

CECS Speaker Policy and Procedure

Policy

Speaker's host must receive prior approval from CECS. Send email to Grace Wu at 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 had 4 types of lectures: Distinguished, Academia, Industrial, and Student.

Procedure

Distinguish

1. CECS staff will assist with local arrangements (e.g. McDonnell Douglas Auditorium reservation, ordering of refreshments and web and 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; includes honorarium, refreshments and gift (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. McDonnell Douglas Auditorium reservation, ordering of refreshments and web and 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. McDonnell-Douglas Auditorium or SICS conference room reservation and web and email announcements).

Approved on April 29, 2005 by:

Daniel D. Gajski
Director, CECS