Purpose and Scope of the Education Operations Manual

The purpose of the Education Operations Manual is to describe the duties and responsibilities of Education related Officers, Committees, Subcommittees and relevant SMPTE Staff as applied to education activities.

The Manual documents the procedures related to the operations of SMPTE education initiatives such as conferences, symposia, editorial activities, seminars, virtual classroom courses and educational webcasts.

The Manual defines the policies and procedures relating to creation or discontinuation of SMPTE education services, the formation, operation, and dissolution of education related committees and subcommittees and the general fiduciary responsibility of each.

The Manual further documents the education activities requiring Board of Governor's approval and/or oversight. Finally, the Manual describes the general education related committee processes and policies and summarizes the authorized education related committees, their function, and reporting relationships.

The primary audience of this Operations Manual is the members of the SMPTE Board of Governors, the Executive Committee, Staff Members and legal counsel.

The secondary audiences are the members of the Society and Affiliates who execute education events and conferences

Copies of this Operations Manual shall be made available to all Members in electronic form at no cost and, if requested, in printed form at a price to be determined from time to time.
Normative Text and Conformance Keywords

**Normative Text** is that which describes elements of this manual that are indispensable or which contains the conformance language keywords: "shall", "should", or "may".

**Informative text** is text that is potentially helpful to the user, but not indispensable, and can be removed, changed, or added editorially without affecting intent. Informative text does not contain any conformance keywords.

All text in this manual is, by default, normative, except any section explicitly labeled as "Informative" or individual paragraphs that start with "Note:"

The keywords "shall" and "shall not" indicate requirements strictly to be followed in order to conform to the document and from which no deviation is permitted.

The keywords, "should" and "should not" indicate that, among several possibilities, one is recommended as particularly suitable, without necessarily mentioning or excluding others; or that a certain course of action is preferred but not necessarily required; or that (in the negative form) a certain possibility or course of action is deprecated but not prohibited.

The keywords "may" and "need not" indicate courses of action permissible within the limits of the document.

The keyword “reserved” indicates a provision that is not defined at this time, shall not be used, and may be defined in the future.

The keyword “forbidden” indicates “reserved” and in addition indicates that the provision will never be defined in the future.
Table of Contents

1. SMPTE EDUCATION OPERATIONS MANUAL ............................................................... 7
   1.1. VISION ................................................................................................................. 7
   1.2. MISSION ............................................................................................................ 7
   1.3. EDUCATION OPERATIONS MANUAL ................................................................ 7
   1.4. SMPTE EDUCATION: AUDIENCE AND SCOPE .............................................. 7
   1.5. EDUCATION ACTIVITIES AND INITIATIVES ............................................... 8
       1.5.1. Publications ................................................................................................. 8
       1.5.2. Conferences ............................................................................................... 8
       1.5.3. Professional Development ......................................................................... 9

2. SMPTE EDUCATION ORGANIZATION ..................................................................... 10
   2.1. STRUCTURE ...................................................................................................... 10
       2.1.1. Definitions derived from Governance Operations Manual ......................... 11
       2.1.2. Further duties ............................................................................................. 11
       2.1.3. Awards oversight ....................................................................................... 12
       2.1.4. Standing committees ............................................................................... 12
       2.1.5. Committee participation ......................................................................... 12
   2.2. EDUCATION STRATEGY COMMITTEE (ESC) ................................................. 12
       2.2.1. ESC Structure ............................................................................................ 13
       2.2.2. Responsibilities of the ESC .................................................................... 13
       2.2.3. Meetings of the ESC ............................................................................... 14
   2.3. EDUCATION DIRECTORS ............................................................................... 14
       2.3.1. Responsibilities ......................................................................................... 14
   2.4. EDUCATION SUBCOMMITTEES ..................................................................... 17
   2.5. BOARD OF EDITORS ....................................................................................... 17
       2.5.1. Formation and purpose .......................................................................... 17
2.5.2. Structure.................................................................................................................................18
2.5.3. Appointment to the Board of Editors ....................................................................................18
2.5.4. Board of Editors Chair ..........................................................................................................18
2.5.5. Duties of Board of Editors Chair ..........................................................................................18

3. PUBLICATIONS ..............................................................................................................................20

3.1. SMPTE MOTION IMAGING JOURNAL ......................................................................................20

3.1.1. Authorization..........................................................................................................................20
3.1.2. Copyright ...............................................................................................................................20
3.1.3. Right of Publication ...............................................................................................................21
3.1.4. Disclaimer of Responsibility ..................................................................................................21
3.1.5. Advertising ............................................................................................................................21
3.1.6. Electronic Publishing ............................................................................................................21
3.1.7. Annual Journal Progress Report ...........................................................................................21
3.1.8. Reprints ..................................................................................................................................21

3.2. OTHER PUBLICATIONS .............................................................................................................22

3.2.1. Journal Technical Papers .....................................................................................................22
3.2.2. Newsletters and Opinions ....................................................................................................22
3.2.3. Solicited Content ...................................................................................................................22
3.2.4. Unsolicited Content ...............................................................................................................23

3.3. EDUCATIONAL PUBLICATIONS ............................................................................................23

3.3.1. Publication of SMPTE Conference Proceedings .....................................................................23
3.3.2. Non-Conference and Electronic Publications .......................................................................23

4. CONFERENCES ..............................................................................................................................24

4.1. CONFERENCE DEFINITIONS ....................................................................................................24

4.1.1. The SMPTE Annual Technical Conference and Exhibition ....................................................24
4.1.2. Symposia ................................................................................................................................24
4.1.3.  
SMPTE Special Topic Conferences ................................................................. 25 

4.1.4.  
Other conferences .............................................................................................. 25 

4.2.  
CONFERENCE PROGRAM COMMITTEES .......................................................... 25 

4.3.  
SOCIETY CONFERENCES .................................................................................. 25 

4.3.1.  
Society Conferences: strategy ........................................................................ 25 

4.3.2.  
Society Conferences: planning ........................................................................ 26 

4.3.3.  
Special Topic Conferences and Symposia ......................................................... 26 

5.  
SECTION CONFERENCES ................................................................................. 28 

6.  
PROFESSIONAL DEVELOPMENT .................................................................... 29 

6.1.  
PURPOSE OF PROFESSIONAL DEVELOPMENT ................................................ 29 

6.2.  
PROFESSIONAL DEVELOPMENT GOALS ....................................................... 29 

6.3.  
PROFESSIONAL DEVELOPMENT ACTIVITIES ............................................... 29 

6.4.  
STRUCTURE .................................................................................................... 30 

6.5.  
OPERATIONS ................................................................................................... 31 

7.  
POLICIES AND PROCEDURES ......................................................................... 32 

7.1.  
APPEALS PROCESS ......................................................................................... 32 

8.  
EDUCATION FUND ............................................................................................ 33 

8.1.  
SMPTE EDUCATIONAL SCHOLARSHIPS ......................................................... 33 

8.1.1.  
General Applications Requirements .................................................................. 33 

8.1.2.  
Selection Process ............................................................................................. 34 

8.1.3.  
Award .............................................................................................................. 34 

8.1.4.  
Specific Scholarships ...................................................................................... 34 

8.2.  
ACADEMIC AND PROFESSIONAL DEVELOPMENT GRANTS .......................... 37 

8.2.1.  
Professional Development Grant — $2,000 ..................................................... 38 

8.2.2.  
SMPTE Student Chapter Education Development Grant — up to $5000 .......... 39 

APPENDIX A.  INDEX, CROSS-REFERENCES AND EXTERNAL REFERENCES .. NN
1. SMPTE Education Operations Manual

1.1. Vision

Education is one of the three pillars of the Society, operating together with Membership and Standards. Through the Education pillar, SMPTE seeks to contribute to the expertise of its membership, ensuring that SMPTE is universally recognized as the principal body of experts in our industry. The goal of SMPTE education is to promote and engage in activities and initiatives; through these actions SMPTE will nourish its members, enriching their skills, knowledge and value to their employers and our industry.

