

N.A. Court Lecture Committee

1. The committee members will read the Section Bylaws for the description of the committee.
2. The committee will bear in mind that the Court lecturer is generally a mathematician with a strong national reputation in mathematical research, exposition, and/or education.
3. In September, the committee chair will lead the selection process by generating an initial list of potential lecturers. The committee members will add names to the list. After the list is created, the chair will lead the committee to consensus about a preferential ordering of the potential lecturers.
4. The committee chair will contact the Section Treasurer for information about the honorarium, travel reimbursement, and fee waivers available to the lecturer (Meeting registration for the lecturer, Friday lunch for the lecturer, Friday banquet for the lecturer and one guest).
5. In October, the committee chair will take the lead in selecting the lecturer based on the preferential list. The committee members will be advised of the status of the process at all times.
6. The committee chair will contact the selected person and extend the invitation to be the N.A. Court lecturer. Information about the honorarium, travel reimbursement, and fee waivers will be included in the invitation.
7. The committee chair will send the title of the lecture, the name and institution of the lecturer, a short biography of the lecturer, and a short abstract of the lecture to the Section Secretary no later than February 1.
8. The committee chair will contact the Section 1st Vice-Chair and provide the awardee's name and the fee waivers that will be used by the awardee. This will be done by March 15 or by the meal reservation deadline, whichever comes first.
9. During the Section Meeting, the committee members will make the Court Lecturer feel welcome and will provide a formal introduction of the lecturer at the beginning of the Court Lecture.
10. If the presenter is arriving without a vehicle, then the committee should make every effort to transport the presenter throughout the Meeting in order to eliminate the expense of a rental car. This may involve transportation to/from an airport, to/from a hotel, and to/from the host institution.
11. At the Meeting, the committee chair will remind the presenter that a request for the honorarium and travel reimbursement subject to Section guidelines must be submitted to the Section Treasurer no later than four weeks after the end of the Section Meeting. A postal address must be provided in the request.

12. In the spring, the committee will assist the Section leadership in identifying Section members to stand for election as the new member of the committee. The election takes place at the Section Business Meeting.