



## 2020 Presenter Policies

- **Member Institutional Sessions**- All primary presenters and co-presenters must be an Institutional or Subscriber member of the Higher Education User Group or Public Sector User Group or an Exhibitor at the Alliance 2020 Conference.
- **Exhibitor Sessions** - All exhibitors should refer to the [Exhibitor FAQ](#) for submission rules and instructions. Exhibitors may be co-presenters only if they are also an exhibitor at the Alliance 2020 Conference. No exceptions will be made. If you are not sure about the status of one of your co-presenters, please contact [support@alliance-conference.com](mailto:support@alliance-conference.com) for clarification.
- All sessions must adhere to the required session length as follows: regular sessions must have 50 minutes of content, mini-sessions must have 20 minutes of content, deep dive sessions must have 110 minutes of content, panel sessions must have 50 or 100 minutes of content (based upon submitted session length), and workshops must have 160 minutes of content. All session length requirements (including workshops) exclude the time permitted for questions and answers (Q&A) when it falls at the end of the session. Note: questions asked during the session delivery are included in the session length total. Presentations should tell a story relevant to the member's experiences with Oracle applications.

	<b>Panel</b> (1- or 2-hour session)	<b>Workshop</b> (3-hour session)	<b>Deep Dive</b> (2-hour session)	<b>Regular</b> (1-hour session)	<b>Mini</b> (30 min session)	<b>Peer Demo</b> (Three-15 min demos)	<b>Campfire Chat</b> (1-hour discussion)
<b>Primary presenter</b>	25% Discount	100% Discount	100% Discount	50% Discount	25% Discount	25% Discount	25% Discount
<b>Co-presenter 1</b>	25% Discount	100% Discount	<i>No Registration Discounts Offered, must be a registered and paid attendee</i>				
<b>Co-presenter 2, 3, 4</b>	25% Discount	<i>No Registration Discounts Offered, must be a registered and paid attendee</i>					
<b>Vendor presenter</b>	<i>No Registration Discounts Offered, must be a registered and paid attendee</i>						
<b>Community Mingle presenter</b>	<i>No Registration Discounts Offered, must be a registered and paid attendee</i>						

- Primary presenters of exhibitor sessions do not receive complimentary or discounted registrations.
- Presenters are eligible for one (1) discount on the Early Bird Rate only. Presenters selected for multiple sessions are eligible for one discount rate which provides the greatest benefit.
- No other expenses are reimbursed by the Alliance Conference.
- The registration waiver is non-transferable.
- **As a presenter, you must register for the conference by January 10, 2020, or risk having your session(s) removed from the schedule.**
- Primary presenters of exhibitor sessions must register for the conference by February 21, 2020, or risk having your session(s) removed from the schedule. Sessions cancelled due to failure to register are forfeited outright.

- Any presenters receiving a registration discount must stay at one of the official **Alliance Conference Hotels** and book through the official housing bureau only. **(Do not go directly to the hotel to book your room)**. You will be asked for your hotel confirmation number when you start the registration process. Housing information will be available when registration opens. Primary presenters from institutions within 75 miles of the conference site or where institutional travel guidelines will not allow an overnight stay due to close proximity may request a waiver of this requirement. Contact conference support at [support@alliance-conference.com](mailto:support@alliance-conference.com) to request the exemption.
- Presenters must agree to having sessions recorded and to the future use of session materials and/or recordings on the HEUG website.
- All Oracle employee presentations must be approved by the Oracle representative to the Alliance 2020 team and must be submitted into the Oracle track.
- **Meeting Rooms** - All meeting rooms are equipped with LCD projector (16:9), screen, lectern with wired podium microphone, panel table with a wired microphone and wireless Internet access. **Presenters must bring their own laptop and any adaptors if applicable. HDMI-Connectors will be provided in each room, however if you need a different converter (e.g. VGA, DVI, Apple, etc), please bring it with you.**
- The number of workshop sessions accepted will be determined by the quality of the submissions and the limitations of the venue.