1.2. Mission

To become the preeminent source of education in science, advanced technologies and fundamental theories associated with image, sound, metadata and workflows.

1.3. Education Operations Manual

The Education Operations Manual is defined in the Governance Operations Manual, section 4.5.3, as follows:

The Education Operations Manual describes the principal activities and administrative processes of the Education Vice President and Education Activities, whose goals are to gather, receive, prepare and disseminate scientific information concerning the industry; and to provide for and to encourage the delivery and holding of lectures, exhibitions, classes and conferences calculated to advance the theory and practice of engineering involved in the motion-picture, television and allied arts and sciences.

This operations manual further defines roles and responsibilities of the Education Vice President, Directors, Committee Chairs and other individuals appointed to carry out the needed tasks for SMPTE Education.

This manual also defines Education Boards, Committees and Subcommittees which carry out defined programs and conduct decision making processes and operations in respect of the SMPTE Education mission to benefit the members of the society.

1.4. SMPTE Education: Audience and scope

The primary audience for the Society’s Education efforts includes current, prospective and aspiring members involved with research, engineering, and other technical and business aspects of motion picture, television and allied arts and sciences. Education services will be designed to address the learning needs of the Society’s membership, addressing engineering executives, engineering managers, consultants, engineering sales representatives, researchers, engineers, technologists, practitioners, students, etc. and shall focus appropriately on the specific audience segment’s organizational position and depth of technical understanding versus need and industry education priorities.
1.5. Education Activities and Initiatives

The SMPTE Education Committee will achieve its objectives and vision primarily through a range of initiatives and activities designed to span both the status of the technology and the knowledge of our membership.

1.5.1. Publications

The Education Vice President and committees defined in this Operations Manual are responsible for all publications of the Society and serve to advance the dissemination of knowledge and contribute to the expertise of the Society’s members including the publication of the SMPTE Motion Imaging Journal.

Publications are further described in section 3 of this Operations Manual

1.5.2. Conferences

The Education Vice President and committees defined in this Operations Manual support Society Conferences approved by the Board of Governors.

Society Conferences are defined in section 4.3 of this Operations Manual
1.5.3. Professional Development

Professional Development Activities refer to those education services designed and developed utilizing current best practices for instructional design and application of adult learning principles, in order to facilitate learning of essential concepts, principles, implementation and challenges relating to motion imaging technology and advances of such.

Professional Development is described in section 6 of this Operations Manual.
2. SMPTE Education Organization

2.1. Structure

The Board of Governors constitutes the highest authority of the Society. The Board of Governors approves the strategies that govern all Society educational activities as well as an annual budget needed to support SMPTE education initiatives.

The following chart documents the structure of the Education Pillar, and identifies key roles and responsibilities:
Education Vice President

The Education Vice President shall serve a two-year term beginning on January 1st of each odd-numbered year as defined in section 8.1 of the Governance Operations Manual.

2.1.1. Definitions derived from Governance Operations Manual

The Education Vice President’s role and responsibility is described in section 8.7 of the Governance Operations Manual as follows:

The Education Vice President shall be responsible to direct and exercise general supervision over all educational activities of the Society including content for publications, conference programs, and professional development as well as the preparation, supervision, and execution of the technical conference programs, including non-technical material and data related to Standards Technology Committees supplied by the Standards Vice President. The Education Vice President shall exercise supervision over the planning and direction of all technical sessions of technical conferences as well as secure keynote speakers where required.

The Education Vice President will work closely with the Executive Director or designated Staff to ensure that such operations are conducted within the budget adopted by the Board. The Education Vice President shall coordinate with the Membership Vice President to provide guidance on programs for sections and student activities.

The Education Vice President may appoint up to three Education Directors for the purpose of supporting activities such as content programming and education review for conferences, journals, webinars, and other professional development content. Education Directors shall be appointed for a term of one year with not more than three consecutive annual renewal terms. Directors may be selected from the membership, but first consideration should be given to selection of an elected Governor who has appropriate expertise.

The Education Vice President shall direct the procurement of technical papers for the Society technical conferences.

The Education Vice President, in cooperation with the Membership Vice President, shall provide all possible program assistance to local Sections of the Society.

The Education Vice President shall appoint and supervise those Education Committees authorized by the Board.

2.1.2. Further duties

The Education Vice President is responsible for recommending and guiding the educational affairs of the Society and may act as spokesperson for the Society on educational matters as it pertains to the Society’s publications, Society Conferences, professional training and strategy for the outreach to educational institutions, foundations and Research Organizations.

The Education Vice President is responsible for ensuring that coordination of activities between Education-related functions and the other Society functions is carried out in a cooperative and constructive manner, and that inter-functional communication is maintained.
The Education Vice President may delegate responsibility to Education Directors as is appropriate for assigned accountability.

The Education Vice President shall have oversight of the editorial review process.

The Education Vice President shall have the authority to review materials submitted for use in any Education Activities defined in this Operations Manual, and make final determination to the suitability of, and either accept for use, or reject materials deemed unworthy for use in Education Activities. The Education Vice President shall take this action only after consultation with the Education Strategy Committee and prior to any notification to the author. In all cases of rejected material, the author shall have the right to appeal as defined in section 7.1 of this Operations Manual.

The Education Vice President is responsible for appointments to various Standing and Educational Related Committees in accordance with process authorized by the Society's Board of Governors and described in the Governance Operations Manual, section 8.7

2.1.3. Awards oversight

The Education Vice President is responsible for several SMPTE awards and associated committees and as defined in the Governance Operations Manual, section 18.1:

- Journal Award and Certificate of Merit (Governance Operations Manual 18.1.14)
- Student Paper Award (Governance Operations Manual 18.1.15)
- Louis F. Wolf, Jr. Memorial Scholarship (Governance Operations Manual 18.1.19)

2.1.4. Standing committees

The Education Vice President is the responsible officer for the following Standing Committees as defined in the Governance Operations Manual, section 18.2:

- Archival Papers and History Committee (Governance Operations Manual 18.2.9)
- Board of Editors (Governance Operations Manual 18.2.10)
- Education Strategy Committee

2.1.5. Committee participation

The Education Vice President participates on the following committees as defined in the Governance Operations Manual, section 18.1:

- Fellow Qualifications Committee (Governance Operations Manual Section 18.1.13)
- Citation for Outstanding Service to the Society (Governance Operations Manual Section 18.1.18)
- Progress Report Committee (Governance Operations Manual Section 18.2.9)

2.2. Education Strategy Committee (ESC)

The Education Vice President shall form an Education Strategy Committee (ESC). The Education Strategy Committee shall serve as an advisory board to the Education Vice President to assist in the
alignment of subject matter related to Editorial, Society Wide Conference, Professional Development, Seminars and other Educational Programs offered by the Society. Education strategies and priorities shall be established in collaboration with, and be executed by, the office of the Executive Director or staff designate.

2.2.1. ESC Structure

The Education Strategy Committee shall report to the Education Vice President.

