



SAS[®] Global Forum Guidelines for Participation

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Attendance and Registration

All users and prospective users of SAS products are invited to attend the SAS Global Forum conference. (In these guidelines, SAS products include SAS software products, training products and publications.) All conference attendees, including presenters, vendors, the conference chair, section and session leaders, invited guests and SAS staff, must properly register for the conference.

Handouts and Other Displays

Sales literature or product descriptions of a sales nature may not be displayed on bulletin boards or tables made publicly available at the conference. The conference chair is responsible for administering this policy on behalf of the SAS Global Users Group Executive Board. Questions regarding this rule as it applies to a publication should be addressed to the conference chair, who makes the final decision on the issue.

Only displays that are submitted as described in the Call for Papers and approved by the conference chair may appear in the area designated for the Poster section.

Only vendors who have been invited by SAS to demonstrate their products may display product descriptions or other handouts in the designated demonstration area. All displays and handouts must be approved before the conference. A SAS staff member will be authorized by SAS to approve all vendor displays.

Authorized speakers and poster presenters are urged to distribute any information supplemental to their papers to interested audience members. However, such materials must be approved before the session by the conference chair or by an individual authorized by the conference chair. Such handouts may not include price lists, support commitments, promotional data or other descriptions of a sales nature. They may, however, give the author's name, address and Web site for further information.

Recruiting

Those organizations participating at the Career Connections may conduct direct recruiting of personnel at this conference event only. Otherwise, no direct recruiting of personnel may be conducted at SAS Global Forum. You may post an available position or your resume at <http://www.sascommunity.org> in the Provider's Registry or the Opportunity Registry found under 'Popular Links' in the left side navigation.

Partner Participation

Participating partners must accept and follow guidelines from SAS in order to participate in the conference.

Partners may not engage in any direct marketing effort, including Meetups, handbills, demonstrations, sales presentations, and hospitality suites. This applies but is not limited to vendors of software, hardware, time-sharing services, training, and publications.

There may be exceptions to these guidelines for conference sponsors.

Presentations

Contributed Papers

A working draft and abstract of each contributed paper (whether presented orally or as a poster) must be submitted as described in the Call for Papers and approved by the conference chair. When a paper is approved for presentation, a link to the guidelines for submitting a written version of the paper for the *Proceedings* is emailed by SAS to the contact author.

The written version of the paper must be submitted prior to the conference for inclusion in the *Proceedings*. The paper (oral and written versions) may not include price lists, support commitments, promotional data or other descriptions of a sales nature, but may include the author's name, address and Web site for additional information.

It is expected that all presented papers have a corresponding written version that is submitted by the published due date. Failure to do so may result in lack of consideration for "best paper" honors.

Invited Papers

Section chairs are responsible for inviting a limited number of speakers to participate in their sections. Those invited include experienced/expert SAS users, as well as speakers from SAS. The conference registration fee for invited speakers is waived by the SAS Global Users Group Executive Board. Invited speakers must submit a written version of their papers prior to the conference for inclusion in the *Proceedings*. The paper (oral and written versions) may not include price lists, support commitments, promotional data or other descriptions of a sales nature, but may include the author's name, address and Web site for additional information.

It is expected that all presented papers have a corresponding written version that is submitted by the published due date. Failure to do so may result in lack of consideration for "invited" status at the next SAS Global Forum conference.

Paper Content

Users are urged to present papers describing real-world applications using SAS products. SAS Global Forum also welcomes theoretical and general overview papers. The subject of each paper presented must pertain to one of the section categories given in the Call for Papers.

Papers describing non-SAS products or products marketed in direct competition with SAS products are subject to approval by the conference chair and SAS. Papers describing systems used in conjunction with SAS products and papers comparing SAS products with other products are welcome.

Papers describing software or other products must:

- Describe how the product works.
- Describe how the product interfaces or relates to SAS products.
- Describe how users can benefit from its use.
- Not be a direct marketing effort for the product.

All papers should give proper trademark recognition when SAS products are mentioned. The names of user-written procedures, functions, interfaces, systems or other products cannot use any trademarks of SAS.

Informal Presentations

Conference attendees are urged to conduct informal evening meetings (Meetups – Formerly known as BOF's) using the designated rooms set aside for Meetups. Meetups are scheduled using the designated sign-up sheets on display at the conference. Any handouts distributed at these meetings must be approved by the conference chair before the session.

Transcripts of Meetups or papers presented in Meetups are not normally included in the *Proceedings* unless arrangements are made with the conference chair before the conference and are approved by SAS.

Demonstrations

SAS has several partnerships with many hardware, software and consulting organizations, referred to as the SAS Alliance. SAS may, on behalf of the SAS Global Users Group, invite members of the SAS Alliance to participate and/or demonstrate at SAS Global Forum. Invited members may demonstrate their products and/or services in the officially designated Demonstration Area for the conference or in any other conference area designated by the SAS Global Users Group or SAS. SAS may also demonstrate its products in these areas.

All invited demonstrations are to be educational and informative. Direct marketing efforts, such as handbills that include product pricing, are prohibited. Invited members may have product literature available for interested users in the designated areas only. A SAS staff member will be authorized by SAS to approve all such handouts. SAS may invite publishers to distribute their computer industry trade

journals to conference attendees. Publishers (or other groups or individuals) not invited by SAS may not arrange with the conference sites to distribute any materials.

SAS® Alliance Member Participation

Participating SAS Alliance members must accept and follow these guidelines and any other guidelines from the SAS Global Users Group and/or SAS in order to participate in the conference.

Members may not engage in any direct marketing effort, including Meetups, handbills, demonstrations and sales presentations. This applies but is not limited to vendors of software, hardware, time-sharing services, consulting services, training and publications. In addition, members may not conduct any direct recruiting of personnel at SAS Global Forum except for those participating in the Career Connections event. Refer to the previous section on recruiting for additional information.

SAS® Global Forum Participant Conduct

All conference participants, including attendees, presenters, vendors, conference chair(s), section and session leaders, invited guests and SAS staff, must conduct themselves and their activities in a manner that is at all times professional and marked by integrity and a spirit of fair play.

Right of Withdrawal

The SAS Global Forum conference chair, on behalf of the SAS Global Users Group Executive Board, reserves the right to determine if any activity is in violation of these guidelines. The SAS Global Users Group Executive Board may, at its option, direct the withdrawal of a presentation or demonstration or the dismissal of an attendee from the conference.