

Present at SuiteWorld20!

This document is your guide for how to submit a session topic for SuiteWorld20 including best practices, guidelines and tips. If you have questions, contact SuiteWorldSpeakers@nthdegree.com.

General Information

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Call for Submissions Opens	Monday, September 9, 2019
Call for Submissions Closes	Friday, December 6, 2019
Notifications Begin	Week of January 13, 2020

Dates are subject to change.

Important Information about Submitting

- Each time you log in to the submission tool you will see all the proposals you have submitted to date.
- While the submission tool is open, you may go back and edit previously submitted sessions (for sessions that are not under review).
- At any point while submitting a proposal, you may stop and save your submission to complete at a later time. If you stop and save before your submission is complete (before all mandatory fields are answered), your submission will be given a status of "Partial." You can go back and edit this session while the Call for Speakers is open. Any sessions still in "Partial" status after the submission period is closed will NOT be considered.
- Take note of your confirmation number after each submission. If you have any questions or concerns, you will need to include that confirmation number.
- Late submissions will NOT be accepted.

Prerequisite for Partners

If you are an Oracle NetSuite partner, we encourage you to submit a proposal showcasing an Oracle NetSuite customer and their success story. As a prerequisite, partners must either be a confirmed exhibitor or sponsor at the event in order for paper submissions to be considered and/or accepted. Please contact suiteworldsponsor@netsuite.com for more information about sponsorship opportunities.

Speaker Discounts

Presentations submitted through the Call for Submissions have a four (4) customer speaker limit (one Customer Speaker and up to three (3) Customer Co-Speakers). If accepted, the Customer Speaker will be issued a non-transferrable complimentary full conference pass. Customer Co-Speakers will receive a discounted pass.

How to Submit Your Presentation

Note: Incomplete or late submissions will not be sent to the committee for consideration. Make sure all your entries are complete, submitted successfully and on time.

To submit your presentation for consideration, the following information will be required during the submission process: Fields marked with an "*" are required.

1. Let us know what your role is in submitting this presentation*
 - As a customer
 - As a partner submitting on behalf of a customer
 - As a sponsor
 - As an employee
 - As an employee on behalf of a customer
2. Session Title (150-character limit, including spaces) *
3. Session Type (employee submitters only) *
4. Session Abstract: One or two paragraph description (800-character limit, including spaces) *
5. Session Summary: For evaluation only, this is an additional description of your proposal to help the reviewers better understand your submission
6. Level *
 - Beginner
 - Intermediate
 - Advanced
7. Audience: Select the audience that best describes your target audience for your presentation (select only 1) *
 - Bronto
 - Developer
 - Finance
 - Marketing/Sales
 - OpenAir
 - Women's Leadership
 - Consultant/ Project Manager
 - Discover
 - IT/Administrator
 - Nonprofit
 - Operations

8. Industry: Please select a maximum of three that best align to your business *

- Advertising
- Financial Services
- Healthcare
- High Tech & Software
- Manufacturing
- Media Publishing
- Nonprofit
- Services
- Retail
- Wholesale Distribution
- Other (specify)

9. Product Area: Please select a maximum of three that best match your business *

- Bronto
- CRM
- Financials / OneWorld
- Manufacturing
- OpenAir
- Order Management
- POS
- Professional Services Automation
- SuiteAnalytics
- SuitePeople
- SuiteCloud Platform
- SuiteCommerce
- Supply Chain
- Oracle Product (specify)

10. Theme: Please select a maximum of three that best describe the subject in your presentation *

- Administration
- Application Development
- Best Practices
- Customer Success
- Emerging Trends
- Entrepreneur
- Globalization
- High Growth
- Innovation
- Operational Excellence
- Product Roadmap
- Small and Medium Business
- SuiteSuccess
- Thought Leadership
- Other (specify)

11. Session Speakers(s): name, job title, company, email, phone, biography *

Tips and Guidelines

The information below will provide you tips and general guidelines for submitting presentations. Following and providing such information does not guarantee that a submission will be accepted by the conference review committee.

General Tips

- There is no limit to the number of presentations you can submit.
- The session is expected to be no longer than 60 minutes in duration with a recommended 10-15 minutes of Q&A included.
- Session titles should be descriptive of the content and use common keywords. Examples of useful titles: NetSuite OpenAir: Product Review and Roadmap or Change Management in the World of Cloud ERP. For more examples see the [2019 session guide](#).
- Write an abstract that is easy to read and describes the value of the presentation. Do explicitly mention what is being discussed and/or what attendees will learn during the session rather than making a blatant marketing or strategy pitch. For example, include mention of product demonstration, case study, customer/partner participation, quantitative facts, etc.
- Use present tense in session descriptions. For example, "In this session, you will learn and hear how..."
- Do not include proprietary or confidential material.
- Submitter must secure all necessary permissions for use of proposed presentation materials before submitting.
- Oracle reserves the right to edit all submitted content. Abbreviated product names and unacceptable acronyms will be spelled out in the editing process and will count toward the character limits.
- Verify all contact and content information before submitting.

