

TO: Prospective SAS® Global Forum Conference Chairs
FROM: Chair, SAS Global Users Group Nominations Committee
SUBJECT: Request for Applications for SAS Global Forum 2020 Conference Chair

We are soliciting applications for the Conference Chair of SAS Global Forum 2020 which will be held on May 3 thru May 6 at the Caesars Palace in Las Vegas, NV.

SAS Global Forum Conference Chair Roles and Responsibilities

Applicants should be active SAS users, authors, administrators, managers, and/or practitioners. The conference chair will focus on establishing conference content by working with the conference team to identify topics of interest, engage high profile speakers, encourage volunteer participation, and attract SAS users. Please refer to "[SAS Global Forum Conference Chair Responsibilities](#)" (page 8) to further understand the depth and breadth of the Chair involvement in the conference and the time commitments required. Additional information on the Conference Team and Executive Board is included in the "[SAS Global Forum Conference Leadership](#)" document.

Benefits of serving as SAS Global Forum Conference Chair

Chairing SAS Global Forum may provide a number of benefits to you and your company including:

- Visibility in the SAS Community
- Leadership Development/Experience in leading a World-wide Conference
- Technical Development/Additional knowledge and expertise in SAS
- Reputation as a Leader in Technology/Company Brand exposure
- Collaboration with SAS Leaders/Executives.

Application Process

Application deadline: February 6, 2017

Applications may be submitted to the SAS Global Users Group Nominations Committee Chair, Robert Fecht via the following email address: (sgf2020application@gmail.com) .

Please include the following items with your electronic submission:

- a brief cover letter
- conference experience resume
- professional resume
- references from business associates that can comment on your qualifications for this application

The *cover letter* will inform the Executive Board (EB) of your desire to lead the conference in 2020, your employer's level of commitment and support, your ability to devote time and resources to the task, and your vision of how you might enhance the conference. This may sound a bit daunting, but we are not asking for your final plans - just your ideas on how SAS Global Forum can continue to serve the SAS Community.

Your *conference experience resume* should address what roles you have played in previous SAS Global Forum or other conferences (regional, local or in-house user-groups; other professional conferences). Please include how your role has evolved as you have participated in different aspects of these groups and conferences.

Your *professional* resume should be sufficient to give us an idea of your professional affiliations and job history and help the committee understand your experience and network both inside and outside of the SAS world.

Candidates selected for interviews will be advised by February 28, 2017. The interview process will start via conference call, and successful candidates may need to be available on Sunday, April 2 at SAS Global Forum 2017 in Orlando for face-to-face interviews.

The full SAS Global Users Group Executive Board will select the conference chair from the strongest candidates.

If you are not interested in applying but know of someone who might be interested in applying for SAS Global Forum 2020 Conference Chair, please forward this letter to them.

SAS Global Forum and the entire SAS community will benefit from your interest and participation!

Thank you,

From the SAS Global Forum Executive Board Nominations Committee:

Lori Griffin, Rick Mitchell, Jerry Oglesby, Tyler Smith and Robert Fecht