Education Strategy Committee Members shall be

- the Education Vice President,
- the Education Directors,
- the Executive Director or a designated staff member,
- the Membership Vice President (or designate),
- the Standards Vice President (or designate),
- the Board of Editors Chair and
- a minimum of 3 active members of the Society appointed by the Education Vice President and selected for their known knowledge and expertise in the industry.

The committee shall conduct its activities as outlined in the Society’s Governance Operations Manual, section 17 for Committee Administration.

The Education Vice President may appoint non-members of the Society to serve on the ESC, however non-members may only serve as advisors to the committee and will have no voting rights on matters presented to the ESC.

2.2.2. Responsibilities of the ESC

The ESC reports to and advises the Education Vice President on ways to:

1. Ensure cohesive strategies are established, documented and maintained across all of SMPTE’s educations services
2. Provide guidance on high priority and emerging technologies of vital importance to the industry
3. Recommend topics to be covered via various education delivery methodologies
4. Identify and solicit Subject Matter Experts (SMEs) for specific topic and education services
5. Establish highest priority learning objectives for various SMPTE educational deliveries
6. Serve as liaison to organizations and companies important to SMPTE education strategies
7. Scan industry for most significant knowledge gaps in support of developing expertise
8. Identify need for committees to ensure successful development and delivery of SMPTE education services
9. Work closely with Executive Director or Home Office staff to maintain Education Best Practices in the execution of Education programs, communications and relationships, and to ensure smooth transitions for successor officers and appointed volunteers
10. Review and recommend changes to the Education Operations Manual
2.2.3. **Meetings of the ESC**

The ESC should hold at least four regular meetings each year. Notification of upcoming regular meetings shall be sent to committee members at least 30 days prior to the meeting and shall include time and place of the meeting. Special meetings may be called at any time by the Education Vice President upon at least seven days’ notice.

All arrangements for the meetings shall be made by the Executive Director or designated staff member, hereafter in this section called “Organizer”. The organizer shall

1. prepare a meeting agenda for approval by the Education Vice President and upon approval shall distribute it to all members of the committee prior to the meeting
2. attend all meetings. Committee members shall be permitted to participate by telephone or virtual presence, which participation shall constitute attendance at the meeting
3. be responsible for recording of the minutes of the meeting. Drafts of the minutes shall be reviewed by the Education Vice President prior to their distribution

2.3. **Education Directors**

The Education Vice President may appoint up to three Education Directors to carry out the Society’s regular and special programs as authorized and/or approved by the Board of Governors.

The Education Directors shall be appointed as outlined in the Governance Operations Manual, section 8.7.

The Education Directors shall report to the Education Vice President and shall exercise oversight and coordination of education strategies within their assigned areas of responsibility.

The Education Directors shall work in conjunction with and receive support from the Executive Director or staff designate on programs assigned by the Education Vice President.

2.3.1. **Responsibilities**

The Education Vice President must ensure oversight of the following Education Functions, which may be delegated to one or more Education Directors at the discretion of the Education Vice President.

2.3.1.1. **Editorial Oversight**

The Education Director(s) appointed to Editorial shall:

1. Recommend the selection and appointment of members of committees and advisors as appropriate, as approved by the Education Vice President,
2. Make information available to members of the Society and to the industry served in print, electronic distribution or by other means supported by the Society
3. Actively seek and stimulate technical papers, books, or other material of particular interest to the membership and help arrange for its publication.
4. Participate in the activities of the Board of Editors as assigned by the Education Vice President
5. Organize and manage Publication activities as assigned by the Education Vice President.
6. Provide recommendations to the Education Vice President and to designated Program Chairs on the content, value, and appropriateness of specific papers submitted for consideration; and provide continuing counsel on program organization and other advice appropriate in servicing the needs of the members in the formation and organization of all Society Publications.

2.3.1.2. Society Conferences Oversight

The Education Director(s) appointed to Conference Program oversight shall:

1. Serve as a member of the Conference Program Committee. The Conference Program Committee is defined in the Governance Operations Manual, section 18.2.11, and is responsible for the technical content of Society Conference programs.
2. Ensure topics relevant to the Society’s education interests, industry trends and any other subject matter are made available for consideration by the Conference Program Committee.
3. Act as liaison between the Board of Editors and other committees as required and directed by the Education Vice President to support the Society conference activities.
4. Actively seek and stimulate the creation of technical papers of particular interest to the Society’s membership and shall oversee their successful presentation at Society-Wide Conferences.
5. Identify presenters and speakers for topics in support of conferences.
6. Oversee special committees as assigned by the Education Vice President.
7. Provide recommendations to the Education Vice President and to appointed Program Chairs on the content, value, and appropriateness of specific papers submitted for consideration.
8. Provide direction for content delivered during Society produced sessions at other organizations’ conferences.
9. Ensure identification of speakers to represent the Society for conferences produced by other organizations.
10. Participate in determination of need for special topic conferences.
11. Advise and coordinate technical content for day-long conferences produced by local Sections and various other technical conferences and events.
12. Invite all speakers at Society Conferences and Special Topic Conferences to participate in the Speakers Bureau.

2.3.1.3. Research Institutions

The Education Vice President shall assign responsibility for oversight of Society relationships with Research Institutions.

The individual(s) appointed for Research Institution oversight shall:

1. Identify those institutions and organizations which are engaged in research that may be of importance to the Society’s members.
2. Gather topical information to make available for program development, professional development and other special topic programs and events.
2.3.1.4. **Professional Development Oversight**

The individual(s) appointed for Professional Development oversight shall:

1. Assist the Education Vice President and the Executive Director or staff designate with determination of the highest priority professional development needs of the industry.
2. Assist the Education Vice President and the Executive Director, working with staff and volunteers, to implement the objectives of the ESC as defined in section 2.2.2.
3. Provide advice and counsel to the Education Vice President and to designated Program Chairs on the content, value, and appropriateness of specific papers submitted for consideration; and provide continuing counsel on program organization and other advice appropriate in servicing the needs of the members in the formation and organization of all conference Programs.
4. Oversee implementation of the most appropriate education methodologies, programs and delivery platforms based on professional development industry best practices, scope and depth of educational content and appropriateness for the audience.

2.3.1.5. **Emerging Technologies**

The individual(s) appointed for Emerging Technologies oversight shall:

1. Provide recommendations to the Education Vice President and to designated Program Chairs on the content, value, and appropriateness of specific topics for consideration.
2. Provide continuing counsel on program organization and other advice appropriate to servicing the needs of the members in the formation and organization of all professional development Programs.

2.3.1.6. **Academic Institution Programs**

The individual(s) appointed for Academic oversight shall:

1. Develop and maintain top level strategy for the Society’s education programs with academic institutions to:
   
   a. Develop the Society’s strategy(s) for the purpose of assisting and engaging students, faculty and research programs within educational institutions for the motion picture, television, imaging science and allied fields.
   b. Collect and compile, for the purpose of program development, information on formal courses of study and academic research activities that are related to the motion picture, television, imaging science and allied engineering fields.
   c. Foster ongoing development and refinement of the Society’s value proposition and strategies to stimulate the education of SMPTE members, and Student interactions within higher education and in fields of study related to the Society.
   d. Implement and refine activities to engage and support industry related research with instructional faculty and students.

2. In conjunction with the Standards Vice President, Membership Vice President and/or their appointees, catalyze interaction between the Society’s standardization efforts, conference opportunities and publication channels.
3. Provide advice and counsel to the Education Vice President and to designated Program Chairs on the content, value, and appropriateness of specific academic programs; and provide continuing counsel on program organization and interaction.

