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](https://signalprocessingsociety.org/our-story/standing-committees)
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

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