Distinguished Contributor Interview and Keynote Speaker Committee

Purpose & Procedures

***Procedures common to all committees***

* The Board selects committee members and chairs. It does so in consultation with the previous year’s chairs.
* Committees have at least 3 members. All must be members of ISIR and one must be a Board member.
* Term of membership is generally 3 years and is staggered so that there is overlap in committee composition from year to year.
* Committee chairs are generally selected from among first- or second-year members.
* Committees make recommendations to the Board. Per ISIR’s Code of Regulations, committees do not take action unless specifically authorized by the board to do so.
* Chairs keep a record of committee activities (per ISIR’s Code), to be included in an end-of-year report to the ISIR President.
* Chairs are responsible for reporting activities, recommendations, and questions to the President.
* Committee members keep sensitive information confidential (e.g., names of potential awardees).
* Committee members have read and are familiar with ISIR’s constitution. That Code of Regulations is available at: http://www.isironline.org/structure/governance.html

**Membership of this committee**

* Usually 5 members
* Members (2013): Rich Haier (chair & board), Doug Detterman, Earl Hunt, Sherif Karama, Jelte Wicherts

**Major purpose of committee**

Recommend to the Board a short list of potential speakers for:

* Distinguished Contributor Interviewee
* Keynote Speaker

Be ISIR liaison with the individuals accepting President’s invitation to be Interviewee and Keynote

**Specifics for Distinguished Contributor Interview**

*Aims of the interview*

* ISIR members learn from and interact with an intelligence researcher who has not only made substantial contributions to the field, but also had a particularly interesting career in the field or can offer novel insights into it.
* Interview focuses on interviewee’s career, with accomplishments discussed in that context.
* Offer students a glimpse into the life and work of a top contributor to the field.

*Criteria for interviewee*

* Has made significant contributions to the field of intelligence. Different kinds of contributions, research and non-research, may be considered.
* Preference is given to interviewees who have made particularly interesting, novel, or uncommon contributions to the field or who can offer special insight into it.
* Only one interview is conducted per year, and none need be.

*Expenses*

* Interviewee is reimbursed for reasonable travel expenses, including transportation, lodging, and meals. They must register for the conference, but the fee is waived.
* Interview is videotaped, which incurs an equipment and labor charge.

**Specifics for Keynote Speaker**

*Aims for the Keynote*

* Bring new people and perspectives to the ISIR conference.
* Introduce top researcher in allied field to ISIR and intelligence research, ideally recruiting them as members.

*Criteria for speaker*

* Major researcher with record of strong, leading-edge research on intelligence, broadly construed, that ISIR members not likely to be familiar with.
* Preference given to researchers not typically identified by self or others as an intelligence researcher.

*Expenses*

* Same as for Interviewee: reimbursed for reasonable travel expenses, including transportation, lodging, and meals; must register for the conference, but fee is waived.

**Committee tasks**

1. Members generate potential (a) interviewees and (b) keynote speakers who meet the foregoing criteria by **February 15**.
2. Chair compiles and distributes these suggestions to all members of the committee, together with names of individuals nominated in past years.
3. For both speaking slots, Committee decides on a short list of candidates, ranks them, and provides a rationale.
4. Chair emails Committee’s recommendations to the President by **March 1.** Both recommendations consists of a short list of ranked candidates, with the Committee’s rationale.Major differences of opinion in the Committee, if any, shall be included with the recommendation.
5. Board studies Committee’s recommendations, request additional information if require, decides final rankings, and asks the President to invite the top-ranked nominee for each slot.
6. President emails letters of invitation to Board’s first choices. Letter states that ISIR will reimburse speaker for reasonable travel expenses; that speaker is invited (gratis) to a luncheon with officers and awardees; and that if they accept the speaking invitation, a member of the speakers’ committee (specify the member by name) will follow-up with more details and be their ISIR contact.
7. If first choice declines the invitation, President is authorized to invite the second-ranked.
8. Committee keeps record of candidates not invited that year for consideration in future years.
9. If delegated to Committee, arrange the luncheon in consultation with the President.
10. If delegated to Committee, arrange for videotaping the interview in consultation with the President. If not delegated, confirm that arrangements have been made.
11. Committee chair or designees serve as ISIR liaison for each speaker.
	* Contact speaker after acceptance with further details (e.g., deadline for abstract).
	* Obtain speaker’s abstract by **September 1.**
	* Assist speaker in revising abstract, if necessary, and submit to Program Chair by **October 1.**
	* Make sure that speaker registers for the conference, obtains a hotel reservation, and reserves a flight. Speakers must register themselves, but their registration fees are waived (double-check with President that online registration is configured to register them gratis). In most cases, speakers must reserve their own lodging, and they must always arrange their own transportation.
	* Answer questions and greet speaker at the conference.
	* Introduce speaker’s talk at the conference
	* Make sure the speaker receives travel expenses form (Appendix A) and knows to submit it with receipts to the Treasurer for reimbursement within 30 days after the conference.

**Appendix A: Template travel reimbursement form**

(available at <http://www.isironline.org/governance>)

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