



# IEEE Signal Processing Society Chapter Activities

*Prof. Chirag Paunwala*  
*Chapters Coordinator*  
*Chair, Chapters Committee*  
[cpaunwala@gmail.com](mailto:cpaunwala@gmail.com)

# 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](http://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](http://www.ieee.org/web/geo_activities/units/Required_Reporting/index.html)
  - Also notify the Society Office at [sp-info@ieee.org](mailto: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. Chirag Paunwala**  
Sarvajanik College of Engineering and Technology  
Gujarat, India  
P: +55 51 3316 7128 F: +55 51 3316 7308  
Email: [acpaunwala@gmail.com](mailto:acpaunwala@gmail.com)
- ▶ **Senior Manager, Operations: Theresa Argiropoulos**  
IEEE Signal Processing Society  
445 Hoes Lane  
Piscataway, NJ 08854  
P: +1 732 562 5592 F: +1 732 867 9953  
Email: [t.argiropoulos@ieee.org](mailto:t.argiropoulos@ieee.org)
- ▶ **Administrator: Deborah A. Blazek**  
IEEE Signal Processing Society  
445 Hoes Lane  
Piscataway, NJ 08854  
P: +1 732 562 3888 F: + 1 732 867 9953  
Email: [d.blazek@ieee.org](mailto:d.blazek@ieee.org)