The purpose of this handbook is to provide guidelines for the operation of the IEEE AP-S Distinguished Lecturer Program (DLP). The Distinguished Lecturer Program is overseen by the Distinguished Lecture Committee, with the chair of the Committee maintaining regular contact with the Distinguished Lecturers (DLs) and giving approval for DL visits to AP-S Chapters.

1) Distinguished Lecturer Committee

The functions of the Distinguished Lecturer Committee are to:

- Select a number of people, eminent in the Society's field of interest, who agree to be available for a period of two-three years as Distinguished Lecturers. (Shorter or longer terms may be negotiated on a case-by-case basis.)

- Determine the topic(s) for each Distinguished Lecturer in consultation with the selected DL.

- Insure that each active Chapter (including joint Chapters) of the Society is entitled to request two Distinguished Lecturers per year according to policies established by the AdCom (funds permitting), with associated costs (travel, food, and accommodations, but not salary) to be borne by the Society in accordance with budgetary guidelines established by the AdCom.

- Act as a focal point and a coordinator for all requests by a Chapter for a specific Distinguished Lecturer. (This is normally handled by the chair of the Committee.)

- Insure the adequate announcement of the Distinguished Lecturer Program and relevant material in the AP-S magazine and on the AP-S website.

- Make periodic reports to AdCom about the status of the Distinguished Lecturer Program.

The chair of the Committee has the ultimate responsibility for the appointment of the Distinguished Lecturers, for the day-to-day operation of the program, and for making timely reports to AdCom.
The members of the Distinguished Lecture Committee are world-renowned experts in the Antennas and Propagation field. The Committee members are allowed to be former Distinguished Lecturers, but it is not allowed for a Committee member to be a Distinguished Lecturer at the same time. Thus, a Distinguished Lecturer cannot become a Committee member, and a Committee member must resign from the Committee before being eligible to be considered for appointment as a Distinguished Lecturer.

2) Overview of Program

The IEEE AP-S Distinguished Lecturer Program provides AP-S Chapters around the world with talks by experts on topics of interest and importance to the AP community. The Chapters incur little or no cost in making use of this program. Each active Chapter can request a maximum of two visits per year by our Distinguished Lecturers. (One of the two visitors is allowed to be a former Distinguished Lecturer, i.e., a “wildcard” visitor, if the Chapter prefers.) Permission for additional DL visits to a Chapter is contingent on funds, and needs approval by the chair of the Distinguished Lecturer Committee and the AP-S Treasurer. Requests by the Chapter Chairs must be approved by the chair of the Committee prior to the Chapter Chair making an official commitment to the DL. In order to initiate a visit by a DL, it is recommended that the Chapter Chair first make contact with the DL and discuss a tentative date for a visit. The Chapter Chair should then contact the chair of the Committee to obtain approval for the trip.

It is strongly recommended that Chapters do not use their own chapter funds to cover part of the cost of the DL visit. Although offering to cover part of the cost may seem like a generous offer on the part of the Chapter, the purpose of the AP-S Distinguished Lecturer Program is to free up Chapter funds so that they can be used for other purposes.

Normally Distinguished Lecturers visit AP-S Chapters, but Sections or Councils may also be visited with permission of the chair of the Committee. (The chair of the Committee should receive some sort of assurance that a reasonable number of AP-S members will be present at the meeting.) A Distinguished lecturer visit to a Student Branch Chapter of AP-S requires special approval by the chair of the Committee. Normally such visits will be allowed if there is evidence of significant potential attendance, as well as approval of the local AP-S Chapter (if one exists in the local area).

If an organization other than an AP-S Chapter (such as a company or university not affiliated with a Chapter) requests a DL to visit, the cost of the trip must be borne by the organization and/or the DL. Funds from the AP-S Distinguished Lecturer Program can only be used to reimburse visits to AP-S Chapters (or Sections and Councils). Funds may also
be used to support DL visits to conference or workshops under special circumstances, and this is discussed in Section 4.

It is allowed for a DL to combine a Chapter visit with a visit to another organization or event (such as a company, a conference, etc.), but only that part of the trip that relates to the Chapter visit will be funded by the Distinguished Lecturer Program. For example, if a DL plans to attend a conference and then visits a local Chapter as part of the same trip, the DLP will cover the travel costs in getting to/from the conference venue and the Chapter, as well as one or two extra nights of hotel that are associated with the Chapter visit, and any other expenses directly associated with the visit to the Chapter. The DLP will normally cover the total cost of the airfare to visit the Chapter only when the Chapter visit has been planned independently of, and before, the visit to the conference. If a DL is considering combining a Chapter visit with a visit to a conference or other event, the DL should discuss this with the chair of the DLP when planning the trip.