4. Provide other advice appropriate in servicing the needs of the members in the education programs and interaction with Educational Institutions.

2.3.1.7. Education and Membership

In the development and execution of Education programs, the Education Vice President and Education Directors shall ensure close coordination of, and work together with, the Membership Vice President and Section officers on any activities that may involve direct interaction with academic institutions so that close coordination and interaction with the local Section of the Society can be engaged.

The local Section is solely responsible for Section Programs as defined in the Membership Operations Manual, section 8.11 and will often be an excellent source of assistance to the activities between the Society and academic institutions. Input from local Sections should be included as much as possible in strategic development and program implementation.

2.4. Education Subcommittees

The Education Vice President may form Subcommittees when a particular phase of education activity will benefit from special attention by a small task force of subject matter experts.

Sub-Committee Chairs are appointed by the Education Vice President for a term that expires when the education activities and consequential reporting are complete. The Education Vice President may appoint the Sub-Committee members or may delegate partial or full responsibility for such appointments to the Subcommittee Chair. The Subcommittee Chair shall be a member of the Society. Members of the Subcommittee are not required to be members of the Society, and will serve as non-voting advisory members only. It is desirable to include a member of the Education Strategy Committee in any Education Sub-Committee. Subcommittees are responsible to, and will report to, the Education Vice President.

2.5. Board of Editors

The Board of Editors is a standing committee of the Society.

2.5.1. Formation and purpose

The Education Vice President shall form a Board of Editors (BoE) as defined in the Governance Operations Manual, section 18.2.10.

The Purpose of a Board of Editors is to assess the suitability of all subject matter and materials submitted for use in the Society’s publications. The Board of Editors shall also advise the Education Vice President and Staff on matters relating to SMPTE Publication policies.

“Publications” includes but need not be limited to the Society’s Motion Imaging Journal.

The Board of Editors is responsible for accepting or rejecting, for the Journal, the material on the basis of technical merit, relevance and readability. The Education Vice President has final review and editorial responsibility as defined in section 2.3.1.
2.5.2. Structure

The Board of Editors shall report to the Education Vice President.

The Board of Editors shall consist of a Chairman and active members of the Society who are appointed to the Board of Editors by the Education Vice President. The individuals chosen for membership of the Board of Editors shall have demonstrated expertise of the various programs and publications of the Society and include all branches of Motion imaging and allied fields, including emerging and historical technologies.

2.5.3. Appointment to the Board of Editors

Appointments to the Board of Editors shall be based on specific expertise required to support the missions of the Society’s programs.

Members of the Board of Editors shall be active members of the Society.

In order to ensure progressive support of the Society’s programs, non-members may be appointed as Advisors. The term “Advisor” is defined in of the Governance Operations Manual, section 14.4.

All appointments to the Board of Editors are subject to approval by the Society’s Board of Governors.

2.5.4. Board of Editors Chair

The Education Vice President shall appoint a Chairman who shall serve as the Board of Editors Editor in Chief. The BoE Chairman shall recommend appointments to the BoE to the Education Vice President. The Chairman and members of the BoE are subject to final approval from the Board of Governors.

2.5.5. Duties of Board of Editors Chair

Under the supervision of the Education Vice President, the duties of the Board of Editors Chair shall be to:

1. conduct at least four meetings of the full Board of Editors per year.
2. recommend to the Education Vice President the need for establishment of, or change in, the Society’s editorial scope or objectives
3. review and maintain annual editorial calendar, and recommend any modifications needed based on industry trends and needs of the membership
4. work with designated home office staff and the Education Director(s) to produce, according to the editorial calendar, a finished Journal which will conform to established policies of the Society and which will, within budgetary limitations, meet the needs and desires of the membership.
5. assign submissions to qualified BoE committee members and obtain at least three reviews for any and all materials recommended for use in all supported mediums and programs.
6. produce, in conjunction with Home Office Staff, other finished publications and program materials as the Board of Governors may authorize.
7. act as liaison between the Board of Editors and authors of submissions, in order to facilitate the proper clearing of material.
8. take responsibility for the drafting of special sections or features in the Journal, subject to review by the Education Vice President and Board of Editors.

9. make technical conference manuscripts and/or electronic archives available to the Board of Editors for review, consistent with Society’s release and copyright policies.

10. periodically review the performance of members of the Board of Editors, and recommend changes in Board and Committee assignments.
3. Publications

Publications as managed by Education are defined as physical and electronic media that are informational or instructive in nature and support the Society’s education mission.

Publications related to the Standards process are defined separately in the Standards Operations Manual.

Publications may be peer reviewed or non-peer reviewed

The list of publications currently defined includes but is not limited to:

**SMPTE Motion Imaging Journal**
- A publication highlighting technical manuscripts and technology articles of significance to the motion imaging industry.
- Topics may include those which are emerging, will be imminently deployed or are widely deployed

**SMPTE NewsWatch**
- A monthly eNewsletter publication covering a single trending technology topic
- Topics may include those which are emerging, will be imminently deployed or are widely deployed and pose specific challenge or questions for the industry

### 3.1. SMPTE Motion Imaging JOURNAL

Published eight times annually, the SMPTE Motion Imaging Journal is a view in the technical world of motion imaging science. Each issue covers a special topic including file-based workflow, compression, 3D, audio, distribution formats, advances in lighting, sustainability, digital cinema and other topics useful to the members of the society and the industry.

Special issues may include wrap-ups from various SMPTE conference events, including the SMPTE Annual Technical Conference and the Technology Summit on Cinema and other Society events and shall include submitted activities of Sections world-wide. Each September, the Progress Report is published which provides a valuable overview of the latest industry developments with a particular focus on the standards community work.

#### 3.1.1. Authorization

Authority for publication, distribution, and sale of the Journal rests with the Board of Governors.

#### 3.1.2. Copyright

The Journal shall be copyrighted under the Copyright Laws of the United States in the name of the Society. Permission to republish material from the Journal must be obtained in writing from the Home Office.
3.1.3. Right of Publication

Papers presented at technical conferences or other meetings of the Society, or submitted solely for publication in the Journal, shall become the property of the Society.

In the case of papers submitted for publication in the Journal, no such paper shall be published or presented elsewhere in advance of publication in the Journal, unless the Board of Editors Chair or designate shall have granted approval, in writing, for such publication or presentation.

Papers presented at conferences may be used in a Section Meeting without such restriction, however notification of the use of conference material in Section Events prior to the publication in the Journal shall be reported by the Section Chair to the Board of Editors Chair.

3.1.4. Disclaimer of Responsibility

To safeguard the Society against any responsibility as to the technical correctness embodied in the subject of any article or paper printed in the Journal, each issue of the Journal shall carry a disclaimer of responsibility printed following the copyright notice at the bottom of the inside front cover.

3.1.5. Advertising

Advertising in the Journal is subject to the requirements and specific policies as may be established by the Executive Director or designated person.

3.1.6. Electronic Publishing

All papers published in the Journal shall also be made available in a searchable electronic form as part of the Digital Library. In addition, papers that have passed the peer-review process but have not been selected for inclusion in the print Journal may be considered for publication online as supplements to specific issues, or in other designated areas in the Digital Library. Such papers shall follow the same editing process as papers published in the print Journal.

3.1.7. Annual Journal Progress Report

The Executive Vice President will prepare an annual report of worldwide technological progress in the motion-picture, television, and allied industries, and the Society in general. The annual Progress Report shall be published no later than the September issue of the Journal.

