

1) Distinguished Lecturer Program Handbook

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 Lecturer Program Committee (DLPC), with the chair of the Committee maintaining regular contact with the Distinguished Lecturers (DLs) and giving approval for DL visits to AP-S Chapters.

2) Distinguished Lecturer Program Committee

The functions of the Distinguished Lecturer Program 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 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 up to 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 adequate announcement of the Distinguished Lecturer Program and relevant material in the AP-S magazine and on the AP-S website.
- Revise the Program as required and obtain approval for significant changes from AdCom.
- 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 DLPC 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. When former DLs are serving in the DLPC they are entitled to one DL tour per year like all other former DLs. The Chair of the DLPC can postpone the DL appointment of a DL if that person is invited to serve in the DLPC.

3) Overview of Program

The IEEE AP-S Distinguished Lecturer Program provides AP-S Chapters around the world with lectures 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 physical 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.) There is no limit for the number of virtual distinguished lectures that can be hosted by a chapter. Permission for additional DL physical visits to a Chapter is contingent on funds and needs special 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 contact 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.

Distinguished Lecturer (DL) travel funding scheme is fair for all chapters, chapter members and distinguished lecturers from all parts of the world, including remote parts in large IEEE Regions such as Region 8, 9 and 10. In the new scheme, the AP-S Society will normally reimburse travel expenses incurred by a Distinguished Lecturer up to \$1,500 (\$=USD) for each chapter visited and lectured. One exception is when travel from the lecturer’s home location to the first lecture venue, or between two consequent lecture venues, exceeds 7 hours of fastest travel time (e.g. flying) in the fastest route available. In that case, expenses for travelling to each of the chapter(s) that require such long-distance travel are reimbursable up to \$3,000 per chapter. Any exception to the above reimbursement limits on the travel expenses require special approval from the Chair of the Committee and the AP-S Treasurer, and are approved only in extremely exceptional cases.

Note that the above-mentioned travel allowance limit is per chapter visited and not per lecture given. For example, if a DL gives 3 lectures in the same chapter in one tour, the reimbursable limit for all three lectures (combined) is \$1,500 or \$3,000 according to the distance travelled (as explained in the previous paragraph). When multiple lectures are held in far locations (exceeding 1,000 km as a rule of thumb) in a geographically extremely large chapter, the DL Chair may approve additional funds as a special case.

There is no limit on the number of chapters that may be visited by a lecturer in one tour, but approval from the DL Program Committee (DLPC) Chair must be obtained (prior to travel) for each chapter to be visited. In fact, multi-chapter tours are strongly encouraged for better use of society funds. Former DLs are entitled to one DL tour each year. They are subject to the same conditions and limits given above.

DLs appointed from 2020 are required to visit at least three chapters in developing countries during their term (that is usually three years). This condition has been introduced in 2019 to align the DL Program with 2019 Society Strategic Plan, which was approved by AdCom. As a guideline, any country or an area that is not recognized by the United Nations as a Developed Economy is considered “developing” for this purpose (e.g. see Table A. Developed Economies, “Country classification”,

http://www.un.org/en/development/desa/policy/wesp/wesp_current/2014wesp_country_classification.pdf).

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 conferences 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 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 DLPC when planning the trip.

To receive reimbursement, the lecturers are required to keep all expense receipts and submit them electronically to the AP-S Treasurer via IEEE Concur system.

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 or geographical area 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.

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. Sub Committee(s) of the DLPC may be formed for the selection process. The Chair of DLPC may invite IEEE experts outside the DLPC to sit in some selection panels, for example to select a DL under entrepreneurship category. Candidates may be invited by the DLPC or the Chair of the DLPC, 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.

Since 2018, consideration is given to award a DL position (one per year on average) to a person who has successfully demonstrated entrepreneurship in an antenna- or propagation-related field and have given presentations on that to encourage others.

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. All distinguished lectures funded by this program should be freely accessible to all society members and preferably all IEEE members.

It should be noted that past DLs as well as current DLs should demonstrate diversity without any bias when visiting chapters. The Chair of DLPC is expected to reject requests for a DL or a Past DL who is appeared to be biased towards one region of the world when choosing chapters to visit, visits one or few countries and does not try to visit the other parts of the world. When such bias is perceived, the DLPC Chair reserves the right to request from a Past DL complete details of his/her DL visits in the last ten years.

