**Honorary Positions (Chair, Advisor, etc.) Selection Policy**

Whenever an individual is nominated to be a conference steering committee member, honorary chair, advisory team member, speaker, or any other role related to the execution of a conference, there must be a formal written request which confers the details of the position including the offer, duties, expectations, and responsibilities of the role as well as any specific details related to reimbursement of conference related activities. Finally, the invitation should also specify that written acceptance from the volunteer is needed to confirm the appointment.

Standard IEEE policies should be followed, including obtaining consent and/or a release if necessary, for the use of any images or personal information. In addition, all RAS policies around travel and reimbursement must be followed.