The Education Vice President is responsible for publishing the report in the Journal.

3.1.8. Reprints

When required, the Society may reprint and/or republish from any Society publication.

The price charged for reprints shall be determined by the Executive Director, or a designated staff member.
3.2. Other Publications

3.2.1. Journal Technical Papers

All papers published in the Journal shall be available in searchable electronic form. In addition, papers that have passed the peer-review process but have not made it into the print Journal may be considered for publication online as supplements to specific issues, or in other designated area on the SMPTE website. Such papers will follow the same editing process as papers published in the print Journal.

3.2.2. Newsletters and Opinions

Non-Technical Papers and Opinion Pieces such as *INDUSTRY PERSPECTIVES* are not classified as peer-reviewed and are expected to have a less rigorous technical review than Journal Technical Papers, on the basis that

1. The content provides a perspective on a particular topic, in which experts share their insights and provide their views. Such content is made available for the sole purposes of bringing awareness to a specific trending topics and increasing SMPTE’s visibility. Additionally, in newspapers and magazines, opinion pieces and such are published with the intent of the publisher to facilitate public authorship and provide openly subjective and opinionated articles.
2. The content is freely available on the website in the area specified.
3. A disclaimer is included with all such content specifying that “the views opinions expressed are those of the author and do not necessarily reflect the position of the Society.”
4. A rigorous and lengthy editorial vetting process on such content would decrease the timeliness of disseminating information and discourse on “hot” topics both to SMPTE community and to the general public.
5. Such content (including work-for-hire) falls under SMPTE copyright and should not be used for commercial again.

3.2.3. Solicited Content

The intents and purposes of solicited content to be placed in the Industry Perspectives area of the SMPTE website are similar to SMPTE Newsletters (eg: SMPTE Newswatch) and should thus follow a similar process.

1. Expert opinion is solicited and regarded as reliable source.
2. Content is solicited or acquired as work-for-hire
3. Content is submitted to SMPTE
4. Content is reviewed/edited by SMPTE staff to ensure fairness, balance, overall accuracy, and ensure that commercialism is avoided.
5. Content is formatted for publication
6. Content is returned to author for final review
7. Content is posted on the website or disseminated
3.2.4. Unsolicited Content

It should be noted that unsolicited content for the website may be subject to expert/editorial review and thus should be processed as follows:

1. Submitted/unolicited articles are forwarded for review by at least one SMPTE expert (or editorial committee member) for vetting to determine factual/technical accuracy, and that content is consistent with SMPTE purpose.
2. Article is edited for editorial consistency and formatted for web.
3. Content is posted on the website or disseminated.

3.3. Educational Publications

The Education Vice President has technical and editorial oversight and responsibility for the publication of the Society’s Journal and all other educational and instructive publications of the Society. The publication of all manuscripts and technical articles in the Journal shall be at the discretion of the Education Vice President within the budget authorized by the Board of Governors. The Education Vice President may seek advice, as necessary, from the Board of Editors on the suitability of material for publication.

3.3.1. Publication of SMPTE Conference Proceedings

When papers and manuscripts are submitted for presentation at a SMPTE technical conference, the Society shall include these papers in the conference proceedings compilation, if received in time for publication, and shall be distributed as a special service for the registrants and ultimately the general membership. They will also be made available from the Digital Library with a disclaimer when appropriate stating that the papers are unedited and have not been peer-reviewed.

3.3.2. Non-Conference and Electronic Publications

All non-conference related articles, manuscripts or other materials shall be reviewed by the Board of Editors Chair and Education Directors to determine appropriateness and potential method of publication.

Technical manuscripts appropriate for publication in the Motion Imaging Journal shall be submitted for peer review.

Articles, opinion pieces and other non-manuscript materials may be authorized for online publication and/or revision by the author prior to online publication.

3.3.2.1. Disclaimer

Articles, opinion pieces and other non-manuscript materials authorized for online publication shall include a disclaimer indicating the contents of such materials does not necessarily reflect SMPTE’s opinions and do not represent endorsement or recommendation of any kind.

3.3.2.2. Technical Newsletters

The Education Vice President and Education Directors may elect to provide guidance on selected topics for consideration for publication in technical newsletters.
4. **Conferences**

Conferences provide the membership and industry with a look into technology trends and subjects in the fields of motion imaging and media technology, production, operations and the allied arts and sciences. Conferences are broad coverage events during which numerous topics may be presented by numerous speakers. Technical manuscripts may be required depending on the individual event.

Conferences which are defined as Society events require Education Vice President oversight, as opposed to those events conducted by a local Section or Region (see section 4.3).

4.1. **Conference definitions**

The term “Conferences” includes:

4.1.1. **The SMPTE Annual Technical Conference and Exhibition**

1. A multi-day event covering a broad range of technical topics
2. Programs may include technologies and topics which are emerging, will be imminently deployed or are widely deployed
3. Numerous speakers present summaries of technical papers, each for 30 minute duration
4. The Annual Technical Conference is held in a single location

4.1.2. **Symposia**

1. One or two-day, narrowly focused event covering strategically significant, imminently deployed technology, implementation challenges and practical application
2. Programs may include technologies and topics which are emerging, will be imminently deployed or are widely deployed
3. Speakers are commonly invited and present for a duration of 30 to 90 minutes
4. Technical manuscripts are not required
5. The Symposium is held in a single location

4.1.3. **SMPTE Special Topic Conferences**

1. Multi-day events covering a confined range of technical topics
2. Programs may include technologies and topics which are emerging or will be imminently deployed
3. Speakers are invited and speak for a duration of 30 to 90 minutes
4. Technical manuscripts are not required
5. SMPTE Special Topic Conferences are held in a single location
6. Past Special Topic Conferences include the Technology Summit on Cinema, the Entertainment Technology in the Internet Age conference and The Forum.

4.1.4. **Other conferences**

Other conferences may be authorized by the Board of Governors and assigned to the Education Vice President from time to time.

4.2. **Conference Program Committees**

The Education Vice President is the responsible officer for committees that manage the conference programs and report to the Board of Governors as defined in Governance Operations Manual, section 18.2.

4.3. **Society Conferences**

Society Conferences are defined as conferences which are produced by the Home Office on behalf of the Society, and which are authorized and approved by the Board of Governors. Typically these are annual or otherwise regularly scheduled events.

A Conference Program Committee shall be convened for each Society Conference to design the overall conference program. The Education Vice President shall appoint the Chair of each Conference Program Committee.

Execution of conference logistics including budgeting shall be responsibility of the Home Office under the direction of the Executive Director and designates, including coordination with a Local Arrangements Committee as defined in the Membership Operations Manual, section 8.12. The following is provided as guidelines for the activities overseen by Education in the execution of Society conference, Special Topic Conference or any other event defined in this Operations Manual:

4.3.1. **Society Conferences: strategy**

The Education Vice President shall work with the Education Strategy Committee to draft and maintain a three- and five-year conference strategy. This shall be submitted to the Conference Strategy Committee, which is responsible for final determination of conference topics as defined in the Governance Operations Manual, section 18.2.6.
4.3.2. **Society Conferences: planning**

The following outlines the activities and considerations needed to conduct a Society Conference:

1. Under the approved Conference Budget, contract negotiations, execution and procurement of goods and services related to the conference shall be arranged and executed by the Executive Director.

2. For each Society Conference, the Education Vice President shall initiate a Conference Program Committee (CPC) as defined in the Governance Operations Manual, section 18.2.11.

