



IEEE R8 Professional and Educational (PEA) Activities Speakers Program

1. Description

PEA Speakers program is a platform through which distinguished and experienced professionals can share their valuable knowledge in PEASC's fields of interest to IEEE Region 8 members and help them by providing guidance on developing useful skills for their professional life.

The program contains two tiers of Speaker profiles: Distinguished Speakers and Experienced Speakers.

Distinguished Speakers -

These speakers are international thought leaders from academia, industry, and government and will be available primarily to present face-to-face sessions if requested by IEEE Region 8 OUs. Region 8 PEASC funds the travel of these individuals to OU events and the OU is expected to cover local costs.

Experienced Speakers -

These speakers are experienced professionals from academia, industry, and government and will be available primarily for online sessions. They can also be invited for face to face sessions, but PEASC doesn't cover any costs of these speakers.

Interested speakers can be nominated, invited or can apply to be a part of the PEASC Speakers programs.

2. Fields of interest

The topics/focus areas covered in the Speakers program include:

- Personal Skills e.g. creativity, self-confidence and self-motivation;
- Influence Skills e.g. leadership, project management and organizational;
- Relationship Skills e.g. customer relations, networking and communications;
- Product Skills: Quality Control, Marketing, Assessment, Innovation, Concepts etc
- Program and Project Management Skills:

- Writing Skills: Technical Paper/Proposal writing, Project Proposal, Reports of Projects etc
- Oral Skills: Presentation skills, Speaking, etc
- Employment: International Careers, Employer Requirements, Retirement programs, etc
- Entrepreneurship: Business Models, Creating Products, Running a Company etc
- Disruptive technology: the effect of the latest technology and its development on the business, economy and our future

3. Policies and Procedures

- 1 A PEA Speakers Program Ad hoc Committee (PEA SPC) shall be formed by the PEASC Chair.
- 2 The PEA SPC has the mandate to run the Speakers Program and appoint speakers.
- 3 The IEEE PEASC Chair is responsible for forming the PEA SPC
- 4 The ad hoc committee invites potential Speakers, receives open nominations and evaluates profiles.
- 5 Evaluation of Speaker profiles and recommendation for appointments are sent to Region 8 OpCom by PEASC chair on behalf of PEA SPC.
- 6 Speakers are appointed after the approval by Region 8 OpCom.
- 7 IEEE Sections or OUs can apply for PEA Speaker for their events.
- 8 Distinguished PEA Speakers are funded up to \$500 for their travel per year. Exceptions are possible and will be decided on a case by case basis.
- 9 Speakers will be reimbursed for their expenses after the event.
- 10 Guidelines for claiming reimbursement follows Region 8's guidelines as described in this document: http://ieeer8.org/wp-content/uploads/downloads/2011/12/r8_expenses_guidelines.pdf
- 11 Furthermore PEASC will **only** reimburse
 - Transportation expenses to and from the event location
 - Visa or other papers issuing cost needed
- 12 All local expenses including accommodation, local travel and meals shall be covered by the local OU.
- 13 All speakers shall be appointed for a two-year term.

4. PEA Speakers Program Ad hoc Committee (PEA SPC)

4.1 Mission

PEA Speakers Program Ad hoc Committee's (PEA SPC) mission is to manage the Speakers program.

4.2 Composition

PEA SPC is chaired by the PEASC Chair and shall include:

- PEASC members responsible for Continuing Education Activities;
- Past PEASC Chair;

4.3 Statement of Authority

PEA SPC is responsible to:

- Release a call for PEA Speakers each year;
- Review and evaluate speaker nominations;
- Invite potential speakers;
- Recommend speakers to PEASC for appointment;
- Review OU requests for PEA Speakers;
- Recommend OU requests to PEASC for approval;
- Maintain the PEA Speakers platform, website, and social media.

5. Distinguished Speakers

These speakers are international thought leaders from academia, industry, and government and will be expected to present seminars, keynote talks, workshops, webinars, live Q&A sessions and video lectures as per the request of the IEEE OUs or PEASC. The primary mode of presentation shall be face to face but there may be cases, e.g. webinars, Q&A sessions and pre-recorded video lectures, where the interface will be online.

5.1 Rights and Obligations

1. Distinguished Speakers are expected to present seminars, keynote talks, workshops, webinars, live Q&A sessions and video lectures in PEASC fields of interest;
2. Distinguished Speakers are featured on the Region 8 website;
3. Distinguished Speakers are featured on the Professional and Educational Activities Sub-Committee social media channels;
4. Distinguished Speakers are encouraged to participate in discussions related to their topics and fields of expertise in PEASC social media.
5. Distinguished Speaker shall be provided with a certificate of appreciation at the end of their tenure.

