

AIHA Local Section Application for Distinguished Lecturer Funding

The AIHA Distinguished Lecturer (DL) Program focuses on providing lectures on national and international occupational and environmental health issues that affect the practice of industrial hygiene. The Distinguished Lecturers are selected from the AIHA membership and their lectures have been reviewed thoroughly by a DL Review Team, including AIHA Fellows, as to their quality and timeliness. The purpose of the DL Program is to provide Local Sections relevant presenters that could increase the membership participation in a local event.

The expectation is for Local Section hosts to pay all related costs of any DL event. However, national AIHA funding may be available to assist with travel expenses up to \$400. Funds are limited and are available on a first-come/first- available basis.

- Travel expense reimbursement only qualifies for approved DL presenters.
- Travel reimbursement is only for coach round-trip airfare or mileage up to the cost of a coach round-trip airfare. Flight arrangements should be made 45 days in advance to secure the best rate possible.
- Local Sections need to request funding at least two (2) months in advance of their program, following the AIHA travel guidelines to include the use of AIHA's travel agency, Direct Travel.
- All DLs should be providing their service as a volunteer and not expect an honorarium or speaker fee. This funding may not be used for any type of honorarium or gift, and the host section should outline details with the DL in a written agreement that includes transportation, lodging, food.
- There is no guarantee of matching funds. Unless the Local Section can afford the funds without the AIHA Funding, no financial transactions should take place prior to written notice and approval of funding.
- Because matching funds are limited, competition for these funds may mean that some local section applications will not be selected for funding. Therefore, every effort should be made to select Distinguished Lecturers within your geographic area to keep expenses at a minimum.
- Details of the event and the reason for funding should be submitted using the form below. Form should be sent [Thursa Pecoraro](#) so it can be reviewed and approved by the Fellows SIG DL Review Committee. The review committee will be comprised of the Fellows SIG Vice Chair and Past Chair, along with at least one Local Section Board Liaison.

AIHA Local Section Application for Distinguished Lecturer Travel Funds

Local Section Name: _____

Application Submitted By: _____

Number of Local Section Members: _____

Percent of Non-AIHA National Members: Frequency of Local Section Meetings: _____

Average Attendance for Local Section Meetings: _____

Date of the Event: _____

Name of requested Distinguished Lecturer: _____

Topic of presentation: _____

Length of presentation (hours): _____

Purpose and/or Goal for hosting your Distinguished Lecturer:

Cost of Travel: _____

- ___ Roundtrip coach airfare purchased at least 45 days in advance in order to secure the best rate.
- ___ Mileage Costs, Parking & Tolls (mileage based on IRS standard mileage rate) up to the cost of a roundtrip coach airfare purchased at least 45 days in advance in order to secure the best rate
- ___ Train

What is the impact to your Local Section, if the provision of matching funds for the travel of the DL is not provided?

This form is to be submitted to [Thursa Pecoraro](#) at least 2 months in advance of the proposed travel date for a selected speaker from the AIHA Distinguished Lecturer List (DLL).