

Charter of IEEE Biometrics Council

Distinguished Lecturer Program

Effective Date, 29th April 2021

I. Aims and Objectives (Mission)

The objective of IEEE Biometrics Council Distinguished Lecturer Program (DLP) is to serve the Biometrics Community by providing stimulating lectures from distinguished IEEE Biometrics Council (BC) scholars and professionals. It also aims at helping young researchers and professionals by providing guidance, suggestions, on the emerging research problems as well as promoting biometrics algorithms, tools and techniques among the undergraduate students to attract their interest in the diverse field of human identity and identification using biometrics. Distinguished Lecturers present novel basic and/or applied research results in the sub-areas of the biometrics. Their lectures offer insights into the trends and challenges the sub-areas and their vision for the given sub-field. In any given year, selected IEEE BC Distinguished Lecturers (DLs) have a balanced representation of the BC subject areas and include representatives from the academia, industry and governments while spanning different IEEE regions.

The program supports local BC Chapters by enabling a major chapter event which can considerably improve a chapter's visibility to their existing IEEE BC members, other IEEE society members and the wider biometrics community in their area. It is expected that the DLP events actively seek to recruit new BC professionals to both the biometrics related subject areas and to the IEEE BC.

It should be noted that this program is NOT intended as a means to finance speakers for the conferences, workshops or symposia.

II. Policies and Procedures

IEEE BC Distinguished Lecturers (DLs):

1. DLs are expected to provide **attractive lectures** that meet the aims of the DLP, including identifying trends and challenges and providing visionary statements on a chosen topic. They should aim to present the chosen sub-area within a broader context, expanding beyond their personal focus and achievements.
2. In addition to distinguished lectures, a DL is expected to provide an interactive mentoring session for young researchers to help them on their research problems, and is encouraged to deliver one more lecture with the appropriate technical level either in a nearby university/Institute for undergraduate students with participation open to all nearby institutes/universities or for Industries.
3. The DL should be committed to representing the BC at various public events and participating in membership recruitment and development as part of the DLP activities and other events.

4. The DL will be reimbursed up to a maximum of \$1500 (\$2000 in very exceptional cases), in order to (partially) cover the return airfare to the Chapter location(s) to take part in the DLP activities. Local expenses (hotel, food, local transportation, etc.) will be covered by the host Chapter(s) per default. If a DL offers the additional open-to-all lecture for undergraduate students or for industries, the chapter is encouraged to cover the local expenses for the additional night. In case that is not possible, an additional amount up to a maximum of US\$ 150 for the additional room night can be reimbursed by the DL
5. The DL should retain receipts of the approved travel expenses. Following the event, the DL should file the reimbursement report via *Concur* system and work with VP-Finance if any additional documentation is needed. The DL should coordinate with the Chapter Chair to ensure that he/she follows the procedures required by the host chapter(s) to ensure reimbursement of local expenses.
6. A DL is expected to make one trip per year. DLP funding is prioritized to ensure that each DL can make such a trip. Further chapter requests for DLs depend on such prioritized trips and the availability of funds.

The IEEE BC Chapter Chair:

1. Before organizing a Distinguished Lecture, an IEEE CS Chapter Chair should contact other (one or more) chapter chair(s) in their region so as to identify whether their request for a Distinguished Lecture could be coordinated with these chapters.
2. Based on members' interests, Chapter Chair(s) chooses a DL from the list of current DLs and a topic (sub-field of BC). Different topics may be chosen for coordinated multi-chapter events. Chair(s) should contact the DL directly and work out preliminary details of the visit (chapter(s) event, date(s), location(s), financial arrangements etc.).
3. Local expenses (such as hotel, food, transportation) should be provided by the arranging Chapter(s). However, if more than one chapter agrees to a coordinated visit, the DLP Chair can approve a percentage of the savings in travel expenses to be used to reduce chapters' local expenses.
4. The preliminary details agreed between the chapter chair(s) and the DL should be included in the DLP Application Form, to be sent to the DLP Chair for approval.
5. Applications for DL events are evaluated continuously and Chapter Chairs are encouraged to make their requests early so as to secure the approval of the DL visit. Priority is given to the first application for a DL per year. In a Calendar year, **July 30** is the last day requests can be submitted to the DLP Chair for travel within that Calendar year. Provided funds are available, later applications can be considered.
6. If the event is approved, the Chapter Chair(s) should make travel arrangements well in advance for the planned visit, so as to minimize travel costs.
7. After the visit is approved by the DLP Chair, the Chapter Chair should contact the DL to finalize arrangements.
8. The lecture and mentoring session should be open events and also broadcast online for wider audiences. Chapters are expected to publicize the event through the Chapter's own email lists, and with the support of other IEEE chapters in their vicinity. Chapters should seek to broadly advertise the event to non-IEEE BC professionals (academics/industry/government) so as to attract new professionals to the field

and new members to IEEE BC. Chapters should ensure that IEEE BC non-members are provided information about IEEE BC as well as the opportunity to volunteer and join the IEEE BC. The chapter chair should also invite young researchers, who are willing to discuss with the DL about their research problems. The interested students/researchers should be asked to send their names and research topics to the chapter chair by a specified deadline. The Chapter chair may send such information to the DL. The number of research students/researchers may be restricted to 2 to 3. The interactive mentoring session may follow the DL. The Chapter is also encouraged to arrange another lecture by the DL for undergraduate students in a nearby university/institute or for industry participants.

