American Society for Microbiology
Distinguished Lecturer (ASMDL) Program
(Funded by the American Society for Microbiology and
the Waksman Foundation for Microbiology)

Program Year 2017-2018

Rules and Procedures
Table of Contents

Introduction to Rules and Procedures ......................... 2

Eligibility Requirements and Selection ..................... 3

Scheduling of Lecturers ........................................ 5

Reimbursement Policy .......................................... 7

Meeting Participation ........................................... 12

Program Publicity .............................................. 13

Program Evaluation ............................................. 14
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Rules and Procedures

The American Society for Microbiology Distinguished Lecturer (ASMDL) Program gives ASM Branches the opportunity to secure highly-qualified Lecturers for their Branch meetings. The program pays the travel and subsistence expenses for one Lecturer per Branch, per year.

The ASMDL Program Committee has selected speakers for the 2017-2018 program year to participate in Branch meetings. Branches make arrangements directly with Lecturers to arrange for their participation in meetings. Lecturer availability is on a first-come, first-served basis, based on each Lecturer’s independent schedule.

Since the provision of one lecture per year to each Branch is conditioned upon resources, the Committee reminds Branches and Lecturers to employ all possible cost-saving measures when making arrangements. The following rules and guidelines have been designed to assist in the conservation of program funds.

The ASM Distinguished Lecturer program is administered through the Membership Services Department of ASM.

Membership Services Department
American Society for Microbiology
1752 N Street, NW
Washington, DC 20036
Phone - (202) 942-9381
E-mail: adempsey@asmusa.org
Alternate E-mail: membership@asmusa.org
Alternate E-mail: branchactivities@asmusa.org
Part I: **Eligibility Requirements and Selection**

- The ASM Distinguished Lecturer Committee invites individuals to nominate Lecturers from all areas of interest to the ASM community. Anyone wishing to nominate an individual to this program should submit the following (preferably by e-mail) to the Chair of the ASM Distinguished Lecturer Committee (c/o Membership Services Department, ASM, 1752 N Street, NW, Washington, DC 20036; adempsey@asmusa.org or branchactivities@asmusa.org or membership@asmusa.org):

1. **Letter of Nomination** – The letter (written by nominator) should specifically address:
   a. Candidate’s scientific credentials
   b. Candidate’s abilities as a speaker
   c. Candidate’s willingness to interact with students and postdocs during Branch meetings
   d. Any other relevant information as to why the candidate would be a good match for the ASMDL program

2. **Candidate’s CV**

3. **ASMDL Nomination Form Listing the following** –
   a. Candidate’s Contact Information
   b. Candidate’s Suggested Lecture Topics and Descriptions
   c. Candidate’s Short Biographical Sketch
   d. Candidate’s Personal Statement – the statement (written by the candidate) should be 250 words or less and can address any/all of the following:
      - why candidate wants to be a part of the ASMDL program
      - what candidate will bring to the ASMDL program
      - candidate’s commitment to students/postdocs
      - candidate’s commitment to ASM and to microbiology
      - candidate’s vision/philosophy/statement of purpose, etc.
      - any other relevant information as to why candidate would be a good match for the ASMDL program

   The ASMDL Nomination Form is available on the website (www.asm.org/distinguished-lecturer) or by contacting adempsey@asmusa.org or membership@asmusa.org or branchactivities@asmusa.org

4. **Letter of Recommendation** – Provide at least one short letter of recommendation from an individual (other than the nominator) willing to comment on the candidate’s fitness for the program, including an assessment of speaking ability. The letter may be included with other nomination materials or can be sent directly by the person providing the recommendation.

5. **Optional – Additional References** – Nominator may submit names and contact information of other individuals who would be willing to
comment upon the candidate’s fitness for the program, and ASMDL will contact them for recommendations.

