User Group Conference & Event Speaker Policy

1. User Group (D365UG/AXUG, D365UG/CRMUG, DSLUG, GPUG, NAVUG, and PUG) conference and event presentations (except Partner Solution Showcases) are intended to be learning experiences and may not promote products or services. The User Groups strive to make our content acceptable for all event attendees. All presentations and materials will be consistent with the User Group Mission (D365UG/AXUG, D365UG/CRMUG, DSLUG, GPUG, NAVUG, PUG) and Code of Conduct (D365UG/AXUG, D365UG/CRMUG, DSLUG, GPUG, NAVUG, PUG).

2. Speakers must hold a current User Group Membership (not a Trial or Subscriber account). Speaking is a benefit of Membership. Partner Solution Showcase speaking is attributed per event sponsorship agreements. To confirm your Membership status, log into your User Group website (D365UG/AXUG, D365UG/CRMUG, DSLUG, GPUG, NAVUG, PUG). Click on your profile in the QUICK LINKS section or in the upper right corner drop-down menu next to your avatar.

3. All speakers are required to register for the conference or event at which they are speaking and are responsible for all related conference and travel arrangements and costs. Current User (customer) Members who serve as the primary presenter or co-presenter on two or more breakout sessions at a single User Group conference or event may be eligible for a speaker discount. Partner Solution Showcase presentations, participation on a panel of experts, and sponsors or exhibitors are not eligible for speaker discounts. Please contact your User Group programming team for details on speaker discounts.

4. Speakers agree to complete conference speaker tasks as communicated by program staff including providing profile information, participating in orientation and training sessions, providing presentation materials, etc. Your presentation should follow event formatting guidelines and must be your own work. By providing, you agree the User Group has the right to distribute your presentation and handouts to attendees. The User Group may take photos or video of sessions to be used in communications or promotions, and selected sessions may be recorded for distribution according to event policies.

5. If you are a participant on a panel of experts, you may be designated to serve as moderator for your panel session. If you are designated as a panel moderator, you agree to assist in coordinating your panel's discussion and presentation in accordance with instructions and guidelines provided by User Group programming team.

6. Session speakers and moderators agree to encourage attendees to fill out evaluations. Reminders will be provided in instructions provided prior to the event and at the podium for each session (where applicable). Program staff will share evaluation feedback with speakers according to guidelines set for the event.

7. If you cannot participate in an event or session you are to present, you agree to contact the User Group programming team as quickly as possible. You are encouraged to suggest an alternate speaker if possible, but not required to do so.

8. Speakers who would like to request a co-presenter should contact the User Group programming team for approval at least one month in advance of the event, to allow for adequate preparation.

User Group Call for Proposals Policy

1. Call for Proposal guidelines, procedures, and timelines will be published in event announcements and made available on the submission website.

2. Each session proposal will be reviewed by the User Group program staff and applicable content committee.

3. Submitters will be notified by program staff if a proposed session will be included in the conference or event. Notifications will be made after the review session is complete.

4. Upon acceptance of a User Group conference or event session proposal (except Partner Solution Showcases), programming staff may modify the session title, description, and details to fit our marketing style and format needs for the conference brochure, website, and onsite guide.