



Speaker Terms and Conditions

ASUG Speaker Membership Policy

All speakers are required to be active members of Americas' SAP Users' Group (ASUG) in good standing at the time of presentation in order to present at ASUG events and webcasts. Nonmember speakers will need to confirm membership in order to be accepted as speakers. The Education team is happy to put any interested speakers in touch with the ASUG membership team to confirm details around membership status.

Complimentary or discounted registration invites will be withheld until membership is confirmed.

ASUG Speaker Registration Policy

All speakers must be registered for the event by the date specified upon your acceptance. Failure to meet this requirement may result in the cancellation.

If the session and revocation of any complimentary or discounted registration benefits.

Complimentary and Discounted Registration Eligibility

All accepted speakers will qualify for either a complimentary or discounted registration pass, which will be determined if and when the proposal is accepted. Any speaker additions or substitutions are subject to approval by ASUG Education.

Please Note:

1. Complimentary registration passes are nontransferable.
2. Passes cannot be claimed by anyone other than the intended speaker to whom it was provided.
3. Eligible speakers will receive only one complimentary registration pass, regardless of the number of sessions they are presenting at the event.
4. Speakers who are eligible for a complimentary pass through other event roles (i.e., exhibitors, volunteers, etc.) will not receive an additional complimentary speaker pass, nor are they permitted to transfer their pass to someone else.
5. Once complimentary passes have been distributed, any speaker substitutions or changes will be applied on a first-come, first-served basis.
6. These same rules and restrictions apply to discounted registration invites.

Lodging and Travel Policy

All speakers are responsible for their own lodging and travel. These expenses are not included within any complimentary passes or discounted registration invites.



Content Amendments

Acceptance of an ASUG Education session is based on the initial proposal's title, abstract, and listed speakers and their respective companies. Should these criteria change after the session has been accepted and scheduled, ASUG Education reserves the right to deny amendments if they are deemed unfit to the whole content catalog and/or not beneficial to the audience the session is marketed to. Any submitted changes are subject to review by the ASUG Education team. See the *Educational Integrity Policy* below for more details on content compliance.

Educational Integrity Policy

All presentations are to be of an educational nature and should not be used to promote products or services. ASUG bylaws and policies prohibit all sales activity, direct and/or indirect solicitation, and any marketing messages from being conducted in sessions. During your presentation as a speaker on an ASUG session, you are required to:

- Refrain from any reference to your company's products or services or products and services provided by any companies you have a business relationship with or will profit from. Do not include any information that would be considered marketing.
- Refrain from distributing marketing materials (i.e., products, logo material, etc.) to participants in your presentation.
- Refrain from any badge scanning, sign-in sheets, or any other means of collecting participant information. It is recommended, instead, that you share your contact information and invite participants to reach out to you.
- Maintain a professional demeanor, including refraining from improper language or conduct when interacting with webcast participants. Proper professional conduct, marketing content, and language will be judged by the sole discretion of ASUG.

Speaker Cancellation/ "No-Show" Policy

If you are unable to give your presentation, we appreciate you extending the professional courtesy of notifying ASUG at speakers@asug.com in order to provide our ASUG Education team sufficient time to arrange for a replacement session during your scheduled session time.

Please note, if you cancel as a speaker for your session or if you fail to present your scheduled session, your complimentary registration will be forfeited, and you will be charged the full registration amount.