

JMP® Users Groups

A leader's guide for getting started



Statistical Discovery.™ From SAS.

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Notes

This guide contains information for all kinds of JMP users groups, including private in-house groups within organizations and public groups for any JMP users in particular geographic regions.

1 Organizational Purpose and Goals

Purpose

JMP users groups are established to support users of JMP statistical software from SAS with a time and place to exchange knowledge, network and benchmark with peers, and expand their understanding of JMP applications across disciplines. These groups can be found around the globe on the international, regional, local, in-house and special-interest levels.

Goals

A users group is an excellent way to help you get the most value from your JMP software. JMP users groups are founded by people who wish to realize their analytics goals. Whether you're a seasoned JMP user with experiences to share or a newcomer who would like to exchange ideas with other users, you may have an opportunity to:

- Learn about new JMP products and capabilities.
- See demos of new software features.
- Improve your efficiency and productivity by learning new coding and analysis techniques.
- Find out how your peers are solving problems.
- Talk with JMP developers one-on-one and influence the future direction of our software.
- Enhance your presentation and interpersonal skills in a relaxed environment.
- Sharpen your managerial and leadership skills by serving as a users group officer.

Benefits and Special Offers

Users group members will receive numerous benefits, including:

- JMP resources – plus the opportunity to hear distinguished speakers and receive logo giveaway items.
- Discounts for the annual JMP Discovery Conference.
- SAS bookstore – four free books per users group each year and a 20% discount on other titles.
- SAS Press author as a featured guest speaker.
- A link to your users group website from the JMP website (if applicable).
- Group space in the JMP User Community at community.jmp.com.

For additional information, please contact the JMP coordinator and request a copy of the *SAS Support for Local JMP Users Groups* document.

2 Registering a Users Group

Your JMP coordinator will provide a document outlining the JMP users group guidelines set forth by SAS. The users group will be registered after the group leader signs and returns the documentation to SAS. New documents are submitted annually and when the group leader changes.



As a valued JMP users group member, you are encouraged to use the Registered JMP Users Group logo on your marketing materials. Please review the *Guidelines for the Registered JMP Users Group Logo* document for information on when and how to use SAS or JMP logos. Your JMP coordinator will provide you with this document, along with the logo in various sizes and formats.

3 Online Groups

The online JMP User Community at community.jmp.com provides an online space for all JMP users to learn, share and collaborate. Within the User Community, users groups have specific spaces where members can communicate and share group-specific information. The online group is a helpful communication tool for group leaders to distribute email to the group, share information and discuss topics with the group. Your JMP coordinator will create an online group for you. Below are some ways to start customizing your online group page.

Connect to the Online JMP User Community

1. Log on to community.jmp.com with your SAS profile. If you are a new user and do not have a SAS profile, you will be prompted to create one.
2. Under the Other Communities menu at the top of the page, select **Regional JMP Users Groups** to see a list of current groups.
3. If your users group does not have an online space in the JMP User Community, contact your JMP coordinator to have one created for you.
4. Once your online group has been created, you can:
 - Click **Start A Discussion** to create a welcome message for user group members. You can also use the Start A Discussion button to make announcements, provide information, and pose questions to the users group.

- **Add information about your next meeting.** Click **Start A Discussion** to announce your next meeting and include meeting details in the post. You can attach documents with meeting materials to the post, if needed.
- **Invite all members of your group to join.** In the **Group Options** red triangle menu, select **Invite members**. Complete the form and click **Send Invitation**.

Here are some available options if you need more information:

- Group leaders can join the Users Group Leaders group in the User Community to ask questions and share best practices. You must be logged in to ask to join this group.
- Have more questions about the online JMP User Community? Contact your JMP coordinator for additional help.
- For more information about Regional Users Groups, refer to the Regional JMP Users Groups Knowledge Base, available in the list of users groups at community.jmp.com/usergroups.
- Need to take a deeper dive and learn the ins and outs of what you can do with your users group space? Visit <https://community.jmp.com/t5/JMP-Users-Group-Leaders/gp-p/jug-leaders> (you must join the Users Group Leaders group for access).

4 Job Descriptions

JMP users groups are tailored to software users in particular regions or with specialized interests. With initial guidance from a JMP coordinator, group members contribute to, organize and lead the meetings. Primary duties can be handled by one person or by a group. Roles include:

- Group leader(s), such as president and vice president.
- Primary contact to work with the JMP coordinator.
- Primary member contact.
- Leader for the pre-meeting conference call.
- Volunteer and speaker recruiter.
- Administrative leader to reserve meeting spaces and coordinate catering, if needed.
- Communication leader to work with the JMP coordinator to maintain the group's email lists and web information.
- Meeting facilitator.

- Treasurer.
- Secretary.
- Manager to file necessary nonprofit paperwork (SAS recommends that users groups apply for nonprofit status).

Add the group leaders and member contact person to your online group space, as described in the Online Groups section.