9. The event must be announced as "**Sponsored by the IEEE Biometrics Council under its Distinguished Lecturer Program**" and the lecturer should be mentioned as an "**IEEE BC Distinguished Lecturer.**" If other IEEE societies or organizations have offered to support this Chapter activity, then adequate acknowledgment should also be ensured.
10. Immediately following the event, the Chapter Chair should send a summary report to the DLP chair including information on the lecture and mentoring-session date/title, a copy of the announcement, photos, and the chapter chair's evaluation of the success of the event (attendance of the event, attendee's evaluation of the event, new BC members or volunteers resulting from the event) as well as any additional comments.

III. Distinguished Lecturer Selection and Appointment

The Distinguished Lecturers are recognized authorities in their respective fields. The DLs should be IEEE Fellows and a member of IEEE BC in good standing. Exceptional IEEE-BC Senior Members will be considered on a case by case basis. It should be noted that the selection criteria should be clearly addressed as they provide important information, which play an integral part in the assessment process. This information complements the more general information that may be provided in the supporting documentation.

1. Distinguished Lecturer Selection Criteria

A. Leadership & public speech accomplishments at BC sponsored or co-sponsored events

This criterion is evidenced by keynote/plenary talks, which took place *at IEEE BC sponsored or co-sponsored events* in the past 5 years. The applicant should provide the title of the talk, the name of the event and the approximate audience size for each talk.

Non-IEEE-BC keynote/plenary talks should be included in the supporting documentation.

B. Recently published outlets

The applicant should provide references to his/her *top 5 research contributions* related to his/her proposed DL topics. The pdfs of such contributions should be added to the application as supporting documentation. The applicant should, further, provide metrics for his/her research work including Google Scholar citation numbers, ISI Web of Science h-index, and other relevant metrics supporting the case.

A list of the candidate's recent (past 5 years) journal papers, books, monographs, patents, editorship of journal special issues may be included in the supporting documentation.

C. Serving as an ambassador of the biometrics council

The applicant should provide an overview of the contributions made to the *IEEE BC* in the form of a listing of the various volunteering roles by the applicant in IEEE BC (events, committees, editorial, etc.).

The applicant should sign the *DLP speaker duties form* and include this in the supporting documentation.

D. Balanced representation

The applicant should highlight his/her academic and industry/government experience.

E. Attractiveness of Proposed Distinguished Lecture(s)

Applicants should provide an overview of the title of their proposed DL talks, together with their abstracts and comment on the attractiveness or the popularity of the topics (sub-areas) proposed.

F. Reports on Previous DLs (Only for those applicants who were granted DL status before)

Applicants that have previously held DL positions should provide reports from their previous Distinguished Lectures as well as highlighting any changes proposed, if any, so as to increase the attractiveness of the proposed lectures.

The DLP committee shall evaluate the relevant values and merits of each nominee using both qualitative and quantitative evidence. When considering balanced representation, the DLP aims to achieve balanced representation of roughly 2/3 academics & 1/3 industry/government professionals distinguished lecturers covering various IEEE geographic regions and BC sub-areas. The committee may consider exceptions to the selection criteria on a case by case basis.

Distinguished Lecturer Nomination

- Nominations will be for a **3-year term** beginning on 1 January of the subsequent year. Re-nomination is allowed after a **1 year** waiting period.
- IEEE BC Distinguished Lecturers may be nominated by the following IEEE BC members: Chapter Chairs, TC chairs, EICs, AdCom/ExCom members, and past DLs.
- The nomination package should include the following:
 - I. Completed nomination form which addresses the DLP selection criteria in Sec. III/1;
 - II. Statement of the candidate's expressing his/her willingness to serve as a DL and to adhere to the respective duties;
 - III. Reports of previous Distinguished Lectures given (previous DLs only)
 - IV. Up to 5 relevant publications for the chosen topics and
 - V. CV containing publications, invited talks, keynotes, and plenary talks for the past 5 years.

VI. Titles and abstracts of three DLs and at least one lectures for undergraduate students.

The nomination package may include pointers to the candidate's web site and online video materials, which may be useful in reaching out to the BC membership after the DL appointment.

- Nominations should be received by the DLP Chair by August 30 of the year preceding the appointment.
- The nominations will be ranked by the DLP Committee, and submitted for final approval by the BC ExCom.

3. Distinguished Lecturer Appointments

Nominations should be approved by ExCom. Each year a maximum of **6 speakers** are appointed by ExCom for **a 3-year period**. Upon appointment, IEEE BC Distinguished Lecturers are publicly announced online, with contact information and their respective Distinguished Lecture topics and abstracts.

4. Distinguished Lecturer Retirement

A DL can retire voluntarily at any time, before his/her term ends, by submitting a request to the Chair of the DLP. In addition, an IEEE BC member, from those listed under Sec. III/2, can initiate the removal of a DL by submitting to the DLP subcommittee a complaint clearly describing the reasons with appropriate supporting evidences. Upon receiving the exit request, the DLP Chair should first offer the DL an opportunity for rebuttal and then open the case for discussions by DLP sub-committee. A summary report about the case and recommendations should then be submitted by DLP Chair on behalf of the DLP sub-committee to ExCom for a final verdict.

IV. DLP Time Table

March 1 Submission Deadline for Chapter and DL Reports for previous year's activities

June 1 Nomination period begins

August 15 Submission deadline of DLP nominations

November 15 Recommendations for appointments by DLP sub-committee

December 15 Decision on DLP appointments by ExCom