The AP-S Society will normally reimburse travel expenses incurred by Distinguished Lecturers up to $1,250 for presentations to AP-S Chapters located inside the DL's IEEE geographic region. Travel expenses for trips outside the DL’s geographic region are reimbursable up to $2,500. (One exception is that Canada and the U.S. are considered as one region for reimbursement purposes.) For each additional Chapter visited on the same trip, within the same geographical region, travel expenses are reimbursable up to $1,250. There is no limit on the number of Chapters that may be visited during each trip, but approval from the chair of the Committee must be obtained for each Chapter visited. Exceptions to the above reimbursement limits require approval from the chair of the Committee and the AP-S Treasurer. To receive reimbursement, the lecturers are required to keep all expense receipts and send them electronically to the AP-S Treasurer along with an IEEE expense report form, which is available from the chair of the Committee or the AP-S Treasurer, or the IEEE website (see below).

Only those expenses that are directly related to the travel of the DLs to the AP-S Chapters are reimbursable by the DLP. Legitimate travel expenses that are reimbursable include expenses such as airfare, hotel accommodation, taxi fare, train or bus fare, rental car expenses, and meal expenses. For meal expenses (per diem), DLs have the option of claiming $15/$25/$25 (breakfast/lunch/dinner), claiming less than that, or claiming actual amounts with receipts (for meals over the above limits). The intention here is to make per diem accounting easier for everybody; hence it is not necessary to keep meal receipts unless a claim is made for a meal expense over the above limits.

If a DL trip is combined with another trip that is not DL related, then cost-sharing is permitted. The DL should then estimate as closely as possible what parts of the trip
expenses are to be reimbursed by the DLP. It is required that DLs discuss this with the chair of the Committee before taking the trip to avoid any misunderstanding.

If a DL visits a particular Chapter, and then also visits one or more chapters that are nearby as part of the same trip, the visit will normally count towards the DL allotment of the Chapter that originally invited the DL, and not the other Chapters that are nearby. (This encourages other Chapters to leverage off of the invitation from the original Chapter.) However, if the Chapters wish to divide up the allotment in some other way, this should be discussed with the chair of the DLP. The definition of “nearby” is decided on a case-by-case basis. For international trips, it will often mean located within the same country as the inviting Chapter. For domestic trips it will often mean located within the same state or region. The chair of the Committee and/or the AP-S Chapter Activities Coordinator, who oversees the AP-S Chapters (including joint Chapters) can help with announcing and coordinating visits to nearby Chapters.

Distinguished Lecturers shall follow IEEE travel guidelines regarding the types of airfare for which reimbursement is given and other travel policies. Any exception to the reimbursement limits on the travel expenses needs approval by the chair of the Committee and the AP-S Treasurer.

The chair of the Committee selects and appoints the Distinguished Lecturers. The Distinguished Lecturer Committee serves as an advisory role to assist in the selection process, and also aids in the identification of new candidates. Candidates may be invited by the Distinguished Lecturer Committee, nominated by another person that knows them, or be self-nominated.

All Distinguished Lecturers should be outstanding in their fields of specialty. Collectively, the Distinguished Lecturers should possess a broad range of expertise within the area of AP. The Chapters are strongly encouraged to use this program as a means to make their local AP community aware of the most recent scientific and technological trends.

3) Procedure for Distinguished Lecturer Visits

1) Normally a Chapter invites a Distinguished Lecturer to visit a Chapter. However, if a DL wants to visit a particular Chapter, the DL might want to initiate contact first.

2) The Distinguished Lecturer or Chapter Chair emails the chair of the AP-S Distinguished Lecturer Committee to obtain approval for the trip. (If the DL
emails the request, a copy of the request from the Chapter Chair should be included.

3) After the trip, the DL fills out the IEEE Expense Report Form and emails it to the chair of the AP-S Distinguished Lecturer Committee for the chair’s records.

4) The DL sends by email to the AP-S Treasurer the following:
   - An electronic copy of the IEEE Expense Report Form (signed at the bottom)
   - An electronic (scanned) copy of all necessary receipts
   - A copy of the email from the chair of the AP-S Distinguished Lecturer Committee that shows approval for the trip.

Please use a separate form to report each trip (there can be more than one Chapter visit per trip, however). Please itemize the expenses by day. This includes the hotel charges, which should be broken down day-by-day, and not listed all on one day. In the event that there are days within the trip that have no charges to the IEEE, they need not be specifically listed on the expense report. This might be the case if there are days used for other business or personal travel that are being combined with the DL visit.

It is recommended that the Distinguished Lecturer keep all original receipts until reimbursement is received by the IEEE.

5) The AP-S Treasurer will process reimbursement through the IEEE.

A copy of the IEEE expense report form can be obtained from the chair of the DLP or the AP-S Treasurer. It is also available from the following IEEE website:

http://www.ieee.org/about/volunteers/committee/finance/finance_expense_report.html

The Distinguished Lecturer Program presently has a budget limit of $100k per year. Approval of DL visits and reimbursements is contingent on having funds available in the program.