5 Planning an Effective Meeting

Meet With Your Core Organizational Group

Determine who will be responsible for the primary duties listed under **Job Descriptions**. Discuss goals for the upcoming meeting and a timeline for completing all tasks.

Find a Meeting Location

Think of your group members' connections in your region or interest area. What facilities can you access? Some ideas include:

- Community colleges or universities.
- Local libraries.
- A member's company or organization.
- Restaurants with private rooms.
- Community centers.

Contact the facility manager far ahead of the scheduled meeting date - three months in advance.

Ask Key Questions About the Meeting Space

- How large is the meeting space?
- How much is the deposit?
- How far in advance is a final head count needed?
- Will staff be available to help on the day of the event?
- Can we cater or bring in food and beverages?
- Do we need to meet a minimum cost?
- Do we need to rent audio-visual equipment for the presentations?

- What type of room setup is needed (classroom style, theater style, table rounds, etc.)?

Remember Overhead Costs

Holding a meeting can be inexpensive and covered entirely by member dues, depending on what you choose to charge. Costs incurred may include:

- Meeting space rental.
- Food and beverages.
- Website maintenance (if you choose to establish your own site).
- Costs associated with filing for nonprofit status.

Create an Agenda

Each meeting should address analytical best practices for JMP users. Brainstorm what your group would like to learn and which speakers are available to cover those topics. Select general topics for the first meeting, until you can find out what members would like to cover. Work with your JMP coordinator to discuss which JMP technical expert might be available to add to the discussion. SAS will pay for a JMP technical expert to speak to your group once a year. Please request speakers at least three months prior to your meeting.

Agendas should include time for:

1. Registration.
2. Speaker presentations.
3. Group business.
4. Breaks and/or meals (if desired).

Be sure to forward an agenda to your JMP coordinator as soon as it is finalized for posting on the JMP website. Typically, information is posted two or three business days after it is submitted.

In addition to the JMP website, post meeting details to your group space at community.jmp.com and your group website (if applicable).

Complete a Pre-Meeting Call

One or two weeks prior to the meeting, schedule a conference call with organization leaders, speakers and meeting location contact to discuss the final agenda and answer last-minute questions.

Other Recommendations

Here are some questions to ask in the first organizational meeting:

- Does anybody have a meeting location that the group can use? (This question is very important, as finding a free meeting location can greatly reduce the cost burden for the group.)
- What time of day do you prefer to meet?
- What day of the week would work best for the group?
- Should meetings be half-day, full-day, during lunch, in the evening, etc.?
- Should the meetings rotate sites or be at the same location each time?
- Does the group want to meet monthly, quarterly, etc.?
- What presentation topics interest the members?
- Should presentations address JMP beginners, intermediate or advanced users, or a combination?
- Which group members would like to be considered as potential speakers?
- What members are willing to volunteer, and in what capacity? (Please refer to the **Job Description** section for a list of responsibilities.)

Modify the list of questions as your group becomes more established. It will be important to maintain awareness about members' suggestions and goals for future meetings.

Consider hosting meetings that are strictly social events. For example, an evening or lunch meetup at a local restaurant is an easy, low-effort outing to organize. It also provides additional networking opportunities for members, which is a prime benefit for involvement in a users group. Members can more easily stay connected between the times your group meets formally.

6 Promoting the Meeting

While the JMP online community should be your primary hub of communication to members, there are a number of other ways to spread the word about an upcoming meeting. Please note the deadlines for JMP support.

Email Announcements

For the first two meetings of new users groups, the JMP marketing team will create an email announcement promoting the meetings. You must provide all logistical details (e.g., location, time, date, cost, speakers, etc.) 10 weeks prior to a meeting date. Other requirements may apply; contact your JMP coordinator for details. Please refer to the ***SAS Support for Registered Local JMP Users Groups*** document.

Website

All upcoming public meetings are posted on the JMP website jmp.com/about/events/usergroups. Please send all meeting details to your JMP coordinator as soon they are finalized. It typically takes the JMP web designers two to three business days to post your information after it has been submitted to your JMP coordinator.

Once your group is well-established, you may be interested in developing your own website. Work with your JMP coordinator to decide whether this option is right for you.

Event Registration

You will need to find a way to register users for the meeting so that you know who will attend and how to get in touch with them. It can be as simple as requesting that attendees send an email RSVP that includes their contact information. You may also consider using such online tools as Eventbrite, Google Docs and SureToMeet to keep track of attendees.

Social Networking

Social networking sites are another way to recruit participants and attendees. Consider posting users group information on the JMP Professional Network on LinkedIn, the JMP Software page on Facebook and on your Twitter feed.

7 Facilitation Guidelines

The facilitator for the event should be familiar with the meeting agenda and have a plan for addressing business items. He or she should:

- Review the meeting agenda.
- Introduce speakers.
- Announce meals/breaks.
- Review business items, to be covered in priority order.
- Discuss the questions listed under **Other Recommendations**, as well as other member suggestions/evaluations.
- Keep the meeting on track and balanced. It is important to stay on time.
- Encourage group development by observing overall group dynamics, managing group involvement, reflecting on points made by members, asking relevant questions and listening.

