

**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: \_\_\_\_\_ Email: \_\_\_\_\_

**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.**