What is SAS Global Users Group and How do you get Involved?

1. **What is SAS Global Users Group, how is it related to SAS, and what does it do?**

   SAS Global Users Group was formed to provide a means for SAS software users to exchange ideas, explore ways of using SAS software, and participate in activities of mutual interest. The organization is open to all SAS software users throughout the world. There is no membership fee. You are a member if you interact with SAS Institute or other SAS users.

   SAS Global Users Group organizes an annual international conference, SAS Global Forum, to promote education, training, networking, and professional development opportunities for SAS users. The annual conference is directed by a conference chair, selected from the users community, who is assisted by content advisory and content delivery teams.

2. **How is SAS Global Users Group organized and run?**

   SAS Global Users Group is governed by an <u>Executive Board</u> (EB) whose membership is composed of individuals who have been selected to chair the annual conference plus select SAS Institute representatives.

   The EB meets annually at SAS Global Forum and usually once again during the year. The EB elects a chair, vice-chair, secretary and financial liaison who are responsible for running the meetings, coordinating the work of EB committees, and working with SAS to the premier event for SAS professionals worldwide, SAS Global Forum..

   Current members of the SAS Global Users Group Executive Board are listed [here](#).

3. **What are the EB committees and what do they do?**

   The work of the EB is done through committees and workgroups that are defined as standing (permanent), ad hoc (designated for a specific short-time purpose) or ancillary (designated for activities not directly associated with the conference content).

   Standing Committees:
   Conference Committee—this committee is made up of the current and two upcoming chairs and SAS employees. This team begins working 18 months or more in advance to plan the annual conference format and content. Working with the committee, SAS helps with marketing and advertisement of the conference and coordinates the logistics.

   Finance Committee— is approved by SGUG EB and is tasked to work on conference related financial business responsible for collaborating with the SAS Team regarding the allocation of funds to the Global Users Group within the overall annual SAS conference budget.   Funds are primarily allocated for purposes of content development and execution as well as collaboration on new initiatives and board sponsored travel and meetings.

Governance Committee – The purpose of the Governance Committee is to ensure bylaws and policies are up to date and ensure conformity to policy governance. The responsibilities l but not limited to the oversight of policies for Board-Chair interactions, global governance processes, EB mission, EB vision and EB core values, financial processes, chair polices, EB code of conduct as examples.

Leadership Development and Nominations Committee— The mission of the Leadership Development and Nominations Committee is to attract, recruit, evaluate and nominate the best candidate to chair the upcoming conference, and participate as a SGUG EB Member. Additionally, the committee provides additional resources and guidance to the SAS community with a goal of providing a path to leadership, increasing the potential leader pool, and improving the leader experience for SAS Global Forum.

4. **How are Conference chairs and leaders selected/recruited? What is the typical path leading to conference leadership?**

Each year the Leadership Development and Nominations Committee performs an open search for a prospective conference chair for the conference three years hence. A letter to prospective nominees goes to current conference leadership and is also posted on Facebook, Linked-in, and other social media outlets. Applicants should be active SAS users, authors, administrators and/or practitioners. The conference chair will focus on developing conference content by working with content advisory teams in developing topics of interest and attracting high profile speakers and participants.

For a list of specific conference responsibilities, refer to the *SGUG EB and Conference Committee Roles document* on http://www.sascommunity.org/wiki/Conference_Leadership.

5. **What is the Content Advisory Team (CAT)? What is the Content Delivery Team (CDT)? How are they selected?**

Content Advisory and Content Delivery Team Leads work with the conference committee to plan the conference content and oversee many aspects of the content delivery. Team Leads are selected by the upcoming conference chair. The list of recommended team members is approved by the EB approximately 14 months prior to the conference. For specific responsibilities and application requirements of the CAT and CDT Leads and teams, see *SGUG EB and Conference Committee Roles document* on http://www.sascommunity.org/wiki/Conference_Leadership.

6. **How can I as a SAS user impact SAS Global Forum? What do I need to do to give a presentation at SAS Global Forum?**

A great way to impact the conference is to serve as a volunteer. There are countless ways to volunteer your time. For specific volunteer opportunities, see *SGUG EB and Conference Committee Roles document* on http://www.sascommunity.org/wiki/Conference_Leadership.

To contribute a paper to SAS Global Forum, you will need to submit your paper through the online Call for Content system. Each contributed submission, which should contain an abstract and a working draft, is judged on the quality of the idea and the writing. Leaders will make final decisions after receiving all submissions. The Conference Team will notify authors of submission decisions about 5 months prior to the conference. The more developed your submission, the better your

chances are of having your submission selected. If you can submit a full outline or draft of your paper, it makes it easier for the reviewers to see the value of your submission.

If your submission is accepted, the **abstract** is considered final and will be edited so trademarks will be properly acknowledged when your abstract is published in conference materials. The abstract should include the SAS software mentioned in your presentation and any operating systems to which your paper is limited.

The **working draft** is not considered your final paper and will not be published. It should present the reader with a clear concept of your paper's focus, direction and quality.

If your paper is accepted, you will be given information about when your final paper is due, the schedule for presenting your paper (day, time, and room), and any other information you need.

A group of mentors are available to help you develop your abstract, working draft, and final paper and to advise you on some good presentation tips. Just ask for this mentoring service.

7. **How can I get involved with SAS Global Forum? What are some of the volunteer opportunities available to me at SAS Global Forum?**

There are a variety of volunteer opportunities for each conference, see *SGUG EB and Conference Committee Roles document* on http://www.sascommunity.org/wiki/Conference_Leadership. If you are interested in volunteering, you can contact the upcoming conference chair or one of the EB members.

8. **What are some of the ways I can get involved with the user community between conferences and why would I want to do this?**

There are a number of ways to stay connected to the user community throughout the year. Doing so allows you to keep ahead of the happenings at SAS and throughout the world.

There are other types of user group meetings besides Global Forum including regional, local, in-house, as well as special interest groups. The best way to learn about these groups and when they meet is to go to http://support.sas.com/usergroups/index.html .

You may be interested in helping set up an in-house group at your company. SAS will help you do that and will help you find speakers for your meetings.

If you want something simpler to do, go to SAS Talks, where you will be able to watch live or archived technical webinars by SAS experts, instructors, authors, customers and students.