## SUBMISSION CHECKLIST

You assume key responsibilities when you agree to participate in the 2014 ASUG Annual Conference Education program. These commitments help to give our conference its quality and consistency. As a speaker, you agree to do the following:

- I know which ASUG topic area my submission best fits.
- I have developed a **session title** 150 characters or less (includes spaces) using title case capital letters.
- I have developed a **session description** of 150 words or less. *Abstracts of less than 50 words will not be considered.*
- I know who the **primary speaker and co-speakers** (if applicable) will be and I have collected their email, company, title and professional biography.
- I know the **speaker type** of each speaker. Speaker types include SAP customer, SAP partner, and SAP employees.
- I know if the information presented would appeal to attendees with a beginner, intermediate or advanced **experience level**.
  - **Beginner**: Little or no prior knowledge or hands-on/application experience necessary
  - **Intermediate**: Solid working knowledge of the technology is helpful
  - **Advanced**: Comprehensive grasp of theory and concepts necessary; actively working in area of expertise
- I have composed **3 brief bullet points** (key ideas; benefits/learning objectives) describing what attendees will learn from my presentation. *If selected, ASUG reserves the right to edit your session title, abstract and/or presentation bullet points for consistency, style, and grammar as necessary.*
- I have decided the appropriate format best suited for my presentation.
  - **Lecture Presentation**: Traditional format with 1-2 presenters; 45 min. session/15 min. of Q&A
  - **Panel Session**: Discussion format with 4-6 expert presenters discussing a topic, service, or product; 45 min. session/15 min. of Q&A
  - **Round Table Discussion**: Interactive Group Format – one table “expert” with small group setting; 60-90 min.; “expert” poses question and offers view or methods; hear input and discuss different methods for tackling common business issues. NOTE: Length of session based on total number of accepted round table sessions
- I have agreed to review, understand, and abide by the terms of the ASUG Speaker Registration Policy. *See page 2 for ASUG Speaker Policies*
- I understand if accepted to participate as a speaker at the event, I **must have an active ASUG membership.** *See page 2 for ASUG Speaker Policies*
- As a potential speaker for the 2014 ASUG Annual Conference, I am fully committed to be available between the conference days of June 3-5, 2014. By submitting a proposal, ASUG assumes that all speakers listed on the proposal **have begun the approval process for participation at the event.**

*If you have questions regarding any of the above requirements, please contact [ASUG Speaker Support](asug.com) who will be happy to reach out to the Program Committee for further clarification and/or recommendation.*
ASUG SPEAKER POLICIES

* ASUG Speaker Membership Policy

All speakers are required to be ASUG members in order to participate at ASUG events. All non-member speakers will need to apply for an ASUG membership in order to be accepted. ASUG Member Services will review all submitting companies to confirm there is good membership standing prior to being accepted.

* ASUG Speaker Registration Policy

One (1) primary and (1) secondary presenter who is identified at the time of abstract submission and whose abstracts are accepted will receive a complimentary registration to the conference, provided at least one of the speakers is an SAP customer. Secondary presenters who do not qualify for a complimentary registration are welcome to attend the event at a discounted speaker registration rate and will be listed in the event marketing material.

- All accepted speakers must complete their registration by the deadline to confirm their participation at the event. Sessions are subject to cancellation if registration is not completed by this time. Note: complimentary registration invites may be withdrawn if the deadline is not met.
- Any new or replacement speakers added to existing sessions after the registration deadline will be required to register at the discounted speaker rate.
- Eligible speakers will only receive one complimentary registration invite regardless of the number of sessions they are presenting at the event. Note: Complimentary registration invites are non-transferrable.

ASUG reserves the right to make changes to the program and speakers, or to cancel sessions if enrollment criteria are not met.