



Vendor Product Awareness Session Provider Information

Application Process

Interested vendors must complete a [one-page application](#).

Cost to Vendors

- One session fee: \$2,500 (USD)
- Three session fee: \$7,000 (USD) — a discount will be offered to vendors wishing to do multiple sessions provided all are applied for and paid up front.
- Vendors are responsible for **all** costs associated with conducting the session(s).
- Nine (9) session maximum per vendor per calendar year. If session becomes available with no other vendor interest we will allow for additional session opportunities for vendors at quota.

Who Can Apply?

Must be an OAUG associate member in good standing ([membership information](#)).

Registration Fees for Participants

Free to all OAUG members and non-members.

Registration Process

1. Complete the [OAUG Vendor Product Awareness Tele/Web Conferences Provider Application](#) and submit along with payment.
2. OAUG will contact you to schedule your session date.
3. Set-up session with your preferred provider. Vendor is responsible for all set-up and implementation costs associated with your session.
4. Vendor is also responsible for establishing registration procedures and confirmation notices to registrants including call-in or Web link information for participation.
5. Communicate the following information to the OAUG at least **eight weeks** prior to your session so we can market your event to the OAUG membership:
 - Session information including date, time, registration procedures and link to registration form, and 100-word (maximum) description on conference.
 - Attendee access information for the session.
 - Link to the session archive (if available)

Cancellation Policy

Cancellation or re-schedule requests must be submitted, in writing, a minimum of **90 days** prior to scheduled session for a full refund or credit toward a future session. Requests with less than the required **90-day** notice will receive a 50 percent refund or credit toward a future session. Send written requests to Monica A. Neal, OAUG Partner Program Coordinator, at +1 404.240.0998 (fax) or mneal@oaug.com.

Scheduling

- Vendor Product Awareness sessions will be scheduled by the OAUG every Monday and Wednesday excluding holidays, COLLABORATE conferences and Oracle OpenWorld.
- Scheduling is on a first-paid, first-reserved basis.
- Events will be scheduled a minimum of **eight** weeks out in order to allow enough time to effectively promote attendance.

Vendor Awareness Sessions

- Must be minimum 1 hour (60 minutes) in duration and no more than 2 hours (120 minutes) long.

Promotion of Events

- Mention in twice-monthly *OAUG eNews*.
- Promotional paragraph on the [OAUG Vendor Product Awareness Page](#) with a link to the company Web site registration link.
- Session information will be included in the monthly OAUG Education Network, which is sent to all OAUG member contacts, promoting educational events, including both sessions, for the upcoming month.

Should you have any questions regarding OAUG Vendor Awareness Sessions, please contact Monica A. Neal, OAUG Partner Program Coordinator, at +1 404.949.8268 or mneal@oaug.com.

Session Title:

A Webcast Hosted by **[Company Name, exactly as it should be listed]**

Date:

Time:

Presented by: **(Presenter(s) Name, exactly as it should be listed)**

100 word description:

Registration Link:

Company URL: