



IEEE Signal Processing Society Chapter Activities

Program Coordinator
sp-lecturers@listserv.ieee.org

Organizational Structure



- The Regional Directors-at-Large oversee the implementation of the Distinguished Lecturer and Distinguished Industry Programs. They ensure the program's sustainability and geographical diversity.

SPS Regional Directors-at-Large

Position	Name	Email
Regional Director-at-Large, Regions 1-6	Petros T. Boufounos	petros@boufounos.com
Regional Director-at-Large, Regions 7 & 9	Vitor H. Nascimento	vitornasc@gmail.com
Regional Director-at-Large, Region 8	Constantinos Papadias	cpapadias@acg.edu
Regional Director-at-Large, Region 10	Chiou-Ting Hsu	cthsu@gapp.nthu.edu.tw



Organizational Structure



- The Program Coordinator is the contact point for Chapter, Distinguished Lecturer and Distinguished Industry Speaker activities.
- **Program Coordinator:**
Email: sp-lecturers@listserv.ieee.org

Distinguished Lecturer Program



- The Distinguished Lecturer (DL) Program provides means for SPS Chapters and Student Branch 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 and Student Branch 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 the 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 SPS Chapters and Student Branch 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 and Student Branch 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 the Board of Governors
- Input on topics are welcome from Chapters
- Info: <https://signalprocessingsociety.org/professional-development/distinguished-industry-speaker-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) and Distinguished Industry Speaker (DIS). The formal term of appointment shall be two calendar years with five (5) individuals appointed each year for each program.

Eligibility for DL/DIS Programs



- The Program is open to: SPS Chapters and Student Branch Chapters Only
- Not eligible:
 - Non SPS chapters
 - Sections
 - Universities
 - Labs



Eligibility for DL/DIS Programs



- IEEE Signal Processing Society Chapters and Student Branch Chapters in active status must have:
 - held two technical activities a year
 - file their Annual Report at <https://site.ieee.org/vtools/>

Eligibility for DL/DIS Programs



- Request to host a DL/DIS trip must originate from the Chapter Chair or Student Branch 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: <https://officers.vtools.ieee.org/>
 - Also notify the Society Office at sp-info@listserv.ieee.org

To Request a Lecturer/Speaker



Chapter Chair should:

- Contact directly the desired DL/DIS to set date and negotiate travel expenses;
- Fill out the [DL/DIS Request and Budget Form](#) and submit it to the [SPS Program Coordinator](#) for pre-approval of expenses;
- Re-contact DL/DIS to confirm expense and arrangements.

To Request a Lecturer/Speaker



Student Branch Chapter Chair should:

- Contact your local SPS Chapter to coordinate a joint-event featuring the DL/DIS. If there is no local SPS Chapter, the Student Branch Chapter can apply directly to the SPS Program Coordinator.
- Contact directly the desired DL/DIS to set date and negotiate travel expenses.
- Fill out the [DL/DIS Request and Budget Form](#) and submit it to [SPS Program Coordinator](#) for pre-approval of expenses;
- Re-contact DL/DIS to confirm expenses/arrangements.



Program Requirements



- Chapter Chairs are encouraged to contact nearby Chapters to invite the same DL/DIS to share travel cost (especially for international trips)
- Find co-sponsors for the DL/DIS trip

Chapter 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 [Program 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 [Program Coordinator](#) for all events.

Student Branch Chapter Funding



- Student Branch Chapters are eligible for \$500 annually to help support invited speakers, career development activities such as soft skill training, social functions in connection to Student Branch Chapter meetings, and similar related activities. Funding will be provided up front based on the submitted proposal/request. The funded Student Branch Chapter will be expected to provide receipts in a timely fashion based on IEEE's guidelines after the event, and any continued funding for the following years would be contingent on the Student Branch Chapter having properly submitted receipts for the prior year. Student Branch Chapters must also write a small summary of the event to be featured in the SPS Newsletter. Requests can be submitted to the [Director, Operations](#).

Student Branch Chapter Growth Reward

- Student Branch Chapters are eligible to receive \$25 for each new member, up to a maximum of \$250 annually to be used towards additional funding for such activities as networking events, soft skill training, social functions in connection to Student Branch Chapter meetings, Distinguished Lecture related activities and similar related activities. This item is subject to budget approval by the Executive Committee.



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
- **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 or Chapter Chair
 - 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 Program Coordinator, and receives reimbursement from the Society
- IEEE Expense Report is required for reimbursement
- ***All receipts are required for expenses over US \$25 and more.***

Contact and Support



Program Coordinator:

- ▶ Email: sp-lecturers@listserv.ieee.org

Reimbursement of Expenses:

- ▶ Deborah A. Blazek, Administrator
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