- Nominees must be ASM members.
- Self-nominations will not be accepted.
- Lecturers who have participated in the program over the previous ten years are not eligible to serve again unless there is a specific need for a topic that justifies the selection of that individual.
- The ASM Distinguished Lecturer Committee solicits nominations from the general ASM membership through various sources:

  **ASM Homepage** – Call for nominations is published throughout the year  
  **ASM Listservs/Bulk Email** – One posting in September  
  **Branch and Lecturer Surveys** – Submitted throughout the year  
  **Branch Presidents** – One letter in September

Deadline for receipt of nominations is October 31 of each year.
Part II: Scheduling of Lecturers

General Information

- Branches are permitted to request **one Lecturer per fiscal year of the program.** (The program’s fiscal year begins July 1 and ends June 30.)

- Branches select Lecturers from a list released each year prior to the start of the new program year (July 1). The list is published on the ASM website (www.asm.org/distinguished-lecturer). Lecture topics, biographical sketches of the Lecturers, instructions for contacting Lecturers, and other program materials are provided to Branches prior to July 1 each year.

- Lecturers are appointed to the program for up to two years.

Requests for Lecturers

- Branches assume all responsibility for securing Lecturers for their meetings. When a meeting date and location have been established, a Branch representative will contact the Lecturer directly to invite him/her to the meeting.

- Once a Lecturer accepts a Branch invitation, the Branch must complete a "Lecturer Confirmation Form" and return it to the ASM Membership Services Department for processing. Lecturer Confirmation Forms can be obtained from the website (www.asm.org/distinguished-lecturer) or from the ASM Membership Services Department (adempsey@asmusa.org or membership@asmusa.org or branchactivities@asmusa.org)

- The following conditions must be met for a Lecturer request to be approved:
  - **As of September 2001, ASM has been able to guarantee only one speaker per Branch per program year.**
  - The scheduled date for the presentation must fall within the Lecturer’s speaking term. Term expiration dates are noted on the ASM Distinguished Lecturer list.
  - The “Lecturer Confirmation Form” must be sent (preferably by e-mail) to ASM Headquarters (Membership Services Department; adempsey@asmusa.org or branchactivities@asmusa.org or membership@asmusa.org) at least six weeks in advance of the scheduled lecture.
Branches are expected to send Lecturers a copy of the meeting program as soon as it is available.

Requests for More than One ASM Distinguished Lecturer

- Financial support is not available from the ASM Distinguished Lecturer program for more than one Lecturer per program year. If any additional Lecturers are utilized, Branches will have full responsibility for Lecturer reimbursement. However, Branches may be able to obtain additional funding for a second Lecturer via the Branch Regional and/or National Funding programs (with approval from their Regional Planning Coordinators).

- In the event that Branches secure funding for additional ASMDL Lecturers, they can send ASM a copy of the letter confirming the Lecturers, and may use the ASMDL program slides to introduce the lectures.

Adherence to ASMDL rules will allow
- **Branches** to finalize meeting dates and arrangements in time to effectively promote the program.
- **ASM** to send program materials to confirmed Lecturers and Branches in a timely manner.
- **Government** employees to process travel orders and meet agency requirements.
- **ASM staff** to facilitate the needs of government employees to meet the standards required by government agencies.
Part III: **Reimbursement Policy**

The ASM Distinguished Lecturer Committee has instituted the following reimbursement policy for Branches and Lecturers. This policy has been designed to limit program expenditures to afford the maximum number of lectures each program year.

Each year, the ASMDL program must justify all expenditures. Expenditures contrary to the policy may be considered "unreasonable," and may jeopardize future funding.

These rules are extremely important and we urge you to seek guidance, in advance, if you have any questions about them. Please contact Anne Dempsey at (202) 942-9381 or adempsey@asmusa.org or membership@asmusa.org or branchactivities@asmusa.org if you need assistance.

Thank you for your understanding of the program's need to conserve resources.

**Expense Reimbursement Rules – Branches**

- Branches will contact Lecturers directly to determine availability and discuss meeting dates and lecture content. Ideally, Lecturers should be contacted at least eight weeks prior to the meeting date. Advance planning will permit Lecturers to obtain airline tickets at reasonable rates.