8 Motivating Volunteers

There are a variety of online resources available with suggestions on how to recruit the right volunteer for the right role within your organization. A few sites that may be helpful include:

- Serviceleader.org.
- Volunteerpower.com.
- Asaecenter.org.
- Volunteermatch.org.

9 Suggested Timeline for Organizing Meeting

To help you plan your JMP users group meeting, use this handy checklist of tasks within a recommended timeline. You should expect to begin getting ready about three months before the meeting date.

Three Months Before Meeting

- Determine meeting date.
- Work with JMP coordinator to secure a presenter from JMP, if applicable. Determine desired presentation before making request.
- Select and reserve a meeting location.
- Contact facility manager for meeting location to reserve space and determine deadlines for ordering catering and setting up audio-visual equipment, tables, chairs, etc.
- Determine if a cost is necessary to cover expenses for meeting.
- Secure volunteers to present on the day of the event.
- Post date, time, location and agenda information about upcoming meeting on group page in online community. Include information about how members should RSVP. Even if you do not have complete information, post what you have confirmed so far and ask people to save the date.

Ten Weeks Before Meeting

- Deliver content to JMP coordinator for email announcements, if applicable. This should include meeting location, date, start and end times, agenda, and registration and cost information.
- Post meeting information, location, date, agenda, registration and cost information in group page on the online JMP User Community. If you have specific information about parking or driving directions, be sure to include that as well. Remember, you can upload files to your page for things such as the agenda. In addition to being helpful prior to your meeting, you will be building an important group archive that can be referenced in the future.

Two Weeks Before Meeting

- Schedule a pre-meeting conference call to review details with other users group volunteers. Finalize agenda and determine what will be covered in the organizational discussion during the users group meeting.

Three-Day Notice to JMP Coordinator for Web Postings

- Deliver content to JMP coordinator for jmp.com site. This should include meeting date, registration information, start and end times, and location. Topics are helpful but not necessary.

After Meeting

- Upload any relevant presentation files from the meeting to the online JMP User Community and notify all group members. If applicable, start a new discussion or create a poll question to solicit volunteers, determine date or identify topics for your next meeting.

10 Sample Communications

Two types of communications you will send out as you organize your users group meeting are an announcement to recruit presentations and a notice about your upcoming meeting. Here is an example of each of these communications, based on real emails sent by users group leaders:

Email Announcement Recruiting Presentation Abstracts

Hello, everyone!

We have secured a conference room at the city library on Friday, July 20, from 2 to 5 p.m.

Now we need presenters! Some options for topics are case studies, software tips and tricks, scripting and statistical topics. Please send in your abstracts. The deadline for submission is June 15 at 5 p.m.

Presentations will typically last one hour. However, if you have something cool to share that takes only 15 minutes, please submit an abstract for that as well. These meetings should give all of us an opportunity to learn from one another and to present in front of a friendly group. I will fill the three-hour block with as many presentations as possible.

Finally, if you would like to present at the July meeting, please send me a brief bio. Please get this to me by June 15 at 5 p.m.

Best regards,

Jane Smith

Email Announcement for Upcoming Meeting

Dear colleagues,

Our winter meeting will take place Wednesday, Jan. 11, at Company XYZ. We are having a special meeting devoted to JMP scripting, with one of our speakers giving a short course in scripting.

This is a rare opportunity for novices to gain insight into the power of JMP scripting. It is not just for programmers. Some of the most useful things you can do in JMP are app building, database connectivity and formatting – and elements of these will be demonstrated. These are time-saving skills, useful in both scientific and business applications.

You will need to register ASAP so we may give a list to security at Company XYZ, but as usual, you can pay at the door. Please go to our website at ABCjug.com to view the agenda and register.

Kind regards,

John Doe

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Sample Agenda

This is a sample agenda for a typical JMP users group meeting. You may adapt it for morning, lunch or evening users group meetings. The meeting in the sample agenda runs three hours and features three presenters. Please customize the agenda for the number of presenters and the time you have.

11:45 a.m. – 12:00 p.m.	Registration/Check-In
12:00 – 12:30 p.m.	Networking and Refreshments
12:30 – 12:45 p.m.	Welcome and Introductions A JMP Users Group Leader
12:45 – 1:15 p.m.	Presentation No. 1 Speaker No. 1
1:15 – 1:45 p.m.	Presentation No. 2 Speaker No. 2
1:45 – 2:15 p.m.	Presentation No. 3 Speaker No. 3
2:15 – 2:30 p.m.	Conclusions/Q&A A JMP Users Group Leader
2:30 – 3:00 p.m.	Users Group Business and Group Planning for Next Meeting JMP Users Group Members and Leadership Team
3:00 p.m.	Adjourn



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