

Guidelines to Request a DL

The DLs of the Instrumentation and Measurement Society (IMS) have been selected because they are renowned experts in their field and have captivating oratorical skills, suitable for addressing technical as well as broader audiences. Please follow the procedure outlined below to request a DL.

1. Check the IMS website to learn which DL's focus is in the field of interest, and if multiple DLs are in the same field, who is closer (geographically) to the lecture location.
2. Contact the DL to inquire about his/her availability.
3. Agree with the DL on the location, date, and title of the lecture. The final e-mail message in which the DL agrees to give the lecture **must** be included as part of the Request form that is submitted to the DLP Chair. Failure to submit this information will inhibit consideration of your request.
4. DLP Requirements for the Inviting Organization:
 - Provide financial support for the DL's local accommodations, transportation, and meals during his/her stay. This commitment **must** be explicitly stated in the Request Form in order for your request to be considered by the DLP Chair.
 - Advertise the event effectively, attempting to reach all potential interested parties in the area (not just the members of the organizer's institution). Included in the publicity must be the fact that the invited speaker (the DL) is a Distinguished Lecturer of the IEEE Instrumentation and Measurement Society. If you need help contacting the local IEEE Section or Chapter in order to announce the upcoming event, contact the DLP Chair for assistance.
 - Download and fill out the DL request form, and email it to the DLP Chair for consideration. A DLP event is intended to diffuse the the I&M through the competencies and experiences of our DL's.
 - If you are requesting a DL to serve as a plenary or conference-wide keynote at a conference, this information must be explicitly noted in the request form. DL requests for session keynotes will not be approved. Please include a statement of justification for the DL you are requesting, clearly stating the significance of his/her participation in terms of relevance of the I&M topic to the conference and expected interest of the audience. Only one DL request per conference will be considered.
 - Conferences solely sponsored by IMS are not eligible to apply to the DLP.
 - If **changes (date, location, etc.) occur to an approved DL event**, the updated information must be provided to the DLP chair for approval. Failure to do so may render the original DLP approval null and void.
5. Within 30 days from the lecture, submit a report to the in to the DL Chair about your event (details in the Request form).
6. Other Considerations:
 - Financial resources for Chapters for other costs associated with the lecture event (refreshments, give away of IMS materials such as issues of the magazine, etc.)

may be available from IMS (see details on the IMS website (www.ieee-ims.org) under "Membership").

- Ensure that the proper facilities are available for the DL event (reserve the room for the lecture, make sure it is equipped with a projector, screen, laptop, microphone, etc.).
- Ensure that local arrangements for the DL are prepared in advance (i.e., who will introduce the lecture, how guests will be directed to the site of the lecture, who will take care of the refreshments, etc.)