- Branches will provide Lecturers with information on a convenient method of local transportation to and from the airport at the host location. Whenever possible, Branches should arrange for representatives to meet Lecturers at the airport, and to transport them to the meeting site or hotel. Branches must discuss this and all other local transportation options with Lecturers. Instructions and details about local transportation should be provided to Lecturers at least two weeks in advance of the meeting.

- Branches are expected to assume all responsibility for hotel arrangements. These arrangements must be made at a reasonable cost.

- ASMDL program funds cannot be used to provide Lecturers with *honoraria*. Individual Branches may choose to use their own Branch funds to provide *honoraria*, but they are not obligated to do so. If Branches want to provide *honoraria*, they should verify in advance that Lecturers are allowed to accept *honoraria*, especially when arrangements are being made with state or federal government employees.
ASM Distinguished Lecturer Program
2017-2018 Rules and Procedures

General Expense Reimbursement Rules – Lecturers

ASM will pay full travel and subsistence expenses for each Lecturer except as noted in these rules:

- Lecturers should not participate in the program if they require or expect honoraria. The ASM Distinguished Lecturer program does not provide honoraria. (However, ASM does not prohibit individual Branches from using their own Branch funds to provide honoraria to Lecturers, if they choose to do so.)

Specific Expense Reimbursement Rules – Lecturers

- **Air Transportation**
  Lecturers should book air transportation at the lowest available/excursion fare. No first class travel will be allowed without prior authorization from ASM Headquarters. **ALL AIRLINE RESERVATIONS MUST BE BOOKED THROUGH THE ASM TRAVEL AGENT, “ATC TRAVEL MANAGEMENT.”** At the start of the ASMDL program year, Lecturers will be instructed on how to access the online travel reservation system. Airfare booked through the system will be paid directly by ASM, so Lecturers will not need to submit reimbursement requests for airfare. Airfare booked outside of the system will not be reimbursed by ASM. (Please contact adempsey@asmusa.org if there are questions about the air travel policy.)

  Lecturers should make reservations as soon as lecture is confirmed to permit airline bookings at the lowest available fare. Lecturers are required to purchase airline tickets at least 14 days in advance of the travel date.

  Branch meetings are often held on a Thursday, Friday, or a Saturday. The cost of air travel may be reduced (sometimes as much as by 50%) by staying over Saturday night and departing on Sunday. Lecturers should investigate the cost difference between traveling weekdays without a Saturday night "stay-over" and staying an additional day to depart on Sunday. Lecturers are free to arrange their schedules to permit an extended stay if cost savings can be realized.

- **Travel by Train**
  Lecturers should book train fare at the lowest available/excursion fare. No first class travel will be allowed without prior authorization from ASM Headquarters. **ALL TRAIN RESERVATIONS MUST BE BOOKED THROUGH THE ASM TRAVEL AGENT, “ATC TRAVEL MANAGEMENT.”** At the start of the ASMDL program year, lecturers will be instructed on how to access the online travel reservation system. Train fare booked through the system will be paid directly by ASM, so Lecturers will not need to submit reimbursement requests for train fare. Train fare
booked outside of the system will not be reimbursed by ASM. (Please contact adempsey@asmusa.org if there are questions about the train travel policy.)

Lecturers should make reservations as soon as lecture is confirmed to permit train bookings at the lowest available fare. Lecturers are encouraged to purchase train tickets at least 14 days in advance of the travel date.

- **Travel by Car**
  Lecturers may drive to the meeting site if more convenient and reasonable than air transportation. The program will reimburse Lecturers at the standard IRS mileage reimbursement rate (rate is set by the IRS, and changes periodically). For the current rate, contact ASM Headquarters (adempsey@asmusa.org or membership@asmusa.org or branchactivities@asmusa.org). The mileage rate includes the cost of gas, oil, maintenance, etc. Tolls and parking fees are not included in the mileage allowance and will be separately reimbursed by the program.

