



Session Chair/Presenter Information - Hybrid Sessions

- Panel, PDS & Spotlight Sessions

Thank you for participating in AMCIS 2023! This year's conference provides three meeting rooms that are equipped with hybrid technology. Below are details for Session Chairs. Please review the details carefully as there are required steps that are new due to the hybrid component.

Five Key Points

- Arrive to paper session room 15- minutes early.
- Authors will check-in with the Session Chair upon arrival.
- In-room attendees must use aisle microphone to ask questions after paper presentations (otherwise, no one in the Zoom room can hear the questions).
- Authors cannot present their paper from their personal laptop. If presenting live in the conference room, then presenters must use a flash drive to copy & load their PPT file onto TSS's laptop.
 - Session Chairs must use their laptop to join the Zoom session and manage online chat
- Authors must use the in-room clicker (a.k.a. slide advancer), the podium microphone and remain near the podium when presenting their paper. Otherwise, the Zoom room attendees will be unable to hear nor see the presenter during the presentation.

Please note: All accepted virtual papers, and author videos can be viewed in the eLibrary - <https://aisel.aisnet.org/amcis2023/asynchronouspapers/>.

Session Structure

With the exception of three session rooms (Panels, PDSs and two Spotlight Sessions) all other sessions will be conducted synchronously in-person according to the conference schedule and will NOT be recorded.

Currently, paper session schedule can be found at <https://amcis2023.aisconferences.org/program/>

- Once the paper session schedule has been added to the conference mobile app, this file will be removed, and the conference mobile app will be the source of the most up-to-date paper session schedule.
- Sessions will be 90 minutes in length and include 3 to 4 papers per session
 - Sessions will include a mixture of on-site and on-line presenters
 - Live & On-site presentations will be delivered in the paper session room, from a speaker podium that is equipped with a microphone and a slide-advancer (clicker). See Room Diagram below.
 - Session Chairs/Authors should remain in their session for the entire session duration.
- *Session chairs, room hosts and presenters should join the session no later than **15 minutes before** the scheduled start time.*

- All presenters must first **check-in with the Session Chair** as soon as they join - prior to the start of their session. The check-In process will include the following steps:
 - If presenting virtually, presenters should locate and introduce themselves to the Session Chair who will have “Session Chair” in front of their screen name in Zoom.
 - Presenters should re-confirm their delivery format (on-line or on-site live presentation). No pre-recorded videos.
 - If the presentation delivery format is **live & on-site**, then the presenter will need to share their Powerpoint PPT file on a flash-drive with the Session Chair.
 - The Session Chair will then work with the room’s Technical Support Staff (TSS) to load the Powerpoint PPT files onto TSS’s laptop
- If an author is presenting in the session **on-line**, we recommend using a desktop/laptop to access the virtual Zoom room, instead of a mobile device.
- Allotted time Per Paper:
 - Completed Research Papers: 30 minutes total
 - 12-15 minutes live presentation/video, with remaining time for Q&A
 - ERFs: 15 minutes total
 - 7 minutes live presentation/video, with remaining time for Q&A
 - Panels: 90 minutes total
 - PDS: 90 minutes total

Session Chair Responsibilities

The **Session Chair** will have the following responsibilities during paper sessions. Session Chairs should attend one of the Orientation Sessions before the conference - Zoom links given at the end of this document.

- Arrive 15 minutes (in-person/virtually) prior to session start time
- Introduce themselves to the TSS (seated at the back of the room at a table)
- Manage the allotted session time - 90 minutes.
- Bring own laptop, and join the Zoom meeting
 - Make sure to use the Zoom session link that can be found on the mobile app to join the session. Remember to mute your Zoom session – this is very important
 - TSS will make the Session Chair a co-host in the Zoom Session
 - Add “Session Chair” in front of your screen name in Zoom
- Check-in the presenting authors (as previously described)
 - Work with TSS to load presenter’s PPT files of the **on-site** authors from a Flash Drive onto TSS’s Laptop (as previously described). Flash drive will be provided by TSS
 - Review the paper session delivery modes schedule with TSS after presenters are checked-in
- Use the podium mic to welcome the attendees and presenters and review the session format and provide instructions
 - The stationary room camera will be directed at the podium. Please note that virtual attendees will be able to see those at the podium only

- Use the wireless handheld microphone provided at the “Session Chair” table to communicate with **in-person** and **virtual** attendees. This is the only way the virtual attendees will be able to hear you. (Make sure that your laptop’s microphone is completely muted.)
- Session Chairs have discretion to adjust / manage time allotments based on the number of papers assigned to a session and / or circumstances taking place during the session.
- Session Chairs will direct authors to begin / end presentations (as needed).
- Session Chairs will manage Zoom chat and Q&As.
- Prepare 2-3 questions in advance for each paper.
- Remind **in-person** attendees that they need to go to the aisle mic on stand to ask questions.
 - This is the only way the virtual audience can hear the questions.
- Remind the virtual audience that their audio capability has been muted. Attendees should submit questions for each paper in the Zoom chat box.
 - Inform audience that when submitting questions via chat, include the paper sequence (i.e., P1, P2, P3) in case the question isn’t answered due to time limitations so that it can be addressed later by the author. Participants can continue the discussion with the authors via the conference app, eLibrary, or email.
- Session Chairs will inform Program Chairs if a paper presenter is a no-show

Tech Support Staff (TSS) Responsibilities

Tech Support Staff (TSS) will be present in each room in the conference venue and will launch the virtual sessions and will be available for technical issues and the following:

- TSS will launch and end the Zoom virtual sessions
- TSS will be available to answer technical questions and help virtual presenters to share their screen and access the webcam, as needed.
- TSS will provide the in-person Session Chairs with a red “Session Chair” name badge which must be worn during the session to help in-person presenters easily identify the Session Chair
- TSS will assign the session chairs and presenters as co-hosts.
- TSS will post session welcome opening information slide.

