

## **Guidelines for Selecting Invited Speakers for the APS DFD Annual Meetings**

*May 2019*

The list of invited speakers for the annual DFD meeting is assembled by the DFD Program Committee in consultation with the Local Organizing Committee (LOC). The list should strive for a balance between well-known senior researchers and rising accomplished researchers who may not be as well known. The committee should consider the entire DFD membership and select a diverse and inclusive range of speakers in terms of demographics (gender, race, ethnicity, disabilities) and locations (based on affiliation) who cover a broad range of topics of interest to the fluid dynamics community.

One- to two-page nominations of invited speakers may be submitted by any DFD member, and should be sent by e-mail to the Chair of the DFD Program Committee (usually the Chair-Elect of the DFD) prior to March 15 in the year of the intended annual meeting. Calls for nominations will be sent by e-mail to the members of the DFD. The LOC should also assemble a preliminary list of invited speakers, preferably by March 15. Note that the number of invited talks varies (with a maximum to date of 12), and is determined by the LOC.

Normally, invited speakers should be selected who have not given invited or prize talks (Otto LaPorte Lecture, Stanley Corrsin Award) at DFD meetings over the past decade. A list of invited speakers from previous DFD meetings can be found on the Web site and in the spiral-bound meeting booklet for each meeting, as well as in the (usually Fall) DFD newsletters. The DFD Program Committee then votes on the full list of nominations from the DFD membership and the LOC following appropriate COI procedures.

The Chair of the committee (who should not vote) collects and tabulates the votes. The Program Committee will then meet to discuss the results of the vote, and if advisable, request and consider additional nominations. The Program Committee then approves a final list of invited speakers, as specified in the Bylaws of the DFD. Finally, the Chair of the committee submits the list approved by the Program Committee to the Executive Committee for approval at their Spring meeting.

After approval by the Executive Committee, the Chair of the Program Committee formally invites the invited speakers to give a talk at the DFD meeting, and informs the minisymposium and focus session organizers whether their proposals have been accepted (or rejected).

The chair(s) of the LOC then takes over communications and scheduling of the invited speakers and minisymposia. The speakers should be reminded to use a portion of their invited talk to provide a perspective of their field for a more general audience.