



AMERICAN STATISTICAL ASSOCIATION
Promoting the Practice and Profession of Statistics®



Computer Technology Workshop (CTW) Guide

Deadline for CTW Proposals:
January 15

Submit CTW Proposals on the JSM website.

To Joint Statistical Meetings Exhibitors:

On behalf of the American Statistical Association, we thank you for your participation in JSM and your interest in the ASA professional development program. The purpose of this guide is to brief those JSM vendors who are interested in offering a computer technology workshop in conjunction with the ASA.

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CTW PROPOSAL – To be completed online after reading the CTW proposal guide, Page 6.

OVERVIEW

Vendors who wish to present educational materials in a classroom setting to support their computing packages are encouraged to participate in the CTW program. Through the CTW program, you are offered an opportunity to present the theoretical basis and/or an appropriate review of detailed applications of your products, especially those aspects considered new or novel. By using the CTW program, you are assured of an audience that is genuinely interested in the presentation topic—an audience not distracted by the traffic of the exhibit hall. The ASA is responsible for placing the advertisement in the JSM registration guide, registration material, enrollment, providing space at JSM, and ordering audio/visual equipment. The vendor is responsible for the costs of audio/visual equipment and the CTW fee. The vendor is also responsible for all other logistics (e.g., handouts, textbooks, etc.).

Note: CTW presentations are intended to be educational experiences for the participants. Participants have, historically, been upset when vendors use the time for infomercials.

PROCESS

In the fall, the ASA will inform JSM vendors about the CTW program. All pertinent guidelines and information related to a CTW proposal are contained in this document.

Note: CTWs are offered by vendors. Only vendors exhibiting in the JSM exhibit hall are eligible to submit a proposal.

Deadline

CTW proposals are due by January 15.

Review

In early February, CTW proposals will be reviewed. Only the proposals contributing significantly to the ASA's professional development program will be accepted, and the number selected is dependent on the meeting space available on the Wednesday of JSM. Vendors will be informed about the ASA's decision in March.

All accepted CTWs will be announced in the JSM registration materials, and registration for the CTWs will be handled through the regular JSM registration process. The ASA will provide rooms for presentations. Based on the pre-registration numbers, every attempt will be made to provide adequately large rooms.

COST

Vendors are charged \$820 per CTW offered at JSM. The ASA must receive this fee by April. Failure to receive the fee by the stated deadline will result in cancelation of the CTW.

The vendor assumes all costs, including the following:

- Providing a presenter(s) and handouts and paying any associated costs
- Paying the presenter an honorarium and expenses associated with his/her travel, including hotel and meals
- Paying AV equipment costs

VENDOR RESPONSIBILITIES

Audio/Visual

The vendor is responsible for the costs of renting the AV equipment. The ASA handles requests from vendors for workshop AV. The ASA will provide good faith estimates of AV costs prior to JSM but will bill the vendor the actual cost after JSM. Requests for AV equipment must be supplied with the signed contracts in April.

Handouts

CTWs are educational experiences for the participant, and vendors are expected to provide handouts (not optional).

The handouts should reflect the course presentation slides in the same order. Participants invariably object when there are no handouts or when the handouts do not reflect the presentation.

Course materials should be formatted in a digital-friendly layout that optimizes readability across both laptop screens and tablets, with appropriately sized text and responsive design elements. Content should avoid formats that require excessive scrolling or zooming, ensuring students can easily access and engage with materials, regardless of their chosen device.

After the JSM regular registration deadline, the vendor may contact the ASA for the number of registrants. Plan for an increase of 15% in the number of registrants.

Room Set-Up

Rooms will be arranged in a classroom style.

Conducting the Course

- CTWs are expected to provide significant educational content. Marketing should be concentrated in the exhibit hall.
- The duration of each CTW course is 1 hour and 45 minutes.
- CTWs are dependent on a particular software product.
- Presenters must arrive at the assigned classroom with sufficient time to set up the presentation equipment.
- Presenters must end the session on time.
- The presenter provides books/CDs/other materials as needed.