Please see the Appendix for more information about DL reimbursement procedures.
4) Conferences and Workshops

It is not allowed to use funds from the Distinguished Lecturer Program to send Distinguished Lecturers to the annual AP-S symposium (though symposium organizers may use their own funds for this purpose). In general, using DLP funds to send DLs to major international conferences or workshops is not allowed. However, DLP funds may be used to send DLs to local workshop type of events that are sponsored by AP-S Chapters. Occasionally, the AP-S Society may authorize sending DLs to larger conferences or workshops in the interest of promoting the IEEE and the AP-S Society in developing regions of the world or to help with the start of a newer conference. A separate AP-S budget is used for this purpose, and the AP-S President makes decisions on these trips.

Approval for sending DLs to all conferences and workshops must come from the AP-S President, unless the event is a Chapter-organized local workshop type of event. In the case of workshop type of events that are organized by a local AP-S Chapter, approval is given by the chair of the DLP Committee. Each active Chapter that organizes a workshop type of event is allowed one DL visit per year for that event, which is separate from the two DLs that are allowed to visit that Chapter each year under the regular DLP. If the Chapter wishes to have more than one DL visit the workshop event, then the extra DLs will count as part of the two DLs that are allowed under the regular DLP.

Whenever a DL visits a conference or workshop, it is expected that the organizers will give proper credit to the IEEE and the AP-S Society, and that they will promote the IEEE and the AP-S society to the extent possible. Distinguished Lecturers making presentations at conferences or workshops are expected to devote a few minutes of their presentation to introducing the IEEE Antennas and Propagation Society, and explaining the benefits of membership in the Society.

5) Contact Information

Chair, AP-S Distinguished Lecturer Program
Danilo Erricolo
Department of Electrical and Computer Engineering (MC 154)
University of Illinois at Chicago
851 South Morgan Street
Chicago, IL 60607-7053
USA
Email: derric1@uic.edu
Website: http://erricolo.engr.uic.edu/
**Appendix (Additional Reimbursement Information)**

- Reimbursement may be done by check (from the IEEE) or by wire transfer. A wire transfer requires information about your bank, and there is a separate form for this. Wire transfers are typically used for volunteers that reside outside the U.S. and have an associated bank. For volunteers inside the U.S. an ACH Transfer (similar to direct deposit) is possible which has no fees associated. Please get either the wire transfer or ACH form from the AP-S Treasurer if you wish to use this method.

- Please scan receipts and send them to the AP-S Treasurer, keeping the originals. Feel free to add annotations to the receipts before your scan them to help identify each receipt, if needed.

- Sometimes there may be more than one currency involved for the expenses. Officially, the IEEE suggests submitting a separate expense report for each currency used. If it is more convenient to submit separate reports for each currency, you can do that and the IEEE will sum the reports when processing your reimbursement. However, what is more commonly done is to simply select the most convenient currency to use for entering data on the expense report, and convert all others to that currency. Feel free to make notes on the receipts showing the conversion. You can also enter the claimed amount into the report as an equation (= receipt value * conversion rate), which helps with reviewing the amounts. Some travelers include the source of the conversion rate (credit card statement, website print out, etc.) but this is not mandatory.
Please enter only hotel room expenses under “lodging”. Record meals under “meals/self” and such things as internet fees under “other”. You will therefore need to divide the hotel statement across the various categories.

The IEEE expense report form is updated every year. While there is usually very little difference from year to year, using the correct form avoids any difficulty. The current expense report form is available from the AP-S treasurer or directly from the IEEE at the following link:

http://www.ieee.org/about/volunteers/committee/finance/finance_expense_report.html

When renting an automobile in the U.S., please decline optional collision damage coverage, etc. The IEEE maintains coverage for rental cars within the U.S., and does not normally reimburse for this expense. More information regarding auto rentals can be found at the following link:


The IEEE also carries a global travel accident medical plan, so this type of expense is not generally reimbursed. Please refer to IEEE’s Global Travel Accident / Medical Expense Policy, which can be found at the following link:

http://www.ieee.org/about/volunteers/risk_insurance/global_travel.html

The IEEE generally requires that the most economical airfare be used. Travelers may utilize upgraded airfare in which case the IEEE will reimburse the cost of an equivalent economy ticket. Please include a quote for an economy grade ticket for the same flight quoted on the same day the flight was booked. If upgrade coupons or frequent flyer points are used, please include that information.

For other details related to reimbursed airfare as well as additional IEEE travel rules, please refer to Section 6 of the IEEE financial operating manual:


A travel advance can be processed if you book airfare well in advance and wish reimbursement prior to the trip. Please contact the AP-S treasurer for an advance form.

Tips for meals are generally included in the meal receipts. Tips for bellmen, doormen, etc., can be claimed separately in the tips section of the form.
- The IEEE generally asks that all days during a trip are accounted for on the travel form. If your trip includes days which are not charged to the IEEE, just indicate “personal day” as that day’s activity.

- For extended trips, multiple forms are acceptable. The IEEE will combine all forms when processing the reimbursement.