- *Definition of Submitter:*
 - The person submitting the session will be designated as the submitter for that session. This role is used strictly to track the session submitted. The submitter is not the speaker of the session unless they add themselves as a session presenter.
 - The submitter will receive confirmation for the entered session but will not receive the speaker invitation and communications after that point (unless they are assigned a speaker role).
 - The submitter must assign at least one speaker to each session submitted.

- *Definition of Speaker:*
 - Can be customer or employee (not both)
 - The person responsible for all session deliverables
 - The person presenting the session at the event. This person should be the lead if there is more than one speaker.
 - The person who will receive all speaker communications.
 - There can be up to 2 additional co-speakers

- *Descriptions for Audience:*
 - Consultant / Project Manager: A person providing temporary, expert consulting and management of a specialized project.
 - Developer: A person involved in software application design, implementation and testing.
 - Finance: A person who manages and / or supports the finance and accounting function of their organization.
 - IT / Administrator: A person who is responsible for maintaining and supporting an organizations software applications and / or hardware infrastructure.
 - Marketing / Sales: A person who is involved in marketing and/or selling a product or service or maintaining the customer relationship.
 - Operations: A person who manages the daily business practices of an organization in order to achieve operational efficiency.

Tips for Titles and Descriptions

- Observe the character counts for session titles and descriptions. Session titles are limited to a maximum of 150 characters, including spaces. Session descriptions are limited to a maximum of 800 characters, including spaces.

- You must use the full product name at all times. You may not create acronyms or abbreviations of product names.

- In general, you may not use acronyms in session titles and must spell out acronyms at first use in descriptions. Some widely accepted industry acronyms are acceptable, for example, CRM. Unacceptable acronyms will be spelled out in the edit process and will count toward your character limits in titles and descriptions.

Presenter Consent Form

Non-Oracle speakers on accepted sessions will be asked to respond to this agreement.

On behalf of myself and my company/organization, which is designated below ("Organization"), and in consideration of my participation in any of SuiteWorld 2020, which is scheduled to take place April 20-23, 2020 in Las Vegas, NC, USA, (the "Event") I grant Oracle (and its designated contractors), and its subsidiaries and affiliates under common control ("Oracle") the following permissions in connection with the Event:

1. Permission to make sound and visual recordings of any and all presentation(s) I give in relation to the Event ("Presentation") on film, tape, disk, and/or other forms of media, whether in analog or digital format (the "Recordings"), including permission to incorporate into the Recordings, in whole or in part, any presentation materials that I use in connection with my Presentation, including without limitation any written speeches, visual aids, or other visual or written materials used, performed, displayed and/or provided by me in connection with the Presentation (the "Presentation Materials.")
2. Permission to use and distribute my name, voice, biographic material, likeness, and portrait (hereinafter collectively referred to as my "Likeness") in connection with my Presentation, for the purpose of publicizing or promoting my Presentation(s) at and participation in the Event, including permission to incorporate my Likeness into the Recordings, in whole or in part. I understand that I have the right to request to review, correct, update, suppress, or otherwise modify My Likeness contained in the Presentation Materials or Recordings, or withdraw my consent to the use or processing of My Likeness by Oracle. However, I understand that Oracle may not be able to recall materials which are already publicly available and may include My Likeness.
3. Permission to use my Organization's name and logo in connection with my Presentation and incorporate them into the Recordings, and permission to use the name and logo in signage and event materials for the sole purpose of identifying my Organization, my affiliation with my Organization, and my presentation at and my Organization's participation in the Event. Oracle's use of the company name and logo inures solely to the benefit of my Organization.
4. Permission to use, copy, translate, reformat, edit, broadcast, publish, perform, promote, distribute, digitize, transmit, make derivative works based upon, and/or display all or parts of my Presentation, my Likeness, my Presentation Materials, the Recordings, and/or a transcript of the Recordings. This includes, without limitation, the right to make and distribute a DVD, CD, flash memory card, memory stick, PC card, audio tape, video tape, and/or other recording of the Event proceedings that contains the Recordings in whole or in part, the right to distribute the Recordings in whole or in part via download from Oracle's affiliated social media and Web sites, and the right to distribute, display, broadcast, rebroadcast, and reproduce the Recordings, in any and all media existing now or later developed, as part of Event proceedings and archives that Oracle makes available on its social media accounts, Web sites or elsewhere. Any such use must be in connection with the Event or future versions of the Event, and must not be misleading or reflect negatively on my Organization or me.

I understand that neither my Organization nor I will receive any compensation for granting these permissions. Oracle is not granted any other permissions or rights with respect to my Likeness, my Presentation, the Recordings, or the Presentation Materials.

I understand that press and analysts will be in attendance and will have access to all program sessions. I represent and warrant that I have the right to the Presentation and Presentation Materials except any Presentation Materials listed herein, that the publication of this Presentation and Presentation Materials will not infringe on the patent, trademark, copyright rights of others, nor is it slanderous, libelous, or an invasion of any person's right of privacy or publicity. I further represent and warrant that I have full power to grant this license to Oracle.