



Session Chair/Presenter Guideline

Thank you for participating in ICIS 2023!

New for ICIS 2023! PLEASE READ

As a result of recent geo-political tensions and wars, approximately 20% of the accepted papers have authors who are unable to secure a Visa and / or transportation to attend the conference in person. Thus, we have made numerous hybrid accommodations for these authors, their papers of which are sprinkled across all tracks and paper sessions of the program.

In order to ensure the highest integrity and intellectual contributions of the research, the Program Chairs have decided to keep the program “as scheduled”. Thus, paper sessions will contain a mix of in-person presentations and the playing of an author-video for those authors unable to attend in-person and have an approved exception to participate virtually.

Please note the following provisions...

- Session Chairs and Presenting Authors should arrive to the paper session’s room 10 minutes early.
- Presenting Authors must check-in with the Session Chair.
- Remote authors should access the Zoom link for the paper session (which is available via the conference mobile app).
- For In-person Presentations;
 - The Tech Support (TSS) person in the room will assist authors to load a digital copy of their presentation onto TSS’s laptop in the paper session room
 - All in-person Authors must use the in-room clicker (a.k.a. slide advancer) and the podium microphone when presenting in-person
- For Virtual Presentations;
 - Author-videos will be played from the in-room TSSs laptop, for papers on the approved virtual presentation exception list.
 - After the author-video has completed playing, the authors will have an opportunity to answer questions about their paper remotely via the room’s Zoom link.

Session Structure

Sessions will be conducted synchronously according to the conference schedule **and will NOT be recorded.**

- The paper session schedule can be accessed via the mobile app:
<https://icis2023.aisconferences.org/program/>
 - The schedule listed in the app will be the **only** up-to-date resource.
- Sessions will be 90 minutes long and include 4 to 6 papers per session.
 - Session Chairs and Authors should remain in their session for the entire duration.
- *Session chairs and presenters should join the session no later than 10 minutes before the scheduled start time.*

- Allotted time Per Paper:
 - Completed Research Papers: **20 minutes total**.
 - 10-12 minutes live presentation, with the remaining time for Q&A
 - Short Papers: **10 minutes total**
 - 5 minutes live presentation, with the remaining time for Q&A
 - Teaching Cases: **20 minutes total**
 - 10-12 minutes live presentation, with remaining time for Q&A

Session Chair Responsibilities

The **Session Chair will** have the following responsibilities during paper sessions.

- Session Chairs should review the Session Chair Guide and review the short Zoom recording that is being made before the conference
- Arrive 10 minutes prior to the session start time
- Manage the allotted session time - 90 minutes.
- Use the podium mic to welcome the attendees and presenters and review the session format and provide instructions
- Assist the In-room Presenters with pre-loading their presentation slides onto TSS' laptop using the Flash-drive sticks in each paper session room
- Session Chairs have the discretion to adjust/manage time allotments based on the number of papers assigned to a session and/or circumstances during the session.
- Session Chairs will direct authors to begin/end the presentation for in-person presentations.
- Session Chairs will direct the TSS staff when to begin playing the author-video for papers approved for a hybrid presentation. TSS will play author-videos from the TSS laptop in each paper session room.
- *Please note: Due to the possibility of Wi-Fi connectivity interruptions, challenging global time zones, etc. there will be no remote live synchronous presentations via Zoom. Rather, the author-video will be played.*
- Session Chairs will manage Q&As.
- Prepare 2-3 questions in advance for each paper.
- See the Hybrid Room Configuration image at the end of this guide booklet

Presenter / Author Responsibilities – In Room Presentation

The presenting **Author will** have the following responsibilities during paper sessions.

- Arrive 10 minutes prior to the session start time
- Currently, the paper session schedule can be found at <https://icis2023.aisconferences.org/about/mobile-app/>
 - This will be the **only** up-to-date resource.
 - This will provide paper/presentation sequence, access to paper
- Check-in with the Session Chair upon arriving in the session.
- Check-in with TSS in the paper session and load your presentation file onto TSS's laptop. TSS will have spare flash drives to assist with this.
- At the direction of the Session Chair, begin your presentation, respond to questions and answers.

- All in-person Authors must use the in-room clicker (a.k.a. slide advancer) and the podium microphone when presenting in-person
- See the Hybrid Room Configuration image at the end of this guide booklet
- If a Session Chair is a no-show, the presenter of the first paper will take on the Session Chair role.

Presenter / Author Responsibilities – Author-Video Presentation

The remote author with a paper on the approved presentation-exception list, will have the following responsibilities during paper sessions.

- Arrive 10 minutes prior to the session start time
- The paper session schedule can be accessed via the mobile app:
<https://icis2023.aisconferences.org/about/mobile-app/>
 - This will be the **only** up-to-date resource.
 - This provides access to the paper, the session meeting Zoom link, etc.
- Check-in with the Session Chair upon arriving at the session.
- Edit your Zoom profile name to include “Presenter Paper X – Your Name”
- The author-video will be played from the TSS laptop in the paper session room.
- At the direction of the Session Chair, respond to questions and answers, after the author-video has been played.
- *Please note: Due to the possibility of Wi-Fi connectivity interruptions, challenging global time zones, etc. there will be no remote live synchronous presentations via Zoom. Rather, the author-video will be played.*

Additional Details

- Papers are available via the conference app within 24 hrs. (business) upon registering for ICIS.
- **Session Chairs will need to use the QR code on the sheet provided at each session.**
- Session Chairs should immediately inform Program Chairs if they are unable to attend their assigned session
- Session Chairs and Presenting Authors can view a zoom recording of these guidelines at the following link - <https://icis2023.aisconferences.org/submissions/presentation-guidelines/>

