Detailed procedure for iDLP event organization

The procedure to propose and organize an iDLP event is as follows:
1. The prospective industrial speaker agrees with his/her employer about the participation to the iDLP program and the related sponsorship (lecture topic, financial coverage of traveling and accommodation expenses – see item 7 for details).
Alternatively, a company can propose a pool of speakers, which will be then mapped to different events. In this case, a separate form should be sent for each speaker.
2. The prospective industrial speaker or company identifies the geographical area where the iDLP event should take place, and the tentative period. The iDLP Chairs will map the approved iDLP lecture to an IEEE CASS Chapter in the geographical area of choice. Optionally, a more geographically focused indication can be given by the speaker or company based on the detailed list of IEEE CASS Chapter(s) at http://ieee-cas.org/community/ram-division.
3. The prospective iDLP speaker or company forwards the iDLP proposal form (see attached *iDLP_proposal.docx*) duly filled to the iDLP committee Chairs Massimo Alioto (malioto@ieee.org) and Peter Kennedy (peter.kennedy@ucc.ie), and to Brittian Parkinson (manager@ieee-cas.org) for approval.
4. For the approved iDLP events, the iDLP committee Chairs (with the help of the Brittian Parkinson manager@ieee-cas.org) contact the relevant IEEE CASS Chapters to match the Chapter interest with the offered iDLP lecture, and assign the iDLP event to the best matching Chapter.
5. Once the iDLP event is assigned to a Chapter, the iDLP Chairs (with the help of the Brittian Parkinson manager@ieee-cas.org) put in touch the iDLP speaker and the Chapter Chair, so that they can independently work on the details on logistics and local organization.
6. Once the logistics is defined, the Chapter requests the iDLP kit, the 500-US$ financial contribution for iDLP local expenses (e.g., food, gift, local transportation), and the iDLP plaque that will be given to the speaker as a token of appreciation. Such requests needs to be sent to Brittian Parkinson (manager@ieee-cas.org) and the above iDLP committee Chairs in Cc for approval.
7. At the iDLP event, the local expenses (food, local transportation) are born by the Chapter, whereas any other traveling/accommodation expense is born by the employer of the speaker. The speaker is allowed to distribute promotional gadgets to the audience, give an overview of their company (within 5 minutes), and collect email addresses of agreeing participants.
8. At the end of the iDLP event, the local host honors the speaker with the plaque provided by IEEE CASS, and makes sure that pictures of the event have been taken.
9. The host and the Chapter Chair collaborate to write an article with related picture(s) of the event, and send the article to Brittian Parkinson (manager@ieee-cas.org) and the iDLP Chairs (malioto@ieee.org, peter.kennedy@ucc.ie). At the receipt of the article (text and pictures), the above IEEE CASS contribution is transferred to the Chapter.
10. The article will be widely disseminated by IEEE CASS, possibly through the CASS Magazine.
11. The IEEE CASS President and the iDLP committee Chairs send an official thank you letter to the Chapter Chair, the local host, the speaker and his/her sponsoring company through its approving manager.