Note: No certificate of participation is provided by the ASA to the attendees.

ASA RESPONSIBILITIES

The ASA handles advertising the CTW in the registration guide and materials, enrollment, admittance tickets, room assignments, AV equipment requests, and refreshment requests. The cost of AV equipment and refreshments is the responsibility of the vendor.

CANCELATION POLICY

Cancellations must be received in writing by the ASA on or before the cancellation dates.

- Cancellations on or before April 2: Full Refund
- Cancellations after April 3 but on or before May 14: 50% Refund
- Cancellation after May 14: No Refund

Note: Upon notification of vendor withdrawal from participation in the JSM exhibit hall, the CTW is canceled the same date, and the above CTW refund schedule applies.

FREQUENTLY ASKED QUESTIONS

If a CTW is canceled, will the ASA contact enrollees on an individual basis?

In case of CTW cancellation, the ASA will attempt to contact each pre-registered individual prior to JSM.

Will the ASA provide vendors with the list of enrollees and their addresses prior to JSM?

No. However, vendors are free to collect contact information from attendees during the presentation. In this manner, attendees can determine if they wish to be contacted after the meeting.

Will the ASA provide AV equipment for vendors?

Yes, but the vendor must assume the costs.

Will the ASA monitor and evaluate my CTW presentation?

The ASA will issue admittance tickets to enrollees. The vendor will monitor entry into the classroom and provide evaluation of the course, if desired.

Can CTWs be cosponsored by chapters or sections?

No, CTWs are not cosponsored.

TIMELINE FOR CTW PROPOSALS

Year Prior to Proposed Presentation

November: The ASA informs JSM vendors and vendors who have already signed up for the next JSM about the availability of the CTW program.

Year of Proposed Presentation

- **January 15:** Deadline for CTW proposals. Workshop proposals are to be submitted via the ASA website no later than 11:59 p.m. EST.
- **February:** The ASA informs vendors about the acceptance/rejection of proposals. Contracts are sent to vendors whose proposals have been accepted.
- **April:** Vendors fees (\$820) with the signed contract are due to the ASA to avoid cancelation of the CTW. This deadline is non-negotiable. Preliminary listing of CTWs is sent to the JSM website. AV requests are due.
- **May:** No refunds will be available if a vendor cancels a CTW or withdraws from the exhibit hall after May.
- **July:** Vendors may contact the ASA after the JSM regular registration deadline to receive registration enrollment numbers.
- **August:** If desired, vendors ship or bring handout materials to JSM. Presentations are given on the Wednesday of JSM.

Using this [form](#), CTW proposals are submitted by the January 15 deadline and provide the following information:

- **Title of Presentation**
- **Name(s) and Address(es) of Presenter(s):** List by presentation order. Email and office phone and fax numbers are to be included. Please use the same name for all JSM correspondence. It is essential the ASA is notified of any changes that occur between the time of submission and the time of presentation.
- **Abstract:** Provide an abstract, not to exceed 200 words, of the proposed event, including the prerequisite for the anticipated audience. If longer than 200 words, the ASA will truncate. If the CTW is selected, this abstract will be used for advertising purposes. Prerequisite knowledge or assumptions regarding the background of the attendees must be included in the abstract.
- **Outline:** Provide an outline of the entire program. Provide a description of the targeted audience.
- **Learning Outcomes:** The proposal must include a clear and concise statement of intended learning outcomes for the course. Learning outcomes are statements that identify what knowledge, skills and/or attitudes attendees are expected to accomplish/demonstrate at the end of the CTW.
- **Performance Objectives**
- **Content and Instructional Methods:** The presenter should include a description of course

content and instructional strategies based on the performance objectives.

- **Presenter(s):** Include a paragraph (maximum of 100 words for each presenter) stating the background of the person(s) who will be presenting the CTW. Do not include résumés and/or curriculum vitae.
- **Software:** Identify any software or materials to be discussed. The vendor will make all arrangements regarding the delivery and distribution of any demonstration materials.