CECS Speaker Policy and Procedure

• **Policy**
  Speaker’s host must receive prior approval from CECS. Send email to Grace Wu (gracewu@uci.edu) with speaker name, affiliation, biography, and 2 potential lecture target dates and times. Approved speaker lecture must submit lecture title and abstract for website posting 1 month prior to lecture date. Failure to comply will result to cancellation of lecture or not be supported by CECS.

CECS has 4 types of lectures: Distinguished, Academia, Industrial, and Student.

• **Procedure**

**Distinguish**

1. CECS staff will assist with local arrangements (e.g. Harut Barsamian Colliquia room reservation, ordering of refreshments and web/email announcements)
2. CECS will provide an honorarium to non-industrial speakers not to exceed $500 (if funding permits)
3. No travel compensation will be provided
4. Host is responsible for lunch and/or dinner expenses
5. CECS will provide an appropriate gift to the speaker
6. Maximum funding not to exceed $500 per speaker. This includes honorarium, refreshments, and gifts (if funding permits)
7. One distinguished speaker per member, per fiscal year

**Academia or Industrial Colloquium**

1. CECS staff will assist with local arrangements (e.g. Harut Barsamian Colliquia room reservation, ordering of refreshments and web/email announcements)
2. No honorarium and travel compensation will be provided by CECS
3. Host is responsible for lunch, dinner expenses and/or refreshments

**Student Colloquium**

1. CECS staff will assist with local arrangements (e.g. Harut Barsamian Colliquia room or CECS conference room reservation, ordering of refreshments and web/email announcements)