

## SESUG 2007 Weekend Workshop Proposal

Please complete and sign one form for each Weekend Workshop proposal.

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? <i>(YES or NO). If YES, include where and when.</i>	
8	Is this workshop part of a training class open to the public at other venues? <i>(YES or NO). If YES, include where and when.</i>	
9	Pre-requisite(s) for workshop	
10	Intended Audience and Pace of Workshop <i>Please teach accordingly!</i>	
11*	Course material for attendees	
12*	Course format	
13	AV needs?	
14*	Volunteer needed ?	

11 - 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.

12 - Indicate "Lecture with Power Point", "Combination of lecture with live demo", etc.

14 - SESUG will provide one volunteer per workshop to assist with distributing materials, etc. In return, the volunteer may attend the workshop free of charge

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**Biography:** 200 word limit. Will be printed in registration book and at [www.sesug.org](http://www.sesug.org).

**Course Abstract:** 400 word limit. Will be printed in registration book and at [www.sesug.org](http://www.sesug.org).

## SESUG 2007 -- Weekend Workshops Guidelines

### SESUG will –

1. Handle registration and billing for all seminars.
2. Provide AV needs: computer projector, screen, and microphone. No computers will be provided.
3. Provide certificates of completion and desktop placards.
4. Provide and collect seminar evaluation forms. Instructors will be given a copy of all completed evaluations.
5. Reserve rooms for workshops.
6. Provide light refreshments:
  - Morning workshops will be served a continental breakfast at approximately 7:30 a.m. and a refreshment break at approximately 10 a.m.
  - Afternoon workshops will have a refreshment break at approximately 3 p.m.

### Workshop instructors will –

1. Register for the conference and present a paper during the conference. Instructors' conference registration fee will be waived. A special registration code will be provided.
2. Pay their hotel, meal, and transportation costs.
3. 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.
4. Provide a computer for presentation, if one is needed.
5. Teach the workshop as long as one or more people pre-register for the workshop.
6. Teach at the level and pace indicated on the proposal.

### Workshop Instructors' Compensation –

1. Instructors will be paid \$50 per attendee plus a prorated share of the workshop proceeds after expenses such as food and AV are deducted.
2. Instructors' expenses will not be reimbursed.
3. Instructors will receive a 1099 MISC from SESUG unless:
  - a. their compensation is less than \$600
  - or
  - b. their compensation minus their submitted expenses is less than \$600. Acceptable expenses include: airfare/transportation to the conference, hotel nights from Saturday through the duration of the conference, reasonable meal expenses, and cost of training materials. Instructors must submit original receipts if they elect to submit a SESUG Expense Report to offset their compensation. Expenses must be in accordance with the SESUG Travel and Expense Policy which is available upon request.

**Thanks for your participation in the SESUG 2007 Weekend Workshops!**  
**Do not hesitate to contact us if you have questions, concerns or suggestions.**

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**Your signature is required and indicates that you agree to the Weekend Workshop Guidelines.**

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