JMP® Users Groups

A leader's guide for getting started

JMP® Users Groups

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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. However, some information applies only to groups open to the public. That information is marked with PUBLIC .

I. Organizational Purpose & 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 analytic 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:

1. Learn about new JMP products and capabilities.

2. See demos of new software features.

3. Improve your efficiency and productivity by learning new coding and analysis techniques.

4. Find out how your peers are solving problems.

5. Talk with JMP developers one-on-one and influence the future direction of our software.

6. Enhance your presentation and interpersonal skills in a relaxed environment.

7. Sharpen your managerial and leadership skills by serving as a users group officer.

Benefits & Special Offers

Users group members will receive numerous benefits, including:

- JMP resources – including the opportunity to hear distinguished speakers and receive logo giveaway items.

- Discounts for the annual JMP Discovery Conference (TBD each year).

- SAS Bookstore – four free books a year and a 20 percent 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).

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

II. Registering a Users Group

PUBLIC Your JMP liaison 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 liaison will provide you with this document, along with the logo in various sizes and formats.

III. Job Descriptions

JMP users groups are tailored to software users in particular regions or with specialized interests. With initial guidance from a JMP liaison, 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.

• Primary contact to work with the JMP liaison.

• 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 liaison 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).

IV. 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. PUBLIC

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

1. Community colleges or universities.

2. Local libraries.

3. A member's company or organization.

4. Restaurants with private rooms.

5. Community centers.

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

Ask key questions about the meeting space, including:

1. How large is the meeting space?

2. How much is the deposit? PUBLIC

3. How far in advance is a final headcount needed?

4. Will staff be available to help on the day of the event?

5. Can we cater or bring in food and beverages?

6. Do we need to meet a minimum cost? PUBLIC

7. Do we need to rent audio-visual equipment for the presentations? PUBLIC

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

Remember overhead costs. `PUBLIC`

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

1. Meeting space rental.

2. Food and beverages.

3. Website maintenance (if you choose to establish your own site).

4. Nonprofit dues.

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 liaison 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).

`PUBLIC` Be sure to forward an agenda to your JMP liaison 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.

Complete a pre-meeting call.

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

Other recommendations.

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

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1. Does anybody have a meeting location that the group can use?
2. What time of day do you prefer to meet?
3. What day of the week would work best for the group?
4. Should meetings be half-day, full-day, during lunch, in the evening, etc.?
5. Should the meetings rotate sites, or be at the same location each time?
6. Does the group want to meet monthly, quarterly, etc.?
7. What presentation topics interest the members?
8. Should presentations address JMP beginners, intermediate or advanced users, or a combination?
9. Who from the group would like to be considered as potential speakers?
10. 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.

V. 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:

1. Review the meeting agenda.

2. Introduce speakers.

3. Announce meals/breaks.

4. Review business items, to be covered in priority order.

5. Discuss the questions listed under Other Recommendations, as well as other member suggestions/evaluations.

6. Keep the meeting on track and balanced. It is important to stay on time.

7. Encourage group development by observing overall group dynamics, managing group involvement, reflecting on points made by members, asking relevant questions and listening.

VI. Promoting the Meeting

There are a number of 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 (i.e., location, time, date, cost, speakers, etc.) 10 weeks prior to a meeting date. Other requirements may apply; contact your JMP liaison for details. Please refer to the SAS Support for Registered Local JMP® Users Groups document.

Website PUBLIC

All upcoming public meetings are posted on the JMP website jmp.com/
about/events/usergroups. Please send all meeting details to your JMP liai-
son 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 liaison.

Once your group is well-established, you may be interested in developing
your own website. Work with your JMP liaison 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. Stay in touch with fellow users group
members by creating a Google Group, Yahoo Group or LinkedIn Group.

VII. 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

VIII. Suggested Timeline

If a speaker from JMP is presenting:

Three Months *Before* Meeting

☐ Determine meeting date.

☐ Work with JMP liaison 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.

10 Weeks *Before* Meeting

☐ Deliver content to JMP liaison for email announcements, if applicable. This should include meeting location, date, start and end times, agenda, and registration and cost information.

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 Days' Notice to JMP Liaison for Web Postings PUBLIC

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

IX. Sample Communications

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 get opportunities 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. also.

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 extremely timesaving skills and 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

IX. Sample Communications

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.

TIME	TITLE	SPEAKER
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 #1	Speaker #1
1:15 – 1:45 p.m.	Presentation #2	Speaker #2
1:45 – 2:15 p.m.	Presentation #3	Speaker #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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