

IAS Sponsorship of Speakers of Distinguished Lectures

The HKUST Jockey Club Institute for Advanced Study (IAS) has been sponsoring visits of distinguished scholars to deliver lectures at HKUST to stimulate new thinking and research directions and inspire students. The sponsorship scheme is open to applications from HKUST faculty members to invite distinguished scholars to be speakers of IAS distinguished lectures.

1. Format

- (a) An IAS distinguished lecture is held at the IAS of HKUST. In case a suitable venue is not available at the building, IAS may assist in locating alternative venues on HKUST campus. Proposals of online lectures may also be considered if the situation does not allow physical presence of the proposed speakers under the current restrictions of international travel.
- (b) The topic of an IAS distinguished lecture should be for a general audience that may not be an expert in the subject to be presented.
- (c) An IAS distinguished lecture is usually held on a weekday afternoon during term time to encourage participation from the local academic community. An IAS distinguished lecture usually lasts from one to two hours. After a brief introduction by the Host Faculty, the speaker delivers a talk. The lecture concludes with a Q&A session.

2. Application

- (a) Applicants must be HKUST faculty.
- (b) Please complete the IAS Sponsorship of Speakers of Distinguished Lectures form (IAS Form A).
- (c) Applications for distinguished lectures are accepted year-round. To give ample time for IAS to review and consider the proposals, early submissions are highly recommended.

3. Consideration

- (a) The criteria for evaluating proposals include:
 - Academic distinction and international visibility of the proposed guest speaker
 - Benefit to faculty and students in Hong Kong
 - Contribution to the University's strategic development; and
 - Societal impact

- (b) Funding proposals are reviewed on a rolling basis.
- (c) Lectures that form part of an IAS topical research program or other standalone conference/workshop/seminar/symposium are not covered by this scheme.

4. Roles

- (a) The Host Faculty(ies) is/are responsible for making initial contacts with an IAS-sponsored speaker (hereby refer to as “speaker”) to confirm his/her visit date(s). He/She/They should liaise with the speaker to decide on a title of the lecture, and provide an abstract and a brief biography of the speaker (please limit to 200 words each). The Host Faculty(ies) is/are also responsible for managing the visit schedule of the speaker. He/She/They should also, where possible, initiate interaction between colleagues and students of their home department/division and the speaker.
- (b) IAS provides logistics support in organizing the distinguished lecture including publicity, reservation of venue (if necessary), audio-visual setup, etc. IAS also assists the Host Faculty(ies) in arranging on-campus accommodation. IAS has no obligations to provide or arrange pre-/post-lecture receptions.
- (c) The Director of IAS is the authority to issue invitations to speakers of the IAS distinguished lectures.

5. Budget and Financial Support

- (a) The sponsorship amount for each speaker, which comprises an honorarium to defray travel and local expenses (if applicable), is set out in the following table.

Scenario	Total amount of sponsorship
Speakers in Hong Kong or speakers from outside Hong Kong whose travel expenses will be covered by other sources	US\$1,000
Speakers whose home institutions are in / who travel from South China (Guangdong, Guangxi, Hainan, Macau and Shenzhen)	US\$1,125
Speakers whose home institutions are in / who travel from Asia (including the rest of China other than South China)	US\$1,500
Speakers who travel from their home institutions which are outside Asia	US\$2,500
Speakers who deliver lectures online	HK\$2,000



- (b) While it is not required, we recommend the Host Faculty(ies) to contribute 20% of the proposed honorarium for the speaker from other funding sources and cover the rental of accommodation of the speaker for an extended visit to continue with his/her academic and research activities at HKUST. In case the Host Faculty(ies) prefer(s) a lecture venue where rental is charged, the cost is to be absorbed by his/her/their own funding sources.
- (c) Subject to availability, IAS will arrange and cover the rental of on-campus accommodation of the speaker for no more than three nights.
- (d) IAS will host a meal in honor of the speaker. The meal aims to provide an informal and relaxed occasion for facilitating discussion between the speaker and our faculty members in a small group. It can be either a lunch or a dinner, normally with a maximum of 8 people (including the Host Faculty(ies) and the speaker). Reimbursements are subject to the prevailing guidelines of the University's Finance Office. Please refer to the Financial Circular on "Revised Staff Expenses Reimbursement Policy" for details. Meal costs of the family member(s) of the faculty members will not be reimbursed. No meal sponsorship will be provided for online lectures.
- (e) Except under extenuating circumstances, in the event where the speaker does not deliver a distinguished lecture, IAS has the right to rescind the sponsorship given to him/her.