**MTT-S Speakers Bureau (SB) Pre-Travel Form (Effective 1/1/2020)**

The Speakers Bureau (SB) Program is an additional degree of technical service and support for the MTT-S membership through the Chapters. The main aim of the Program is to supply regional speakers who are geographically local to a requesting Chapter. Based on the Technical Committees SB recommendation and available DML-Es, a pool of potential speakers are provided to serve on the Program who can be called upon to deliver a talk on a case-by-case basis subject to technical focus, location, and availability of funds. If a Chapter is co-sponsoring a regional conference, the talk can be given at the conference.

SB Program Guidelines:

1. Max financial support per speaker: $500/trip, $1000/year
2. Max total support per Technical Committee: $2000/year (all regions) + an additional $1000/year for talks delivered to Regions 9-10
3. The Chapter is requested to provide city transportation, lodging, and meal for the speaker when necessary. The Chapter should broadly advertise the talk to the local technical community to maximize attendance. The Chapter should inform an approximate number of the attendees before the speaker prepares for the trip.
4. After the travel, submit the Post-Travel Form to the DML Coordinator and submit your reimbursement request through CONCUR with scanned copies of receipts as soon as possible, especially those occur near the end of the year. Due to year-end budget account closing and report requirements to IEEE Headquarter, late CONCUR submissions cannot be included and have to be counted as next year's expenses.
5. Please send the completed form (next page) to M. Madihian at madihian@ieee.org.

|  |  |
| --- | --- |
| Name |  |
| Travel Date(s) |  |
| Destination(s) |  |
| Lecture #1 |
| Date | Location | Host | # of Attendees |
|  |  |  |  |
| Lecture #2 |
| Date | Location | Host | # of Attendees |
|  |  |  |  |
|  |  |  |  |
| Total # of Attendees (A) |  |
| Estimated Total Travel Expenditures (B) |  |
| IEEE MTT-S Support Request (C) |  |
| IEEE MTT-S Support/Attendee (D=C÷A) |  |

Note:

1. Insert rows for additional lectures if necessary.

2. Sum up # of attendees in all lectures and enter the number in (A).

3. The maximum of the IEEE MTT-S Support Request (C) is defined above.

4. (D)=(C)÷(A)