

**IEEE Sensors Council Distinguished Lecturer Program**  
**DISTINGUISHED LECTURER TRAVEL REQUEST FORM**

**(to be used by either the DL or local host – Please fill out and sent to the DLP Chair at least 6 weeks in advance of the event.)**

**Please type or print. You must fill in every field in detail.**

**CHAPTER INFORMATION (OR INVITING ORGANIZATION INFORMATION)**

Name of Chapter or Organization .....

Chapter chair (or Responsible Person) .....

Chapter (or Organization) address .....

Expected attendance: .....

Chapter officer (or Organization representative) filing request: .....

Phone:..... e-mail:.....

**DISTINGUISHED LECTURER INFORMATION**

Name: .....

Proposed date of lecture: .....

Proposed topic: .....

Mode of travel and estimated travel cost (total) (**attach a detailed daily breakdown of the costs to this form**): .....

Are you (Distinguished Lecturer) willing to submit a review paper to the IEEE Sensors Journal?  
.....

Are you (Distinguished Lecturer) willing to submit a tutorial paper to the IEEE SENSORS conference? .....

Estimated Local Travel Cost to be reimbursed by the inviting entity / organization (attach a detailed breakdown). .....

Name of Chapter Officer or the DL submitting this request: .....

Signature: ..... Date: .....

**IMPORTANT: All lecture visits must be approved in advance by the DLP chair. The DLP reimburses only approved visits. Local expenses are paid by the inviting organization and/or the lecturer. Please make requests at least six weeks before the proposed presentation.**