IEEE Systems Council
Distinguished Lecturers Program

Proposal: Systems Council joins other IEEE Societies and Councils in the participation of the IEEE Distinguished Lecturer DL) Program, including registration of speakers in the centralized IEEE DL Database

Purpose of the DL Program: Increase awareness about topics germane to Systems Council by creating a pool of subject matter experts who are willing to speak to IEEE Chapters, Sections, Societies and Councils.

Purposes of the DL Database (from http://www.ieee.org/portal/pages/tab/cha/lectweb2.html):
- *"Serve as a tool for planning programs by providing access to Distinguished Lecturer information.*
- *Increase the pool of technical experts for lectures accessible by Chapter and Section leaders.*
- *Provide access to Distinguished Lecturer's areas of expertise and travel plans.*
- *Provide Distinguished Lecturers with a central location to register their information in order to form potential contacts for speaking opportunities."*

Key tasks to launch program:
1. Secure initial financial sponsorship to reimburse speaker expenses for up to x speaking events.
   a. Status: AESS has agreed to provide $5000 to reimburse for x speaking events

2. Identify initial speaker pool, invite participation (formal registration when step 7 is complete)
   a. Status: Complete – see listing below. (noting that we can add names at the Oct meeting)

3. Create guidelines/requirements and process for adding more speakers, noting that there are reusable forms on the IEEE DL Database website.
   a. Status:
      - Guidelines for AESS and the Computer Society have been benchmarked, and a draft for Systems Council is shown below;
      - Need to verify that online registration form is for speakers, not requestors – see draft guidelines below;
      - Need to create a short form for our web page– see below draft guidelines and list of fields for form
      - Need to find out where master speaker list is kept;

4. create guidelines/requirements and process for requesting speakers for events and reimbursing their expenses
   a. Status: Guidelines for AESS and the Computer Society have been benchmarked, and a draft for Systems Council is shown below.

5. create any additional guidance/info needed to establish and maintain the program
   a. status: Guidelines for AESS and the Computer Society have been benchmarked, and a draft for Systems Council is shown below

6. create speaker reimbursement process
   a. status: process to be created by Systems Council Treasurer and DL Coordinator

7. Determine who will own/maintain Systems Council's DL processes over time
   a. Status: Initial draft of "ongoing responsibilities" shown below. Discuss at October meeting

8. post speaker list, speaker request reqts/guidance, speaker enrollment (and related processes/forms) on Systems council web page

a. status: need to find out where the master speaker list is posted; otherwise, we just need a page and format for our web page

9. submit guidelines/info to IEEE DL Database web site, http://ta.ieee.org/Dislec/Guidelines.aspx (tabs for requirements, finance, other details, contact info)
   a. status: need to find out how to submit the text to DL Database site

10. To help launch the registration of additional speakers and the usage of the program, each System Council Member to share info about System Council DL Program with their home society, council, section, and chapter
    a. Status: need to complete steps 1-5 before completing this step; (*also should complete step 7 if possible, but we could create an interim speaker list and post on our web page if there is a delay with step 7*)

Guidelines (draft, for review in October)

Notes: There is wide variation in the level of detail of guidelines posted by different societies. Because AESS is providing initial funding, the following text is largely modeled after their guidelines.

Requirements (first tab of http://ta.ieee.org/Dislec/Guidelines.aspx)

Requirements and process to request a speaker

The Systems Council DL program is primarily for Chapters and Sections, however is open to any IEEE entity.

To request a speaker, contact speaker first for availability and to establish a tentative date. Speakers, their topics and contact information, may be found at {link}

Then, at least 6 weeks prior to the tentative date, complete and submit a speaker request form to the Systems Council DL Coordinator, {name} for authorization. Phone: {###.###.####} email: xxx@xxx.xxx. The DL Coordinator will communicate approval/disapproval of the request.

The requestor is responsible to provde the speaker with details of presentation site, expected attendance, and other arrangements. The speaker provides the chapter with travel arrangements and presentation needs (audiovisual, helpers, materials, etc.).

During the presentation, the chapter officer should keep a record of the topic, total attendance, and notes on technical content, oral, and overall presentation. After a visit, the chapter should fill out the Follow-up Form, and send it to DL Coordinator as soon as possible, but no later than one month after the event.

A chapter may arrange up to three DLP visits per calendar year. Approvals must be obtained in advance.. Additional visits can be requested subject to availability of funds, with preference given to those chapters who have not requested a speaker during the program year.

requirements and registration process to become a speaker

The requirements to be a speaker for the Systems Council DL program:
- presentation topic is relevant to Systems Council mission and objectives

- topic has been successfully presented in at least one significant public setting, such as a conference

Systems Council reserves the right to invite speakers to join our program, based on their demonstrated expertise and speaking engagements. Invitees will be asked to complete a speaker form and follow the same process as volunteer speakers.

