

Policy Regarding CASS DLP Seminars to be Held in Conjunction with Planned IEEE Workshops/Conferences

The objective of the CASS DLP program is to support local sections/chapters of the CAS society in inviting and organizing a technical seminar on site presented by one of our DLP experts in the circuits and systems fields. Usually these seminars are not tied to any IEEE workshop or conference. However, if a DLP seminar is to be held in conjunction with a planned IEEE-sponsored workshop, then the following policy must be enforced.

- 1) If the workshop is not sponsored or co-sponsored by the IEEE, then the DLP activity may not be held in connection with the workshop.
- 2) If the proposed CASS DLP lecture is to be held in conjunction with an existing IEEE-sponsored workshop, then this must be clearly pointed out by the host and reflected in the email request that the Section Chair sends to the DLP Chair to obtain approval for the DLP lecture.
- 3) If the aforesaid workshop is free to all IEEE members (students and full members), then upon approval of the DLP Chair, the DLP lecture may be held as part of the workshop program and announced as such.
- 4) If the workshop charges attendees registration / attendance fees of any amount, then the proposed DLP lecture cannot be held as part of the workshop program. Instead, the DLP lecture must be held as a separate event, possibly taking place in conjunction with the workshop. This means that in all announcements, calls of participation, etc. related to the workshop and the DLP lecture, this separation must be clearly maintained and pointed out. In such a case, if the DLP event is approved by the DLP Chair, then the workshop organizers may charge attendees for the workshop, yet keep the DLP event open and free to all IEEE members. Furthermore, if the DLP event is to take place during the normal workshop proceedings, then no workshop track or session may be held concurrently with the announced DLP lecture.
- 5) The responsibility to advertise and announce the DLP event lies with the local Section/Chapter Chair and the host, and not the workshop organizers.
- 6) No honorarium is allowed for the DLP event itself. Although the host is encouraged to provide financial support to pay for part of the lecturer's expenses that may not be covered by the DLP program.

Policy Regarding DLP Seminars to be co-sponsored by multiple IEEE Societies

When a particular CASS DLP event is to be co-sponsored by other IEEE societies, the chapter chair and/or host should clearly specify the degree and amount of support requested from and granted by each society. There are two cases to consider.

- 1) If a CASS DLP speaker also serves as a distinguished lecturer of a different IEEE society, and therefore, his/her DLP talk is to be co-sponsored by CASS and another IEEE society, then, approval of both DLP chairs is required. Furthermore, the society co-sponsorship must be clearly stated in talk announcements and any publicity for the event. Finally, it is expected that the associated costs will be evenly divided between the two societies.
- 2) If the DLP event comprises of multiple invited talks to be given by distinguished speakers belonging to different societies, then each society (and the corresponding chapter chair) is technically and financially responsible for its own speaker. In this case, cooperation between chapter chairs of the corresponding societies is normally not required except to coordinate event announcements, local arrangements, etc.