



IEEE Signal Processing Society Chapter Activities

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Organizational Structure

- Chapters Coordinator: contact point for Chapter and Distinguished Lecturer activities
- Chapters Committee:
 - Chair: Chapters Coordinator
 - Members: one Chapter Chair from each region to represent Regions 1-6, 7, 8, 9, 10
- Info: www.signalprocessingsociety.org/chapters/chapter-resources/

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 Chapters to take advantage of the service.
- The Distinguished Lecturers are:
 - nominated by technical committees, chapter chairs, editorial boards and other boards and committees
 - elected by the Society's Award Board
- Input on topics are welcome from Chapters
- Info: www.signalprocessingsociety.org/lecturers/information/

Terms of Distinguished Lecturers

- Each year, up to ten (10) technically diverse and geographically dispersed individuals shall serve as SPS Distinguished Lecturers (DLs). The formal term of appointment shall be two calendar years with five (5) individuals appointed each year.

[Eligibility for DL program]

- Signal Processing Society Chapters Only
- Not eligible:
 - Non SPS chapters
 - Sections
 - Universities
 - Labs

Eligibility for DL program

- 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 program

- Request to host a DL trip must originate from the Chapter Chair of record
 - The record is at www.signalprocessingsociety.org/chapters/chapter-listing/
 - If the record is out of date, update it by proper reporting to www.ieee.org/web/geo_activities/units/Required_Reporting/index.html
 - and notify the Society Office at sp.info@ieee.org

[To Request a Speaker]

Chapter Chair should:

- contact directly the desired DL to set date and negotiate travel expense;
- contact Chapters Coordinator for pre-approval of expense and copy your requests to SPS Executive Office
- recontact DL to confirm expense & arrangements

[Funding]

- The Society provides an allotment up to \$3,500 per SPS Chapter annually to use towards scheduling Society appointed Distinguished Lecturers 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 lectures **only**
- Meals
 - For the meals of the DL only
 - Not for other people
 - Not for food/drink that may be provided during the lecture

[Speaker Expenses]

- DLs 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 the ***original receipts*** are required for the reimbursement

[Remarks]

- Contact Chapters nearby to invite the same DL to share travel cost (especially for international trips)
- Find co-sponsors for the DL trip

Contact and Support

- Chapters Coordinator: [Prof. Alex Kot](#)
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