- **Rental Cars**
  The cost of rental cars will not be reimbursed without prior authorization from ASM Headquarters. Lecturers must contact Anne Dempsey at ASM Headquarters (adempsey@asmusa.org or membership@asmusa.org or branchactivities@asmusa.org) prior to the meeting date if they wish to rent a car.

- **Hotel**
  The program will reimburse Lecturers for a maximum of two nights of hotel accommodation for any one lecture. However, if Lecturers choose to extend their stay over Saturday night to reduce overall travel costs, the program will reimburse them for the additional nights of hotel accommodation.

  There may be occasions when three and possibly four nights of hotel accommodation are necessary; e.g., when there is extended travel distance, protracted flight time, etc. These circumstances will be reviewed on a case-by-case basis. More than two nights of hotel, except in the case of those who stay over Saturday night, must be approved in advance by ASM Headquarters.

- **Meals and Incidentals**
  ASM will reimburse travelers a per diem for meals and incidental expenses (e.g., tips for bellhops, skycaps, and hotel housekeeping) while on business travel. Applicable per diem rates are those published by the General Services Administration, for domestic travel, and the US Department of State, for foreign travel. Rates vary by location. The
current published rates, which may change from time to time, are located at:
Domestic - http://www.gsa.gov/portal/content/104877
Foreign - https://aoprals.state.gov/web920/per_diem.asp

Consistent with federal rules, ASM will reimburse 75% of the daily per diem rate for the first and last calendar day of travel.

Receipts are not required for meals and incidental expenses incurred on a day for which a per diem is paid. The per diem will be paid regardless of the actual expenses incurred. Travelers are responsible for expenses incurred in excess of the per diem.

The total per diem is further broken down into specific amounts for breakfast, lunch, dinner, and incidental expenses. Travelers must prorate their per diem for meals that are provided free of charge or are otherwise paid for (e.g., provided by a vendor, included in a conference registration fee, provided by ASM, etc.).

Items such as hotel mini-bar charges and in-flight snacks/meals are covered by the per diem and are not separately reimbursable.

- **Reimbursement Requests**
  Lecturers will receive expense reimbursement forms at the beginning of the program year. Additional expense forms are available from ASM Headquarters. Reimbursement requests must be completed in full, signed and submitted within 30 days of the speaking engagement to be assured of reimbursement.

  Reimbursement requests should be sent to Anne Dempsey, Membership Services, ASM, 1752 N Street, NW, Washington, DC 20036; adempsey@asmusa.org or branchactivities@asmusa.org or membership@asmusa.org  Itemized receipts are required for all expenses over $25 (except where noted otherwise, such as for meals covered by per diem). Credit card slips and credit card statements, by themselves, are not sufficient support for an expense. Extraneous expenditures such as hotel movies are not reimbursable.

- **More Information**
  For more details on travel reimbursement, consult the complete “ASM Travel Expense Reimbursement Policy” available from ASM HQ (adempsey@asmusa.org or branchactivities@asmusa.org or membership@asmusa.org)
Rules about *Honoraria*

- ASMDL program funds cannot be used to provide Lecturers with *honoraria*. Individual Branches may choose to use their own Branch funds to provide *honoraria*, but they are not obligated to do so. If Branches want to provide *honoraria*, they should verify in advance that Lecturers are allowed to accept *honoraria*, especially when arrangements are being made with state or federal government employees.
Part IV: Meeting Participation

Students and Postdoctoral Fellows
Branches play an important role in facilitating student and postdoc participation in ASM. Branch interaction with existing ASM Student and Postdoctoral Chapters and prospective Chapters is highly encouraged, and the ASM Distinguished Lecturer Program can foster this interaction.

1. Branches are **required** to make arrangements in advance for Lecturers to meet formally or informally with students/postdocs at Branch meetings.

2. Branches should invite students/postdocs to participate in events surrounding the scheduled ASMDL Lecture to increase student/postdoc attendance at the Branch meeting. Some suggestions include
   - Distribute promotional flyers via mail or e-mail to Student and Postdoctoral Chapters inviting them to participate in the Branch meeting and meet with the featured Lecturer.
   - Include a representative from ASM Student and Postdoctoral Chapters in Branch program planning meetings.
   - Invite the Lecturer to present a lecture to Student and Postdoctoral Chapters. The Branch would be responsible for reimbursing the local travel expenses to and from the Chapters.

