# Call for Class Instructors and Topics

Whether you are an experienced trainer or a frequent presenter looking for a new challenge, please consider being a class instructor at the 2022 WUSS Educational Forum and Conference. Teaching a class is a fantastic way to share your unique blend of knowledge and experience with other SAS users. In addition, class instructors receive <u>free conference registration</u> and <u>compensation</u> for their time.

## OVERVIEW

We will be returning to our normal in-person conference format for 2022! One highlight of the annual WUSS conference is the opportunity to attend training classes taught by industry experts, and we are proud to be able to continue that tradition for 2022. We are seeking full-day and half-day classes on a wide range of topics for all levels of SAS users in a variety of industries. Popular topics in the past have included statistics and analytics, SQL, macros, DATA step programming, reporting and visualization, and the Output Delivery System; more recently to topics such as data science, text mining, working with Python and R, artificial intelligence and more have been presented.

The WUSS 2022 conference will be held September 14 - 16. Full-day pre-conference classes (lasting 8 hours each) will be conducted on Tuesday, September 13rd. Half-day classes (lasting 4 hours each) will be held on the morning of Wednesday, September 14th and on the afternoon of Friday, September 16th. Most of these classes are offered in a lecture-style format, but there is room for a limited number of hands-on half-day classes.

**Class proposals due April 25, 2022.**

If you have any questions, please email our [Class Coordinator](#).
To apply, please submit the Excel Class Proposal Template via email to classcoordinator@wuss.org by **April 25, 2022**.

# Frequently Asked Questions (FAQs)

**What topics are good for classes?**
Introductory classes are always popular, particularly in specific areas like Statistics, Macros, SQL, Graphing, ODS, and Report Writing. We are also introducing Open Source this year, so that will be a hot topic for many attendees. There is also an interest in advanced subjects, as well as classes on unique, hard-to-find topics. Big data, text mining, forecasting, and industry-specific topics are all suggestions that users have offered on the WUSS annual survey.

**I want to teach a class on [some super cool topic] but it seems that [some super cool experienced SAS user] always teaches a class on this topic.**
One of the things that you will find about experienced instructors is that they often offer classes on many topics. The fact that someone else has always taught a class on a particular topic should not discourage you from offering a class on the same topic. Chances are if you put together an RFP offering a new, shiny class that will free the other instructor to teach a course on a different topic.

**I am concerned that I do not have enough material to fill an entire class. What can I do?**
Putting together a complete class from scratch can be a very time intensive process. But you may not need to start completely from scratch. You may have a set of presentations on related topics that can be combined and expanded upon to create a half- or full-day class. You can also fill some time with exercises and hands-on experiences in the class.  Even if your students do not have access to computers for a true hands-on workshop, there are plenty of effective exercises that you can give students that involve only pencil and paper. For example, you might have students write code by hand and share their samples with each other. Or you might consider a brief Jeopardy-style quiz at the end of each section to enforce what they have just learned. These exercises will add some variety to the class structure and will also help enrich the students' learning experiences in ways that a lecture alone cannot.

**I am concerned that I will not make enough money to cover my expenses offering a half-day course. What are my options?**
That is a completely valid concern and certainly one that many instructors share. Instructors receive 50% of the registration rate per registered student. For a full-day course, the instructor will receive $200 per registered student, and for a half-day course, instructors will receive $100 per registered student. Note that if there are fewer than 5 students the instructor has the right to cancel the class.

You can offer to teach both a half- and full-day course (or two half-day courses). Please submit an RFP for each class you are offering, and please let us know if you are interested in teaching multiple classes.

**What does WUSS provide to me as an instructor and what do I need to supply myself?**
WUSS will take care of registering and processing payments for all students. WUSS will also supply a classroom and A/V equipment (including a projector and screen). WUSS provides catering for the students and instructors, which includes a continental breakfast for morning classes, a light lunch for afternoon classes, and continental breakfast and light lunch for full-day classes.

Instructors should bring their own laptop. If an instructor owns a projector and is willing to use their own equipment, then WUSS appreciates the savings on AV expense. Instructors are expected to provide a complimentary copy of the textbook or class notes for each student in the class in hard copy OR electronic form. If digital copies are to be provided in lieu of hard copies, they must be provided to students at least one week before the start of conference classes. Additional hard copies OR digital copies via download / email / thumb drive must also be available in case students register onsite.

Please note that WUSS utilizes "Bring Your Own Device" and there are no devices available onsite. If you are planning a Hands-On Workshop, please make sure that your class is suitable for SAS OnDemand for Academics (SAS ODA), and it is installed on your device. We will ensure students are aware of the "Bring Your Own Device" policy and that they have SAS ODA installed.

**Are instructors expected to attend the conference?**
Instructors are expected to attend and participate in the conference and are required to provide a 50-minute presentation or Hands-On Workshop during the conference. (The topic of the presentation does not have to be the same as the class you are teaching.) We welcome the involvement of instructors in other ways, such as volunteering to be a Section Chair, Session Coordinator, or Mentor.

**Can I offer my free conference registration to someone else?**
The free conference registration offered to class instructors is not transferable. If instructors co-present a class, free registrations may be offered to multiple instructors at the discretion of the Conference Chairs.

**Do my class materials have to be in a specific format?**
Instructors are free to use any format they choose for their presentation and class materials. If you would like to use the WUSS 2022 PowerPoint template, a copy of our template has been attached to your invitation. Paper and PowerPoint templates will also be available on the WUSS website under Presenter Resources.

**Can I submit proposals for more than one course/session?**
Whether you want to teach more than one course or are just having trouble deciding what to offer, we like having more options to choose from. Just submit a proposal for each class you are considering and let us know whether you are interested in teaching multiple classes.

**Are there a set of popular instructors that most students want to take classes from?**
There are some experienced instructors that provide multiple topics, and students always enjoy their classes; however, you do not have to be a well-known instructor to teach a successful class.  We are looking for qualified and diverse instructors to add fresh faces to the roster. If you select a topic that interests SAS users and share your knowledge and expertise, you will be a success!

**My class is not SAS-specific but may be of interest to SAS users. What should I do?**
SAS users come from a variety of industries and occupations. The topics that interest our users are diverse, including statistics, data analytics, report writing, data visualization, open-source software, and so on. Additionally, there is a significant interest in topics that are industry specific. The entire class does not have to be a SAS tutorial, but it should offer concepts and implementations allied to programming languages.