If you are invited or would like to volunteer to become a speaker for the Systems Council DL program, please complete our speaker enrollment form, which can be found at {link} and submit, along with your presentation slides, to Systems Council DL Coordinator, {name}, email: xxx@xxx.xxx

After verifying your information, the DL Coordinator will request that you register online with IEEE via this form http://ta.ieee.org/Dislec/Register.aspx.   As part of this process the DL Coordinator may elect to review your submitted form and materials with other Systems Council members. On behalf of Systems Council, the DL Coordinator reserves the right to request that you elaborate or extend your presentation

Financial (second tab of http://ta.ieee.org/Dislec/Guidelines.aspx)
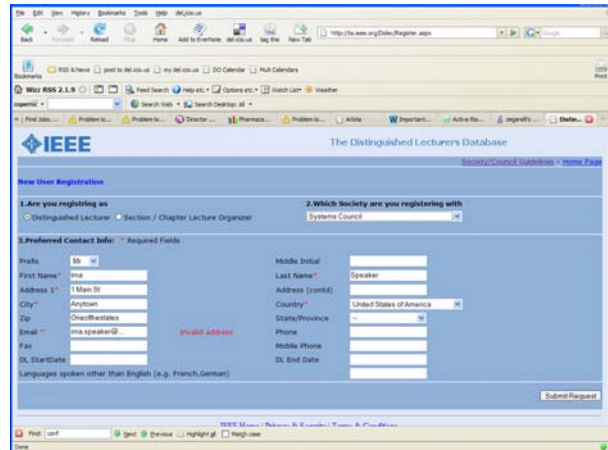
Systems Council, with the support of AESS, will reimburse up to $500 US per speaking event in North America and will reimburse half, up to $1500 US per trip outside North America."

Speakers should purchase economy class round-trip tickets, and schedule travel during cost-saving days whenever possible, to stay within the reimbursable limit. Speakers should also be conscientious of not exceeding local expenses as agreed to with the host chapter.

{need to specify how the speaker is reimbursed --- does he/she submit expenses to chapter, which then submits request to SysCouncil? Or does speaker get reimbursed directly from SysCouncil, with balance (if any) coming from chapter}

Other info   (third tab of http://ta.ieee.org/Dislec/Guidelines.aspx)

No addl info

Contact   (fourth tab of http://ta.ieee.org/Dislec/Guidelines.aspx)

For more information about System Council's DL Program, please contact coordinator {name}, Phone: {###.###.####} email: xxx@xxx.xxx.

Ongoing responsibilities (draft)

Once the program is launched, there will be ongoing tasks
- All Systems Council members are asked to scout for speakers and to communicate about our program to their home societies, chapters, sections and councils
- The DL Coordinator will need to
  - Accept and review speaker enrollment forms
  - Maintain master list of speakers for our web site (note that this may be superceded by IEEE master listing, depending on its sorting/reporting features)
  - Accept and authorize speaker requests
- The Systems Council Treasurer will need to
  - Work with DL Coordinator to establish a speaker reimbursement process/procedure
  - Reimburse speaker expenses
  - Monitor budget and inform DL Coordinator when budget has been depleted.
- The Systems council webmaster will need to
  - Post updates to documents, text, forms, etc, as needed

Initial speaker pool

Name	organization	Topic(s)
Siviy, Jeannine	CMU / SEI	Six Sigma, Measurement, Multimodel improvement
Haimes, Yacov	UVA	Risk
Sloane, Elliot	Villanova	EMBS
Smith, Dennis	CMU / SEI	Systems of Systems Engineering, Service Oriented Architecture
Croll, Paul		"Engineering for Systems Assurance," "Eight Steps to Success for Standards-Compliant Engineering Processes: Strategies for Minimizing Cost and Maximizing Synergy".

Content for speaker form (draft)

Following are fields that need to be included in the speaker enrollment form.   Note that slides are also requested to accompany the submission of this form.

- Name:
- Organization:

- Mailing Address
- Email
- phone
- Topic:
- Abstract (==xxx== words)
- Geographical preferences/constraints (check all choices that reflect where you would be willing to travel)
    - Region within United States (northeast US, southeast US, central US, northwest US, southwest US)
    - anywhere in US;
    - anywhere in North America
    - South America
    - Europe
    - Middle East
    - India / Asai
    - Pacific Rim and Australia
- Prior events where this topic has been presented
- =={need something about releasing matls to event participants – paper vs. electronic copies; whether or not we need any kind of paperwork on file with IEEE such as what we often have to put in place for conference proceedings}==

Content for speaker request form (draft)

Following are fields for the speaker request form
- Requestor's name & contact information
- Chapter, Section or other IEEE entity name
- Requested speaker
- Topic
- Tentative date
- Estimated travel expenses

Content for followup form (draft)

Following are fields/questions for the followup form
- Section name
- Requestor contact information
- Speaker/topic
- Date of event
- total attendance
- ratings – see table below

Category	(questions to consider when scoring each category)	Your rating
Technical content / Technology		==(see scale1 below)==
	Can attendees put the topic to practical use?	
	Can use of the topic result in significant improvements in a participant's organization?	
	Does the topic provides attendees motivation to understand SE applications?	
	Is the material educational in nature, not representing company products?	
	Does the topic support SE Principles and the SE Body of Knowledge?	
Relevance, Appeal to Audience		==(see scale1 below)==

Will the topic provide professional and / or personal value to attendees? Is the topic in high demand by systems engineers? Is this a topic that would attracted participants?	
Clarity	(see scale1 below)
Was the presentation well delivered, understandable, organized and accurate?	
Recommendation	
Would you recommend this speaker and topic to another section or chapter	(see scale2 below)
What level of interest do you believe others within the systems engineering community have in this topic?	see scale3 below)
Compared with other presentations you have attended at IEEE events and conferences, how did this presentation rank?	see scale3 below)
What justifies your recommendations?	
type both general or category-specific comments here (if any)	
Your Comments	
Comments for the presenter	
type comments here (if any)	
Comments for the Systems Council DL Coordinator (these comments will not be shared with the submitter)	
type comments here (if any)	

Scale 1:   excellent, above avg, avg, below avg, poor
Scale 2:   1=no; 2; 3=maybe; 4; 5 = definitely
Scale 3: 1=lowest; 2; 3; 4; 5=highest