3. Branches should provide the Lecturers with an itinerary so they will be prepared to meet with students and postdocs in addition to presenting their lecture.

ASM Officers
Independent of the ASM Distinguished Lecturer Program, Branches may invite Officers of the National ASM to speak at Branch meetings. Officers who attend local Branch meetings as official representatives of ASM will be reimbursed by ASM for their travel according to the General Volunteer Reimbursement Policy, if **funds are available and approved in advance by ASM Headquarters**. Funding for ASM Officer travel is separate from the ASM Distinguished Lecturer Program. Thus, if an ASM Officer speaks at a Branch, the allocation of Lecturers under the ASMDL program will not be affected.

Prior to inviting ASM Officers to their meetings, Branches should contact Anne Dempsey at ASM Headquarters (adempsey@asmusa.org or membership@asmusa.org or branchactivities@asmusa.org) to determine if funds are available to support Officer travel. If funds are available and Officer travel is approved by ASM Headquarters, Branches will make the necessary invitations and travel arrangements directly with Officers.
Part V: **Program Publicity**

**Program Materials**

ASM provides Branches with the following information to help them publicize the American Society for Microbiology Distinguished Lectures:

- **Program materials containing background information on ASM Distinguished Lecturers and topics** are e-mailed to Branch Presidents and Presidents-elect at the beginning of the program year. The program materials contain information that will enable Branches to select appropriate Lecturers for specific audiences. The information may also be useful for program preparation and Lecturer introductions. A list of ASM Distinguished Lecturers and topics is also available on the ASM website at [www.asm.org/distinguished-lecturer](http://www.asm.org/distinguished-lecturer) or through the Branch page ([www.asm.org/branches](http://www.asm.org/branches)).

- **Power Point slides with an introduction script** are available from the Membership Services Department of ASM ([adempsey@asmusa.org](mailto:adempsey@asmusa.org) or [membership@asmusa.org](mailto:membership@asmusa.org) or [branchactivities@asmusa.org](mailto:branchactivities@asmusa.org)). The slides are to be used as an introduction to ASMDL presentations.

**Bulk E-mails, ASM Homepage and Branch Homepages**

- Branches should submit announcements of ALL Branch meetings for publication in the “Branch Meetings Calendar” section of the ASM Homepage. Copy should be submitted to Anne Dempsey ([adempsey@asmusa.org](mailto:adempsey@asmusa.org) or [membership@asmusa.org](mailto:membership@asmusa.org) or [branchactivities@asmusa.org](mailto:branchactivities@asmusa.org)) any time prior to the meeting.

- Bulk e-mails promoting Branch meetings can be sent to ASM members in a specific region. Contact Anne Dempsey at [adempsey@asmusa.org](mailto:adempsey@asmusa.org) or [membership@asmusa.org](mailto:membership@asmusa.org) or [branchactivities@asmusa.org](mailto:branchactivities@asmusa.org) to arrange.

- Branches are encouraged to publish information about the ASMDL Lecture on their individual Branch Homepages.
Part VI: **Program Evaluation**

**Feedback from Participants**

- Electronic evaluation forms will be sent to the Lecturer and a Branch representative following each ASMDL Lecture.

- In addition to standardized forms for program evaluation, ASM collects letters from Lecturers and Branches in support of the ASM Distinguished Lecturer program to submit as part of grant proposals. These letters reinforce the request for funding of the program. We would appreciate letters from individual Branches explaining how the program enhances Branch meetings.

- Branches are welcome to suggest ways in which the program may be improved. After Lecturers participate in Branch meetings, they are also encouraged to offer comments and suggestions about the program. These comments and suggestions are important, not only for budget justification purposes, but also in support of ASM's continued efforts to enhance this program and maintain its reputation for quality.