



WESTERN USERS OF SAS SOFTWARE, INC.
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Frequently Asked Questions for Presenters

What are “Monday Tips” and are they required?

After each presentation, attendees should be able to identify at least 1-3 nuggets of information that can be used as soon as they return to work. This year, we are requiring each presenter to submit 1-3 very short statements (which we are calling Monday Tips) identifying topics from their presentation that can be immediately applied. At least one statement should be related to the title of the paper, but not all statements need to be. Please don't let this deter you from submitting a paper! These are due at the time of the final PDF, and your section chairs and Academic Chair are here to help you identify and refine these statements if requested. A guidance document with examples is available in the Monday Tips file on the [Presenter Resources](#) page of the website.

Why can't I just send my Word document?

Unfortunately, Word documents do not always turn out the same from one machine to another. Sometimes the changes are very subtle, other times they are dramatic. Once the file has been opened on another machine, there is no way to know what it looked like on the original machine. With different versions of Word, different option settings, different ways to construct a document, and different operating systems, there simply is no way for us to assure you that what we get is what you sent.

How do I embed fonts?

Exactly how it is done will vary from application to application and version to version, but for most Word versions, open the document and click on “Tools → Options,” then look for the “Saves” tab. Somewhere under “Saves” there will be something about “save with fonts embedded”. Mark it and re-save the document before making the PDF.

Often there is an option to only include the characters in use. It makes the file a bit smaller and works fine, if the author is absolutely positive that no one will have to do any touch-up editing to the document. Even if the editor, such as a section chair or the SAS Print Center, has the font that was used, the PDF file will not allow editing unless the full font set is embedded.



What formatting problems can be prevented when using Word?

Per the SAS Global Forum Presentation Guidelines, known problems with Word that cause problems when converting Word documents to PostScript or that cause problems with embedded SAS code are the following:

- Fast saves must be turned off.
- Avoid text boxes embedded within text boxes. Columns and page breaks may be ignored by the embedded text box.
- Window/orphan headers/lines of text can often be eliminated by setting “Format → Paragraph → Line” and page break settings.
- Disable any “Smart Quote” options.

What if I don't have the software to create a PDF?

If you are using a Mac, there is an option to print to PDF. If you are using a PC and do not have the software to create a PDF, you can look for freeware that can be downloaded (such as <http://cutepdf.com>), find websites that will convert your file to a PDF for free (such as <http://freepdfconvert.com>), or ask your section or academic chair for assistance.

How do I upload my paper?

Your paper, in the form of a PDF file, is to be uploaded through the [Paper Submission System](#). Instructions can be found in the Submission Guidelines on the [Presenter Resources](#) page of the website.

Can I upload my slides?

To be certain that the most recent version of your presentation slides is loaded onto the computer in your section, it is probably best to email your slides directly to your section chair before the conference. If you make changes, please bring your presentation on a USB drive to be loaded on your section's computer.

Why do I need to upload the Copyright Grant Form?

Your paper will be published in the 2018 WUSS online proceedings. To be included in any conference materials, we must have your completed Copyright Grant Form to publish your paper and abstract. Be sure to upload all 3 pages of the form. Even if any part of the form that does not apply to you and is left blank we need to have every page of the copyright form. For legal purposes, the title on your copyright form must match the title in your final paper. If you change the title after your copyright is submitted, you will need to



resubmit your Copyright Grant Form with the finalized title.

You may edit your abstract in your final paper. Your abstract will be extracted from the final copyrighted paper for any publishing purposes. You may also edit your title from your original abstract, but as mentioned above, if you make any edits to the title after your copyright form has been submitted, you will need to resubmit your copyright form with the title exactly as it appears in your final paper.

What AV equipment will be provided?

Each section will be provided with a computer, a projector, a laser pointer, and a microphone. The computer will be loaded with the basic software such as Microsoft Office and Adobe Reader, but probably not SAS. If you have special AV needs or need SAS, please contact your section chair(s) in advance so that arrangements can be made.

Where can I find help for writing and formatting my paper?

You can download the paper template from the [Presenter Resources](#) page of the website. You may also contact your section chair(s) and academic chair if you wish to be given a mentor.

Do I have to register for the conference if I am a presenter?

One or more authors must attend the conference and present the paper to be included in the proceedings. All presenters must register. Conference fees are waived for invited speakers and discounted for the primary author of a contributed paper when you use Early Registration. If you are a contributed author, take note of the early registration dates and take advantage of the lower registration fees.

How do I become an invited speaker?

Invited speakers and presenters in the Hands-On Workshop often are well-known presenters in the SAS users community, best paper recipients at WUSS or other conferences, or invited presenters at other regional conferences or SAS Global Forum. If you are interested in being an invited speaker, please contact the academic chair at academicchair@wuss18.org.

Can my abstract be changed?

You can edit your abstract at any time, even after the abstract submission deadline. Your abstract will be used for review and acceptance, but it will not be published from the paper submission system. Abstracts will be extracted from the final copyrighted paper for any publishing purposes. You may also edit your title, but if you make any edits to the title after your copyright form has been submitted, you will need to resubmit your copyright form with the exact title as it appears in your final paper.



How are contributed paper awards determined?

Papers are read and scored by the section chairs. In addition, conference attendees are selected impartially to judge individual presentations. Scores for papers and presentations are combined. The paper and presentation with highest score in each section is awarded "Best Contributed Paper" for that section.

How do I become a volunteer?

When you register for the conference, you will have an opportunity to volunteer, but you don't need to wait. Contact the operations chair at opschair@wuss18.org, academic chair at academicchair@wuss18.org, or volunteer coordinator at volunteer@wuss18.org directly. The WUSS website, <http://wuss.org>, also has information about volunteering. WUSS is run entirely by volunteers, and there are many opportunities on both the operations and the academic side. We welcome your help!

How do I become a section chair?

Being a section chair requires a time commitment in advance of the conference. These duties include reviewing and accepting abstracts, reviewing papers, and communicating with the authors accepted into that section. Section chairs track submissions and send reminders so that everything is submitted on time, confirm that authors are registered for the conference, and help the academic chair fine-tune the final schedule for their sections. Session coordinators work only during the conference, but volunteering for this position would be one of the best ways to learn about running a section. We would recommend that you serve as a session coordinator and talk to your section chair or the academic chair about your interest in becoming a section chair. Be sure to attend the session with the next year's conference chairs to find out about and volunteer for the upcoming conference.

What if I have more questions?

Your section chair(s) can answer most of your questions. If your section chair(s) do not have the answer to your questions, you may also contact the academic chair at academicchair@wuss18.org.

We appreciate your participation and look forward to seeing you in Sacramento!