3. The Education Vice President shall appoint the CPC chair who is responsible for establishing and appointing members to a conference program committee in consultation with the Education Vice President.

4. The Conference Program Committee chair and appointed committee members shall be supported by the Executive Director and staff designates.

5. The Conference Program Committee shall oversee the publication of a Call for Papers which is used to attract prospective manuscripts and presentations for the conference program.

6. Papers which were previously presented in Section meetings shall not be restricted from being presented in conferences.

7. The CPC shall work with the Education Vice President to review prospective manuscripts and papers under consideration for the Conference program. The Education Vice President has final authority to accept or reject any material as stated in section 7 of this Operations Manual.

8. Session Chairs are selected by the CPC Chair to coordinate development of individual conference sessions and to ensure timelines and deliverable deadlines are met. This is accomplished in conjunction with the Executive Director or staff designate.

9. Staff shall provide coordination support and assist with scheduling of individual session conference calls, collection of selected authors’ audio visual requests, copyright forms, draft and final manuscripts and presentation files and other such information.

10. Staff shall collect final manuscripts and presentation files from authors and presenters for publication and distribution to conference delegates.

11. All final manuscripts shall be provided to the Board of Editors Chair for peer review and possible publication in The Motion Imaging Journal print and electronic publications.

4.3.3. **Special Topic Conferences and Symposia**

Special Topic conferences are intended to provide educational opportunities covering topics and technologies of particular importance to the industry and approved by the Board of Governors.

The Education Vice President shall direct the Education Strategy Committee, in conjunction with the Executive Director or designated staff, to assess the educational needs of SMPTE Members and the industry for consideration as the basis of a special topic conference and/or other educational services.

The Education Vice President shall carry this proposed special topic conference forward to the Conference Strategy Committee for consideration and approval.

The Education Vice President shall make recommendations to the Conference Strategy Committee with regards to Special topic conference proposals.

Version 2: Approved 24 October 2014
Upon approval, the Education Vice President shall appoint a program chair to work with the Executive Director or Staff designate to form a program committee to execute the program. At the discretion of the Education Vice President and Executive Director, conference planning guidelines may apply as defined in section 4.3.2 of this Operations Manual.
5. **Section Conferences**

Section Conferences are Special Meetings defined in the Membership Operations Manual, section 8.11.3, that are produced by local Sections. Program content of Section Conferences is the responsibility of the local Section. The Education Vice President is not responsible for the content of Section Conferences, but may provide assistance and support as requested.
6. Professional Development

Professional Development programs and activities are instructional programs on specific topics which provide educational value to the society membership. Professional Development includes a wide variety of methodologies to communicate with and educate the membership as defined in this section.

6.1. Purpose of Professional Development

Professional Development activities are designed to support the Society’s Education mission to be “the preeminent source of education in science, advanced technologies and fundamental theories associated with image, sound, metadata and workflows”. Professional Development provides educational services and opportunities to help individuals gain important knowledge about key technologies and trending technology topics regardless of the member’s level of experience. Professional Development activities shall provide high value, relevant knowledge to meet the educational needs of individual members and the motion imaging industry.

Learning and educational services through Professional Development activities shall be based upon specific learning objectives or outcomes. The primary target audience includes technical and engineering decision makers, managers, staff and individuals involved with content creation, content aggregation, distribution, and other technical/engineering oriented activities in the motion imaging industry.

Professional Development topics may cover technology ranging from those with deployment status of “emerging” through “imminent” to “widely-deployed”. In addition, utilization of appropriate delivery mechanisms will be selected based upon the depth and scope of knowledge required in accordance with generally accepted adult learning principles and learning practices within the Learning & Development industry. Depth of knowledge may range from “high-level overview” to “in-depth principles and theory” to practical “How to” tutorials and seminars, again based upon the specific needs of the target audience.

6.2. Professional Development Goals

The goals of Professional Development are to:

- Enhance the fundamental value of membership
- Address the highest priority technology-related learning needs of the greater membership population and that of the Industry and
- Elevate the motion imaging industry by addressing highest priority learning needs.

6.3. Professional Development Activities

Professional Development activities shall utilize a variety of sources to identify industry learning priorities. These include formal learning needs assessment, plus symposia and conference topics which may “feed-forward” to subsequent education services such that appropriate depth of knowledge, scope of coverage and delivery mechanism are incorporated for various target groups.

At the direction of the Education Vice President, Professional Development activities may include but are not be limited to:
• Monthly Webcasts: Just-in-time vital topics, awareness and overview; available live and on-demand
• Quarterly Standards Update Webcasts: Quarterly webcast designed to provide summary or status of key Standards Development work;
• Regional Seminars: Practical application of technology and workflows within a well-defined, narrow scope and based upon specific learning objectives/outcomes;
• Virtual Classroom: In-depth theory and under-pinning knowledge
• Tutorials and Primers: Fundamental knowledge and “How to” videos/documents
• Executive Member briefings
• Podcasts
• Mobile learning offerings

The range of offerings and topics are targeted to meet specific audience learning needs and technology lifecycle:

6.4. Structure

Professional Development is supported by the Director of Professional Development, the Managing Editor and the Executive Director’s Executive Administrative Assistant. Professional Development strategy shall be established by the Education Vice President as advised by the Education Strategy Committee, and executed by Home Office staff.
6.5. Operations

Professional Development’s activities shall seek to become a financially self-sustainable learning service. It shall generate a sustainable revenue stream to support expansion and addition of future education services. Funding may come from sponsorships and registration revenue.
7. Policies and Procedures

7.1. Appeals Process

In all cases of rejected submissions of materials for use in Education Activities defined in this Operations Manual, the author shall have the right to appeal in accordance with this Education Operations Manual and the Governance Operations Manual.

An appeal by the author may be made in writing to the Education Vice President, who shall forward the appeal to the appropriate committee and oversee the appeals process. The committee chair shall place the item on the agenda for the committee’s next meeting (which may be by electronic means and no more than 90 days following submission of the appeal), shall develop a consensus view of the committee, and shall communicate it to the appellant in writing no later than 10 days after the meeting.

If, in the opinion of the appellant, the appeal has not been satisfactorily resolved by the committee, within 30 days after receiving from its Chair notice of the committee’s decision, a written appeal then may be submitted for appropriate disposition to the Board of Governors in accordance with the appeals process defined in the Governance Operations Manual.

Any member of the relevant committee who participated in any way in the rejection of the submission related to the appeal shall not be eligible to participate in the consideration of an appeal.

During an appeal process, any affected projects and other work of the relevant Education committee shall continue.
8. Education Fund

The purpose of the SMPTE Education Fund is to encourage self-development, support and recognize professional growth, and facilitate educational programs and initiatives consistent with SMPTE’s field of interest and in support of SMPTE’s Education Mission. In line with this purpose, SMPTE provides funds and/or recognition to qualified applicants in five categories as follows:

1. SMPTE Educational Scholarships
2. Student Educational Travel Grants
3. Student Internship Program
4. Future Technology Leaders Recognition Program
5. Academic and Professional Development Grants

The details of available programs in each category are summarized below.

