

VIRTUAL FACILITATOR

The VIRTUAL FACILITATOR (VF) will play an important role to ensure that authors have everything they need to provide high quality papers and, if applicable, presentations. As a VF, you will be assigned to a set of authors and will serve as the liaison between the Presenters Coordinators (PCs) and those authors. Your assignment will involve one of three phases, Pre-Conference phase, and will span approximately 3 months between January 2021 and April 2021.

BENEFITS: As a VF you can enhance your professional network and increase your visibility within the SAS community, by having direct access with your assigned authors. Having direct access will allow you to have personal e-mail communications with the authors, as well as early access to their paper and possibly their virtual presentations if provided.

RESPONSIBILITIES:

1. Pre-Conference:
 - a. Attend webinars for all Virtual Coordinators (VCs) and VFs, hosted by the PCs, which will walk through pre-conference expectations, the Presenter Resource Center (PRC) and Submission System, and all key dates.
 - b. Send introductory and reminder e-mails to all authors in your assigned group (using templates provided by the PCs); maintain communication with all authors and PCs to ensure that authors meet submission deadlines for Copyright Grant Forms (CGF), papers, and, if applicable, presentation slide decks.
 - c. Access the Submission System to monitor required author documents, including copyright grant forms (CGF), papers, and, if applicable, presentation slide decks. (Papers due Monday, December 21, 2020; video presentations due Friday, March 12, 2021).
 - d. Maintain presenter tracker (provided by the PCs) which provides a record of documents submitted by all authors in your assigned group.
 - e. Provide light proof-reading of submitted papers to ensure conformity to conference standards (proof-reading guidelines provided by PCs).
2. During Virtual Conference:
 - a. No responsibilities
3. Post-Conference:
 - a. No responsibilities