

IEEE PELS TC2 Traveling Lecturer Program

The traveling lecturer program, organized by PELS Technical Committee on Power Conversion Systems and Components (TC2), is designed to facilitate lectures by eminent and emerging members of our profession at host institutions and local chapter/section events, so as to broadly disperse knowledge and increase interaction between PELS members. The following guidelines are provided regarding the operation of the traveling lecturer program:

1. The host is required to record the lecture and submit the recorded lecture to TC2 (in mp4 format), which will be made available to all PELS members. Once the recorded lecture is received, TC2 will reimburse the transportation costs (up to \$700) in accordance with PELS travel reimbursement policy. Other costs, including lodging, meals etc., will have to be borne by the host institution. The organizer should make every effort to keep the costs down when making the travel arrangements.
2. The lecture should be held at a public place, ideally at a university, to allow maximum participation of PELS members, especially students. At least two weeks before the lecture, the host should email information about the lecture (title, abstract, speaker name, speaker bio, location, and date/time) to the PELS Technical Community Program Specialist Becky Boresen at b.boresen@ieee.org, so that the lecture can be advertised broadly among local and adjacent PELS chapters.
3. Before the start of the lecture, the host should introduce PELS to the audience using the PELS slide deck available from the PELS Technical Community Program Specialist Becky Boresen b.boresen@ieee.org. Alternatively, the host can set up the PELS slide deck on automatic advance as a slide-show prior to the lecture.
4. Applications to host a lecturer should be submitted to the PELS TC2 Chair at least three months before the date of the planned lecture. The application should include the following information:
 - Organizers name, affiliation, contact information, and short bio
 - Host institution or local chapter/section name
 - Lecturer's name, affiliation, contact information, bio, and full vita
 - Lecture title and abstract
 - Lecture location and planned date
 - Written endorsement for the application from one or more members of PELS TC2
5. Applications will be evaluated by the Traveling Lecturer Program Selection Committee which is chaired by the PELS TC2 Chair, and is made up of the TC2 Vice-Chair Admin, TC2 Vice-Chair Meetings, and TC2 Secretary. Decisions on complete applications will be made within about one month of receipt. The program is expected to support up to eight lecturers per year, so the approval will also be contingent upon the availability of funds.

If you would like to invite a lecturer to give a talk at your institution or local chapter/section event, please contact the PELS TC2 Chair Prof. Robert Pilawa-Podgurski at pilawa@illinois.edu.