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 <u>non-industrial speakers</u> 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)