Guidelines for Evaluating and Selecting DLs

1. The Evaluation Committee composition will be as follows:

    i.   the DLP Chair
    ii.   one member, appointed by the VP of Education
    iii. one past or current DL, selected by the DLP Chair.
    iv.   the AdCom Graduate Student representative

2. The DL Application submitted by the candidate must conform to strict requirements (listed below). Adherence to the requirements is important as it relates to whether or not the candidate will properly represent the IMS.
    The DL Application must include the following:

    •   Proposal title
    •   Presenter's name and affiliation
    •   Abstract of the presentation topic (between 500 and 1000 words)
    •   A biography from the presenter limited to 150 words

3. Candidates must show technical and oratory skills.

4. Each evaluation timeslot is for 15 minutes - up to 3 minutes to set up and at most 12 minutes to present. Q&A is not permitted as part of the evaluation presentation.

5. Immediately after the evaluations, the evaluators should discuss and agree on acceptance or rejection of the DL candidates. An email of acceptance or rejection should be sent to the presenters immediately after the decision by the DLP Chair. The results will also be announced to the AdCom during the Spring AdCom meeting.

6. Efforts will be made to ensure that there are DL's from all regions of IEEE.
    Topics should rotate. The DLP Chair will have a current list of IMS emphasis areas on interest to the DLP and will share this with the Evaluation Committee during the session.

7. There will be a 3-year term limit for all DLs. HDLs are appointed for a 1 year term.

8. There will be up to 5 DL's selected each year. HDLs will be added as special circumstances present themselves.

Criteria for selecting HDLs

1. Candidates must be nominated and have an advocate in the IMS AdCom.

2. The nomination may come from any society member, but has to be presented to the AdCom by an AdCom member.

3. The AdCom will make the final decision.