5.2 Distinguished Speaker Appointment

1. Distinguished Speakers shall be recommended for appointment to OpCom by the PEASC Chair on behalf of PEA SPC after the approval of a nomination, self-nomination (application) or by invitation from PEASC.
2. Approval of a nomination requires a Statement of the candidate' agreeing to serve as a PEA Speaker and to adhere to the respective obligations.
3. After the approval of appointment by OpCom Speakers are appointed for a 2 year term

5.3 Distinguished Speaker Nomination

In case of a speaker nomination or self nomination, the following information shall be sent to PEASC at PEASC@ieee8.org.

1. Nominator's Personal Details: which contains the name, contact details
2. Nominee's Personal Details: which contains the name, address, Short Bio, contact details, photo, LinkedIn profile and website (if any).
3. Nominee's IEEE Details (if they are a member of IEEE): which contains membership number and Section.
4. Nominee's Professional Details: which contains the name of their employer, contact details, years of experience, domain and expertise. Short Bio that will be added to the website.
5. The topics and fields of the potential sessions.
6. Recommendations: At least one recommendation letter for the nominee from an IEEE OU, professional organization or event organizers.
7. Testimonials: At least two testimonials from individuals involved in the nominees previous events or consultation.
8. Videos: Videos (minimum 5 mins each) either from past talks or specially recorded for the PEA Speakers platform (these videos will be used to share knowledge on committee social media platforms when he/she got accepted). For self-nominations, this is obligatory. For nominations from others, this is not obligatory but will be requested from the nominee during the application process.
9. Media: (Photos, Videos) from past events.

5.4 Distinguished Speaker Retirement

A Distinguished Speaker can retire voluntarily at any time, before his/her term ends, by submitting a request to the PEASC Chair. In addition, an IEEE member or OU can file a complaint against a PEA Speaker by emailing PEASC@ieee8.org and clearly describing the reasons with appropriate supporting evidence. Upon receiving the complaint, the PEA SPC Chair should first offer the PEA Speaker an opportunity for rebuttal and then open the case for discussions by PEA SPC and PEASC. A summary report about the case and recommendations should then be submitted by the PEASC Chair on behalf of the PEA SPC to Region 8 OpCom for a final verdict.

6. Experienced Speakers

These speakers are experienced professionals from academia, industry, and government and will be available primarily for online sessions. They can also be invited for face to face sessions. PEASC doesn't cover any costs of these speakers.

6.1 Rights and Obligations

1. Experienced Speakers are expected to hold online sessions in PEASC fields of interest.
2. Experienced Speakers are featured on the Region 8 website.
3. Experienced Speakers are featured on the Professional and Educational Activities Sub-Committee social media channels.
4. Experienced Speakers are encouraged to participate in discussions related to his topics and fields of expertise in PEASC social media.
5. Experienced Speakerσ shall be provided with a certificate of appreciated at the end of their tenure.

6.2 Experienced Speakers appointment

1. Experienced Speakers shall be recommended for appointment to OpCom by the PEASC Chair on behalf of PEA SPC after the approval of a nomination, self-nomination (application) or by invitation from PEASC.
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1. Nominator's Personal Details: which contains the name, contact details
2. Nominee's Personal Details: which contains the name, address, Short Bio, contact details, photo, LinkedIn profile and website (if any).
3. Nominee's IEEE Details (if they are a member of IEEE): which contains membership number and Section.
4. Nominee's Professional Details: which contains the name of their employer, contact details, years of experience, domain and expertise. Short Bio that will be added to the website.
5. The topics and fields of the potential sessions.
6. Testimonials: At least two testimonials from individuals involved in the nominees previous events or consultation.
7. Videos: Videos (minimum 5 mins each) either from past talks or specially recorded for the PEA Speakers platform (these videos will be used to share knowledge on committee social media platforms when he/she got accepted). For self-nominations, this is obligatory. For nominations from others, this is not obligatory but will be requested from the nominee during the application process.
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7. Requesting a PEA Speaker for an event

1. The interested OU shall apply for a speaker using the 'Speaker Request Form' provided on our website.
2. Any speakers request shall be supported by the local IEEE OU Chair. A letter to that effect shall be attached to the form.
3. An IEEE Section can get up to one funded Distinguished Speaker per year.
4. PEA SPC will evaluate the application and respond within ten (10) working days.