VIRTUAL COORDINATOR

The VIRTUAL COORDINATOR (VC) will play an important role to ensure that virtual presenters and authors have everything they need to provide high quality virtual presentations. As a VC, you will serve as the Point of Contact (PoC) and the liaison between the Presenters Coordinators (PCs) and the virtual presenters assigned to you. Your assignment will involve two of three phases: (1) Pre-Virtual Conference, and (2) Post-Virtual Conference, and will span approximately 4 months between January 2021 and May 2021.

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

RESPONSIBILITIES:

1. Pre-Virtual Conference:

    a. Attend Kick-Off Webex to discuss Virtual Conference process and VC roles and responsibilities.

    b. Send introductory email to your assigned virtual presenters (using the template provided by the PCs), including the Presenter Requirements document, deadlines, and the Virtual SGF 2021 PPT template, to ensure that your presenters have the necessary information for a successful recording experience.

    c. Check presentation slide decks for title and biographical slide, survey reminder slide (last slide), and minor corrections.

    d. Ensure that your assigned virtual presenters sign up for their recording session using the sign-up recording link provided by the PCs, and request that the presenter notify you of their recording date and time once they have completed the sign-up process.

    e. Email your assigned virtual presenters to remind them of their presentation date and time and to ensure that their presentation slide deck is uploaded 24 hours before their recording session to ensure the producer has ample time for preparation.

    f. Maintain email communication with your assigned virtual presenters to ensure they meet all deadlines and answer their questions in a timely manner (using the FAQ document).

    g. Email your assigned virtual presenters with dates on which the virtual presentations will be live on the SAS Users YouTube Channel.

2. During Virtual Conference:

    a. No responsibilities

3. Post-Conference:

   a. Send an e-mail to your assigned virtual presenters, thanking them for their contribution to the virtual conference.

   b. Attend post-mortem meeting which will be scheduled within 2 weeks post virtual conference.