8.1. SMPTE Educational Scholarships

*Responsible Officer:* Education Vice President  
*SMPT I Scholarship Review Committee Chair:* Appointed by Education Vice President  
*Participants:* The SMPTE Scholarship Review Committee (SRC) shall consist of the Chair and five SMPTE BoG members or members at large preferably with academia and/or educational experience in subject areas appointed by the Chair as well as the SMPTE Executive Director or designate. The SRC shall be responsible for reviewing and deciding on applications meeting the requirements. The decision of the committee is final.  
*Funding:* All Education Scholarships are financed by the SMPTE Educational Fund

8.1.1. General Applications Requirements

(See individual scholarships for specific details)

- Except where otherwise noted, applicants must be full-time students enrolled in an accredited, 2- or 4-year college or university majoring in a program emphasizing the engineering, science, advanced technologies or fundamental theories associated with motion imaging, sound, metadata and workflows consistent with SMPTE’s field of interest and have completed four courses toward said major in good academic standing.
- Applicants must be a current member of SMPTE.
- Applicants must submit a 1 page essay (maximum 400 words) explaining the applicant’s long- and short-term goals, extra-curricular activities, awards, financial need, and applicant’s reasons to pursue an education/ career in this field.
- A letter of recommendation must be submitted from an advisor, professor or instructor, on official school stationary, outlining candidate qualifications for the scholarship consistent with SMPTE’s field of interest and the specific award purpose.
- Applicants must provide an official school transcript to verify course completion and grades.
- Signed letter from registrar stating student commitment to return to school following the award of scholarship.
- Some scholarships may require examples of the applicant’s work.
• Applicants must submit a completed application form and all necessary documents to the SMPTE Headquarters before the deadline.
• All applications must be in English.
• Applications are accepted each year beginning 1-January and no later than 1-June and at least 4 months before need for funds, to allow for review and decision.

8.1.2. Selection Process

• The SMPTE Scholarship Review Committee will review and decide on all scholarship categories.

• The Committee will not review incomplete or late applications.

• Selection criteria:
  – Relevance of study to SMPTE’s field of interest and requested award criteria
  – Applicant demonstrated financial need as described in essay
  – Clarity and articulation of essay from applicant and applicant’s advisor
  – Applicant academic performance including grades, publications, and awards.
  – Preference given to underrepresented demographics in SMPTE membership
  – In event of a tie, award will go earliest submission date

• All applicants will be notified by 1-August, regardless of selection outcome, unless otherwise notified.
• In accordance with the SMPTE Operations Manual, all awardees must be approved by the SMPTE Board.
• Scholarships are not guaranteed every year

8.1.3. Award

• Funds are not paid directly to the recipient. Scholarship funds will be paid to the selected scholarship recipient’s educational institution, earmarked for tuition.
• In addition to the scholarship, the award includes a full conference registration to the SMPTE Annual Technical Conference and Exhibition and a travel allowance based on need approved by the SMPTE Executive Director.
• Scholarship recipients will be recognized at the SMPTE Honors and Awards Ceremony and will receive a framed award certificate.

8.1.4. Specific Scholarships

8.1.4.1. Louis F. Wolf Jr. Memorial Scholarship — $5,000

Purpose: This scholarship was established to help students further their undergraduate or graduate studies in motion pictures and television, with an emphasis on technology.

Eligibility: Open To Currently Enrolled, Full-Time Undergraduate Students, Extra Credit May Be Awarded For Volunteer Work/Leadership.

Application requirements: As listed above
8.1.4.2. **SMPTE Digital Media Scholarship — $5,000**

**Purpose:** This scholarship was established to help students further their undergraduate or graduate studies with a specific focus in digital processing of content for motion picture, television, games or other related entertainment media.

**Eligibility:** Open To Currently Enrolled, Full-Time Undergraduate or Graduate Student Members in good academic standing.

**Application requirements:** As listed above plus two examples of original work.

8.1.4.3. **SMPTE Creative Use of Technology Scholarship — $5,000**

**Purpose:** This scholarship program aims to recognize and assist the next generation of post-production professionals by providing monetary awards, equipment and/or mentoring opportunities to deserving individuals looking to start or advance their career in the entertainment media industry. Special emphasis is on novel creative applications of post-production technology.

**Eligibility:** Open to creatives in an accredited post-production curriculum in good academic standing or creatives in the industry with less than 5 years’ experience.

**Application requirements:** As listed above.

8.1.4.4. **Student Education Travel Grants — up to $5,000**

**Responsible Officer:** Education Vice President

**Participants:** The approval committee shall consist of Education Vice President and Executive Director

**Funding:** All Student Travel grants are financed by the SMPTE Educational Fund

**Purpose:** SMPTE Student travel grants are offered to students enrolled in an accredited 2- or 4-year college or university anywhere in the world and current members of SMPTE who are active in a program emphasizing the engineering, science, advanced technologies, and/or fundamental theories associated with motion imaging, sound, metadata, and/or workflows for the purpose of attending and speaking at an approved industry event such as the SMPTE Annual Technical Conference or other SMPTE technical conferences or events of partner organizations including NAB, IBC, HPA, etc. A travel allowance, based on need, up to allowed maximum, will be approved by the SMPTE Executive Director in consultation with the Education VP.

**Eligibility:** Open to currently enrolled, full-time or part-time undergraduate or graduate SMPTE student members in good academic standing in an accredited college or university program consistent with SMPTE’s field of interest who have had an abstract accepted to present a paper at an approved technical conference.

**Application requirements:**

- A completed application form in English. <Insert SMPTE Student Travel Grant Application Link>
- A 1 page essay (max 400 words) identifying event to attend and explaining benefits and goals for attendance related to study interests with estimated financial need.
- A letter of recommendation from an advisor, professor, or instructor confirming related field of study, academic standing, and financial need.
Written commitment to write a 400-word report of the event for possible inclusion in a SMPTE publication.

Applicants must submit a completed application form and all necessary documents to the Society Headquarters <insert address/email> at least 4 months before the scheduled event to allow time for review and decision.

**8.1.4.5. STUDENT INTERNSHIP PROGRAM — up to $10,000 (TBC)**

*Responsible Officer:* Education Vice President  
*Participants:* The *Student Internship Program Committee* shall consist of the Education Vice President, Membership Vice President and the Executive Director and a committee of at least 4 and no more than 6 SMPTE members selected and approved by both Education and Membership Vice Presidents.

*Funding:* All Student Internship grants are financed by the SMPTE Educational Fund

*Purpose:* SMPTE Student internship program is intended to be a collaboration among SMPTE sustaining member organizations or other affiliated organizations, SMPTE local sections, and local universities to facilitate and/or enhance an internship at a SMPTE member company or affiliated university for a SMPTE student member enrolled in a 4-year college or university anywhere in the world in a program related to SMPTE's field of interest. SMPTE will work as a clearing house to facilitate and, where appropriate, subsidize the internship. The goal is to leverage SMPTE's international presence to expand opportunities to SMPTE student members that might otherwise be unavailable and to increase linkage at the local level between SMPTE sections, SMPTE sustaining member organizations, and local universities.

*Eligibility:* Open to currently enrolled, full-time undergraduate or graduate SMPTE student members enrolled in good academic standing at an accredited college or university in a program consistent with SMPTE’s field of interest.

*Application requirements:*

- A completed application form in English.
- A 1 page essay (max 400 words) outlining qualifications and interest in assignment
- A letter of recommendation from at least one advisor, professor, or instructor specifically focused on applicant’s qualifications, maturity for assignment, and expected benefits/results from the internship.
- Approval from receiving organization, local SMPTE section and where appropriate a local partner university.
- Commitment from applicant to prepare an internship report in English for publication in the SMPTE Journal and/or SMPTE Digital library for future reference.
- Applicants must submit a completed application form and all necessary documents to the Society Headquarters at least 4 months before the planned internship to allow time for review and decision.