4) Procedure for Organizing Distinguished Lecturer Visits

The AP Society DL Program, commended by the IEEE Society Review Panel in 2018, is one of the most flexible in IEEE and it gives the freedom for chapter executives to request a DL at any time in the year. Each AP chapter is eligible to request up to two physical lectures each year as the primary inviter and an unlimited number of physical lectures as a secondary inviter according to the “piggy back” method mentioned before. The process is to request a lecture is updated in AP-S website from time to time. The current process for approval of physical lectures is outlined below. The process for virtual lectures is the same, apart for the lack of the last item, because no expense reimbursements are expected for virtual lectures.

1. Chapter executives discuss the possibility of hosting a lecture with a DL and agree on tentative dates.
2. Either the Chapter Chair/delegate or the DL requests the lecture tour by filing out the relevant cells in the spreadsheet that can be downloaded from the AP Society website Distinguished Lecture Program Section (currently under the Education Tab) and emailing it to the DL Program Committee (DLPC) Chair.
3. The DLPC Chair approves the request by email and cc the Society Treasurer or decline the request with reasons.
4. As soon as approved, the requester shall share the DLPC Chair's approval email with all other parties involved.
5. The Chapter Chair/delegate shall create a vTools event in the web for the lecture, and send at least one IEEE eNotice to all chapter members to announce the lecture. All eNotices, flyers and webpages should clearly indicate that the lecture is sponsored by IEEE AP Society Distinguished Lecturer Program.
6. Where possible, the DL attempts to give multiple lectures in different chapters in the same tour, especially when international travel is involved, for best use of society funds.
7. Within two weeks from the lecture, the Chapter Chair/delegate shall complete the relevant columns of the spreadsheet and email it to the DLPC Chair and to the DL. The DL completes the remaining columns and email the spreadsheet to the DLPC Chair, and cc the Chapter Chair/delegate.
8. Future lecture approvals to the same chapter are subject to receiving the completed spreadsheet by the DL Program Chair in time.
9. The DL shall submit an Expense Report to the Society Treasurer via Concur or another way that is acceptable to IEEE and the Treasurer within 60 days from travel to claim the expenses, following guidelines in the DL Program Handbook and IEEE Travel Policy.

Please see the Appendix A for more information about DL reimbursement procedures.

5) Conferences and Workshops

It is not allowed to use funds from the Distinguished Lecturer Program to send Distinguished Lecturers to the annual flagship 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 countries 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 DLPC. 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 Program. 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 Program.

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.

6) Contact Information

Contact information for the DLPC Chair, distinguished lecturers, AP-S Treasurer and AP-S Chapter Activities Coordinator are published in the AP-S website.

Appendix A - Additional Reimbursement Information

- Please use a separate Concur report for report each tour (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.
- The Distinguished Lecturer Program presently has a budget limit of \$120K per year. This may be changed by AdCom from time to time. Approval of DL visits and reimbursements is contingent on having funds available in the program.
- Reimbursement may be done according to IEEE procedures. This may be 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 upload to Concur, keeping the originals. Feel free to add annotations to the receipts before you scan them to help identify each receipt, if needed.
- 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.
- 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.
- 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:

https://www.ieee.org/documents/financial_ops_manual.pdf

- 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 details.

- 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.

Appendix B – Past and Current Chairs of the DL Program Committee

Professor Kwai Man Luk, Hong Kong, P R China

Professor Karu P. Esselle, Australia

Dr Peter de Maagt, The Netherlands

Professor Danilo Erricolo, USA

Professor David Jackson, USA

Professor Dan Schaubert, USA

Professor Prabhakar Pathak, USA

Professor Yahia Rahmat-Samii, USA

Appendix C – DL Handbook Update History

1. 2023 by Professor Kwai Man Luk, DLPC Chair 2023
2. 2020 by Distinguished Professor Karu Esselle, DLPC Chair 2020
3. 2017 by Dr Peter de Maagt, DLPC Chair 2017
4. 2015 by Professor Danilo Erricolo, DLPC Chair 2015