2018 Presenter Policies

- **Membership 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 2018 Conference.
- **Vendor Sessions** - All vendors should refer to the Exhibitor Information Page/Vendor Presentations section for submission rules and instructions. **Vendors may be co-presenters only if they are also an exhibitor at the Alliance 2018 Conference. No exceptions will be made.** If you are not sure about the status of one of your co-presenters, please contact the support@alliance-conference.com for clarification.
- All regular sessions must have 50 minutes of content prior to Q&A. Mini-sessions must have 20 minutes of content prior to Q&A, Deep Dive sessions must have 110 minutes, Panel sessions must have 50 or 110 minutes, and Workshops must have 160 minutes of content prior to Q&A. All presentations will be selected based on the session length you provide on the Submission Form and at the discretion of the Track Chair based on the content you submit.
- Presentations should tell a story relevant to the member's experiences with Oracle applications suite.
- The **PRIMARY PRESENTER** of a Regular or Deep Dive Session will receive **ONE** complimentary Early Bird registration (non-vendor) to Alliance 2018. Co-presenters will be required to register and pay.
- The **PRIMARY PRESENTER** of a Workshop will receive **ONE** complimentary Early Bird registration (non-vendor) to Alliance 2018. **ONE** Co-presenter of the Workshop may also receive a complimentary Early Bird registration (non-vendor) to Alliance 2018.
- The **PRIMARY PRESENTER** for a Mini-session will receive a 50% discount on an Early Bird registration (non-vendor)**.**
- The **PRIMARY PRESENTER** and up to **THREE CO-PRESENTERS** of a Panel Session will each receive **ONE** complimentary Early Bird registration (non-vendor).
- Speakers are eligible for **one** waiver only, not one for each session approved.
- 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 12, 2018, or risk having your session(s) removed from the schedule.**
- 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 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 2018 team and must be submitted into the Oracle track.
- **Meeting Rooms** - All meeting rooms are equipped with LCD projector (16:9), screen, lectern with wireless lapel 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.**