*Selection criteria:*

- Relevance of study to SMPTE’s field of interest and requested award criteria
- Applicant demonstrated financial need as described in essay or other provided documentation, specific funds needed and intended purpose.
- Clarity and articulation of essay from applicant and applicant's advisor(s)
- Applicant academic performance including grades, publications, and awards.
• Supporting confirmation from the receiving organization, SMPTE local section, and where appropriate partner University that applicant has contacted them.
• In event of a tie, award will go earliest submission date.

Award:
• Award funds are intended to complement an applicant’s funding from internship sponsor and can be used to offset travel expenses to facilitate a remote internship in another state or country
• Internship award recipients will be recognized at the SMPTE Honors and Awards Ceremony and will receive a framed award certificate.

8.1.4.6. Future Technology Leaders (FTL) Recognition Program

Responsible Officer: Education Vice President

FTL Participants: The FTL approval committee shall consist of SMPTE Executive Committee with participation of the Executive Director or designate to track candidates. The committee shall solicit contributions of candidates from engineering schools and employers both within and outside the SMPTE sphere and may assign a subcommittee to handle tasks.

Funding: All Future Technology Leader awards are financed by the SMPTE Educational Fund

Purpose: To recognize young technologists within SMPTE’s scope as “exceptional people to watch” based on their accomplishments or promise. Once selected, award winners will be recognized via a number of methods including:

• Recognized at the Annual Honors and Awards ceremony with a travel budget stipend as determined by the Executive Director based on need.
• A recognition award will be provided.
• Interviewed for publication in the Journal or online
• Invited to write papers and/or present at SMPTE events
• Assigned a SMPTE Mentor volunteer, based on availability, to help with technical and career development

Eligibility: Open to candidates employed in good standing with less than 5 years of total career experience principally within SMPTE’s field of interest.

Application requirements:

• All members of the BoG are tasked with being on the watch for candidates and inform the members of FTL committee.
• In addition, any SMPTE member in good standing can submit a candidate with least two other SMPTE member signatures to the FTL committee
• A completed application describing the key attributes and accomplishment meriting recognition.
• Applicants must submit a completed application form and all necessary documents to the Society Headquarters at least 4 months before the SMPTE Annual Technical Conference in October to allow time for review and decision.

8.2. Academic and Professional Development Grants

Responsible Officer: Education Vice President

Participants: The SMPTE Scholarship Review Committee (see SMPTE Educational Scholarship for details) shall be responsible for administering these grants.
Funding: All Academic and Professional Development grants are financed by the SMPTE Educational Fund.

Purpose: Academic and Professional development grants are offered to faculty, and/or practitioners active in a program, or employed in a field, emphasizing the engineering, science, advanced technologies and/or fundamental theories associated with motion imaging, sound, metadata and/or workflows consistent with SMPTE’s field of interest. Grant funds may be used to develop initiatives consistent with enhancing SMPTE initiatives and awareness in the academic community and assisting SMPTE professionals with established financial need to continue professional development to transition into new roles.

General Applications Requirement:

- Applicants must be a current member of SMPTE in good standing.
- Applicants must submit a completed application form and all necessary documents to the Society Headquarters before the deadline.
- All applications must be in English.
- Applications are accepted each year beginning 1-January and at least 4 months before need for funds, to allow for review and decision.

Selection Process:

- The SMPTE Scholarship Review Committee will review all grant categories. The Committee will not review incomplete or late applications.
- All applicants will be notified within 2 months of confirmation of application receipt of decision and dollar amount, unless otherwise notified.
- Grants are not guaranteed every year.

The details of available grants including eligibility in each category are summarized below.

8.2.1. Professional Development Grant — $2,000

Purpose: Assist SMPTE professionals with established financial need to pursue professional education particularly when in transition into new roles related to SMPTE’s field of interest.

Eligibility: Open to SMPTE members working in the engineering, science, advanced technologies and/or fundamental theories associated with motion imaging, sound, metadata and/or workflows consistent with SMPTE’s field of interest. Special consideration will be made for financial hardship necessitated by career change due to market and/or technology transition.

Application requirements: As outlined above plus

- A completed application form in English.
- A 1 page essay (max 400 words) outlining situation and highlighting need for training necessitated by career change, purpose of funds and timing of need.
- A letter of recommendation from at least one or more SMPTE member(s) outlining applicant’s qualifications and corroborating need.
- Confirmation of admission to an accredited academic institution.
- Applicants must submit a completed application form and all necessary documents to the Society Headquarters at least 4 months before the planned funds need to allow time for review and decision.
• No more than 5 grants per calendar year on a first come-first served basis.

Selection criteria:
• Relevance of study to SMPTE’s field of interest and requested award criteria
• Applicant demonstrated financial need as described in essay with specific focus on how course of study will aid career change.
• Clarity and articulation of essay from applicant and applicant’s recommendation(s)
• Applicant secondary consideration such as publications and awards.
• In event of a tie, award will go earliest submission date

Grant Award:
• Funds are not paid directly to the recipient. Scholarship funds will be paid to the selected scholarship recipient’s educational institution, earmarked for tuition.

8.2.2. SMPTE Student Chapter Education Development Grant — up to $5000

Eligibility: Open to full time, tenured faculty at colleges, universities, technical or art schools with programs consistent with SMPTE’s field of interest.

Purpose: The SMPTE Student Chapter Education Development Grant was established to facilitate faculty advisor member initiatives to create new student chapters or where approved existing chapters consistent with SMPTE’s field of interest. The grant will be provided to reimburse approved expenditures in establishing and running a student chapter.

Application Requirements: As outlined above plus
• A completed application form with a signed commitment to support the chapter formation and development for at least one academic year.
• One-page overview of SMPTE-related academic programs, including majors and faculty at the nationally accredited college, university, technical or art school.
• Two-page proposal stating the potential number of student chapter members, list of items to be purchased and approximate cost for establishment.

Grant Award:
• Based on established and approved need, a budget for expenditure reimbursement will be provided and administered by SMPTE Headquarters to assist with Student Chapter-related expenses. A standard list of generally covered expenses will be provided to faculty advisor. Any expenses not specifically outlined must be handled by exception. Decision of the SMPTE Staff is final.
Appendix A. Index, Cross-references and external references

G

Governance Operations Manual 18.1.14 ............................................................. 12
Governance Operations Manual 18.1.15 ............................................................. 12
Governance Operations Manual 18.1.19 ............................................................. 12
Governance Operations Manual Section 18.1.13 ............................................. 12
Governance Operations Manual Section 18.1.18 ............................................. 12
Governance Operations Manual Section 18.2.9 ............................................. 12
Governance Operations Manual, section 14.4 .................................................. 18
Governance Operations Manual, section 17 for Committee Administration .......... 13
Governance Operations Manual, section 18.1 ................................................... 12
Governance Operations Manual, section 18.2 ................................................... 12
Governance Operations Manual, section 18.2 ................................................... 25
Governance Operations Manual, section 18.2.10 ............................................ 17
Governance Operations Manual, section 18.2.11 ............................................ 15, 26
Governance Operations Manual, section 18.2.6 ............................................. 25
Governance Operations Manual, section 4.5.3 ............................................... 7
Governance Operations Manual, section 8.11 .................................................. 11
Governance Operations Manual, section 8.7 ................................................... 11, 12
Governance Operations Manual, section 8.7 ................................................... 14

M

Membership Operations Manual, section 8.11 .................................................. 17
Membership Operations Manual, section 8.11.3 ............................................. 28
Membership Operations Manual, section 8.12 ................................................. 25