** |  |
| **Arrival Date:** |  |
| **Departure Date:** |  |
| **Lecture Date(s):** |  |
| **Lecture Title:** |  |
| **Lecture City (chapter):** |  |
| **Chapter Chair Name:** |  |
| **Airfare:**Determine cost split between chapters, enter your cost here: |  |
| **Hotel:**Number of nights in hotel / Cost per night (recommended: max. 2 nights/DL): |  |
| **Meals:** |  |
| **Transportation (Local):** |  |
| **Other costs:** |  |
| **Chapter Total:** |  |

|  |  |
| --- | --- |
| **Chapter Name:** |  |
| **Distinguished Lecturer Name:** |  |
| **Arrival Date:** |  |
| **Departure Date:** |  |
| **Lecture Date(s):** |  |
| **Lecture Title:** |  |
| **Lecture City (chapter):** |  |
| **Chapter Chair Name:** |  |
| **Airfare:**Determine cost split between chapters, enter your cost here: |  |
| **Hotel:**Number of nights in hotel / Cost per night (recommended: max. 2 nights/DL): |  |
| **Meals:** |  |
| **Transportation (Local):** |  |
| **Other costs:** |  |
| **Chapter Total:** |  |

***DL TOUR TOTAL COST*** (Covering the visits to all Chapters involved in the DL Tour):

**Social Function Allotment:**

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.

**Social Function Budget:**

Provide details and budget for each item.

Total Social Function Budget:

*All the above information must be received to obtain approval. All Chapters involved must approve the proposed DL Tour and costs (submit this to* *sp-lecturers@listserv.ieee.org* *and* *the Chapters Coordinator in copy to all Chairs).*