



**IEEE Instrumentation & Measurement Society  
Distinguished Lecturer (DL) Request Form**

**Date of Request:**

**Request made by (name, affiliation, IEEE/I&M Society information, if any). If request is coming from a chapter, please list the chapter:**

**Purpose of Request:**

**Date of Presentation:**

**Location of Presentation:**

**Distinguished Lecturer:**

**Title of Presentation:**

**Estimated/Anticipated Number in Audience:**

**Type of Audience (i.e., students, engineering professionals, etc.):**

**Information on how the presentation will be advertised and relevant dates (if appropriate):**

**Anticipated Expense Support (please itemize as closely as possible):**

**Local accommodations (hotel, ground transportation, meals etc.) Please indicate that the inviting organization will cover these expenses:**

**Travel cost (airline, transportation to airport and related expenses, parking, etc.):**

**IMPORTANT INFORMATION!!!!**

Local accommodations must be provided by the inviting organization/chapter. Funds may be available through the I&M Society Chapter support for this purpose (please contact the I&M Chapter liaison at <http://iee-ims.org/>). Travel cost may be provided by the I&M Society Distinguished Lecturer Program (subject to availability of funds). It is assumed that the inviting party has already contacted the DL, and the invitation details have been agreed upon. A brief note/email from the DL to the DL Program chair must be appended to this form indicating the acceptance of the invitation.

The primary goal of the Distinguished Lecturer Program is to provide an important service to the IMS membership. Consequently, if this request is approved, the requester agrees to send a brief report to the DL Program chair within 30 days of the completion of the presentation. The report should minimally include the number and type of audience, summary of comments (if any) by the audience, photographs, final cost and sources, suggestions for improving the process, etc. To facilitate this, please provide the audience with a "sign-up" and a "comment" sheet.

**For more information, please contact the I&M DL Chair, Kristen Donnell, [Kristen.donnell@mst.edu](mailto:Kristen.donnell@mst.edu)**