

# SESUG Policies and Procedures

The annual SouthEast SAS® Users Group (SESUG), Inc., Conference is primarily an educational gathering for the benefit of its attendees. SESUG recognizes that the majority of attendees are present as representatives of their employers for this purpose. Accordingly, SESUG does not condone, endorse, or encourage activities that may conflict with the educational nature of the conference. All attendees and sponsors are expected to abide by the Policies and Procedures set forth in this document.

**Paper Content:** Users are urged to present papers describing real-world applications using SAS software. SESUG also accepts a limited number of theoretical and general overview papers. Acceptance of all presentations is at the discretion of the Conference Co-Chairs. Oral presentations and written papers describing projects or services of a commercial nature may only be presented at the conference if they describe how the product relates to the use of SAS Institute software; and they do NOT include price lists, support commitments, or other material of a promotional or sales nature.

**Right of Withdrawal:** The SESUG Executive Council and the Conference Co-Chairs reserve the right to determine if any activity is in violation of these guidelines. They may, at their option, direct the withdrawal of a presentation or demonstration or the dismissal of a SESUG attendee from the conference.

**Marketing and Recruiting:** Any person or entity wishing to market their products or services or whose presence is primarily to recruit attendees at the annual SESUG conference must register as a vendors. Registered vendors are expected to conduct themselves with professionalism. The SESUG Executive Council reserves the right to refuse any or all vendor registrations. In addition to, or in lieu of, a physical presence at the annual SESUG conference, vendors may choose to have a virtual presence through means of advertising. Advertising opportunities are delineated below and do not require separate registration of the vendor.

The Conference Program may include printed vendor advertisements. All advertising is accepted at the discretion of the SESUG Conference Chairs. A fee may be assessed. Sales literature and promotional items may only be distributed to conference attendees in an approved manner. Items for distribution must be submitted to a designee of the Conference Chairs and are subject to approval of form and content. A fee may be assessed.

Vendors may be recognized publicly at the discretion of the Conference Chairs. Distribution of sales literature and other promotional items will be limited to the above procedures. The Conference Chairs will issue specific requirements (e.g., content, deadlines, and costs) for these vendor promotional opportunities.

SESUG does not condone, endorse, or encourage unauthorized hospitality suites or other similar unauthorized activities. In the event any questions of interpretation, the decision of the Conference Chairs will apply. **Non-registered vendors may not engage in any direct marketing or sales effort at the conference.**