**SESUG 2019 Pre- and Post-Conference Workshops Proposal**

Please complete and sign one form for each Pre-/Post-Conference Workshop proposal.

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| 1 | Workshop Title |  |
| 2 | Instructor Name and Email Address |  |
| 3 | Company / Affiliation |  |
| 4 | Mailing Address |  |
| 5 | Phone (office and cell) |  |
| 6 | Fax |  |
| 7 | Have you presented this workshop in the past 2 years?  *(YES or NO). If YES, include where and when.* |  |
| 8 | Is this workshop part of a training class open to the public at other venues?  *(YES or NO). If YES, include where and when.* |  |
| 9. | Have you presented a workshop at SESUG in the past? Have you presented a workshop at another SAS conference?  *(YES or NO). If YES, include where and when.* |  |
| 9 | Pre-requisite(s) for workshop |  |
| 10 | Intended Audience and Pace of Workshop  *Please teach accordingly!* |  |
| 11a | Course material for attendees |  |
| 12 | Is this intended to be part of a two-part workshop? *If so, attendees may enroll in either half or in both*. |  |
| 13 | Please mark which days you are willing to teach this workshop | \_\_ Saturday Afternoon (10/19) [Instructor provides AV]b  \_\_ Sunday Morning (10/20) \_\_ Sunday Afternoon (10/20)  \_\_ Wednesday Morning (10/23) [Instructor provides AV]b |

a: If providing a book, specify name and publisher. If providing your own materials, indicate if this will be a copy of the slides or more in-depth materials.

b: If instructor is willing to teach Saturday or Wednesday, and is selected to teach during one of those times, instructor must provide all audio-visual equipment for that class, such as projector, screen, cables, power strip, etc.

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| **Biography:** 200 word limit. Will be included in the workshop description at www.sesug.org. |

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| **Course Abstract:** 400 word limit. Will be included in the workshop description at www.sesug.org. |

**SESUG 2019 – Pre-/Post-Conference Workshops Guidelines**

**SESUG will –**

1. Handle registration, billing and collection of all workshop fees.
2. Provide a standard AV package of a computer projector and screen (for Sunday classes only). No computers will be provided. Any other AV needs will be considered on a case-by-case basis. No AV package will be provided for Saturday or Wednesday workshops; instructors offering to teach classes at those times agree to provide AV as needed for those workshops.
3. Provide and collect seminar evaluation forms. Instructors will be given a copy of all completed evaluations.
4. Provide a meeting room set up classroom style for each workshop.
5. Workshops will be scheduled from 8:00 am – 12:00 pm on Sunday morning; 12:30 – 4:30 pm on Saturday and Sunday afternoons; and 8:00 am – 12:00 pm on Wednesday morning.

**Workshop instructors will –**

1. Submit a workshop proposal by ***April 8, 2019***.
2. Receive notification about the acceptance of your workshop proposal no later than ***April 30, 2019***.
3. Register for the conference and present a paper (conference paper title and abstract must be submitted by ***June 13, 2019*** via the call for papers system) during the conference. Instructor’s conference registration fee will be waived. A special registration code will be provided. Please make plans to stay for the entirety of the conference.
4. Pay your hotel, meal, transportation, and any miscellaneous costs associated with attending the conference.
5. Supply a bound copy of all course materials for each participant, pay all related costs and bring a few extra copies in case there are some on-site registrations. Provide to us an electronic copy of your course materials by ***September 30, 2019*** for review.
6. Provide a computer for presentation, if one is needed.
7. Teach the workshop as long as one or more people pre-register for the workshop.
8. Teach at the level and pace indicated on the proposal.
9. Provide a workshop that will provide 4 hours of instruction time, allowing reasonable time for questions and a break.

# **Workshop Instructor Compensation –**

1. Instructors will be paid $65 per attendee.
2. Instructor expenses will not be reimbursed.
3. Instructors will complete a W-9 form at (or prior to) SESUG 2019 and will receive a 1099 MISC from SESUG.

**Thanks for your participation in the SESUG 2019 Pre-/Post-Conference Workshops!**

**Do not hesitate to contact me if you have questions, concerns or suggestions.**

**Please complete the form and return it via email to:**

**Venita DePuy**

[**sesugops2015@gmail.com**](mailto:harry.sesug@gmail.com)

**Please type your name on the line below as your signature. Your signature is required and indicates that you agree to the Pre-/Post-Conference Workshops Guidelines.**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**