Presenter / Author Responsibilities / Guidelines

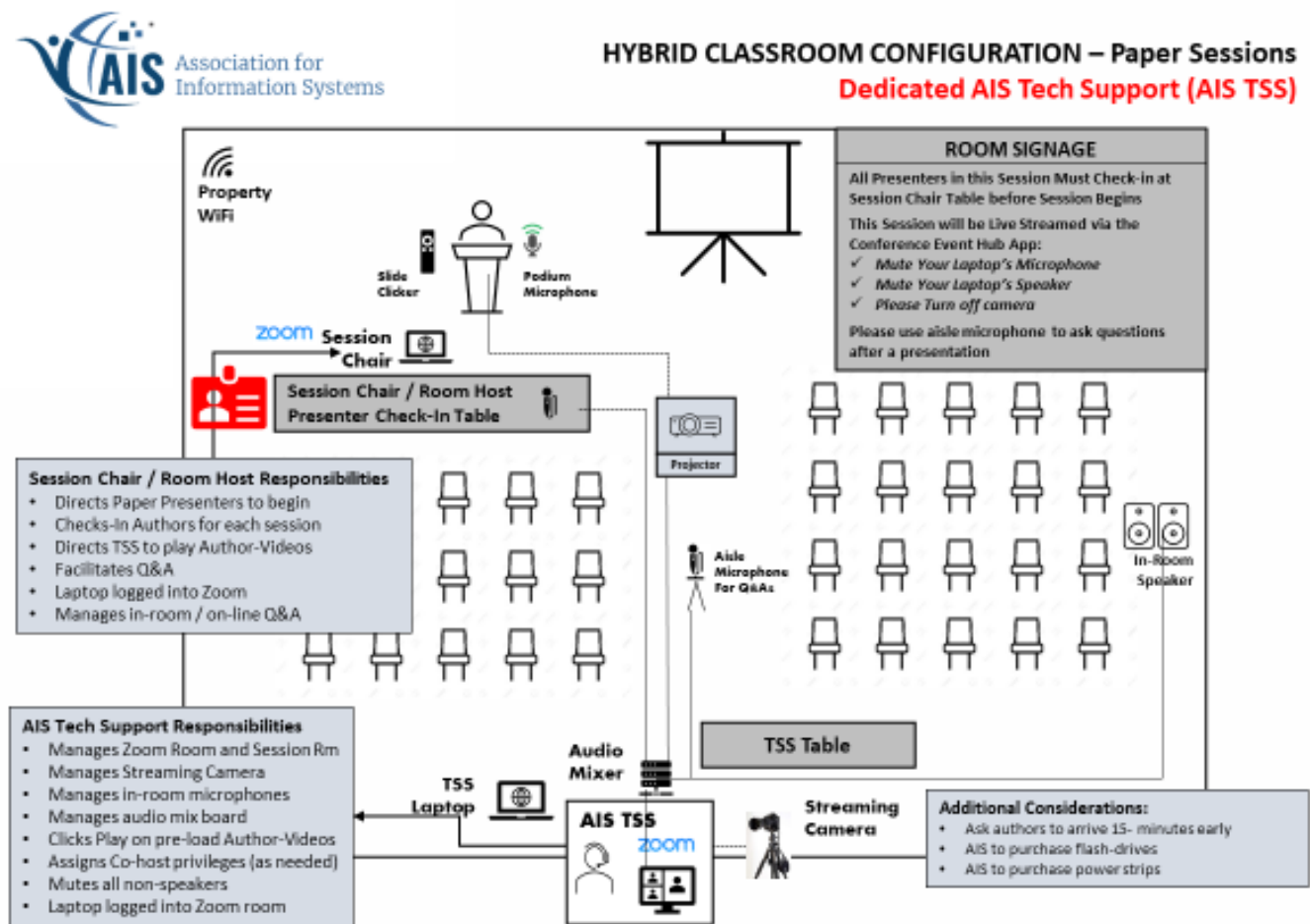
- Currently, paper session schedule can be found at <https://amcis2023.aisconferences.org/program/>
- Once the paper session schedule has been added to the conference mobile app, this file will be removed, and the conference mobile app will be the source of the most up-to-date paper session schedule.
 - This will provide paper sequence, access to paper and video on eLibrary
 - Please select your time zone option when accessing the mobile. Subsequently, all times noted on the mobile app will be based on your selected time zone.
 - Confirm your session time/date in your time zone.
- Arrive 15 minutes early, prior to the start of the session.

- Check-in with the Session Chair upon arriving in the session.
 - If presenting **on-site**, bring your PowerPoint (PPT) file on a flash drive so that it can be loaded on the TSS laptop
- If presenting **virtually**, make sure you use the session link that can be found on the mobile app to join the session

Additional Details


- AMCIS 2023 proceedings and author videos are available via the conference mobile app and in the AIS eLibrary - <https://aisel.aisnet.org/amcis2023/>
- Session Chairs will inform Program Chairs if a paper presenter is a no-show.
- For issues logging in during the conference dates, please contact Robina Wahid via WhatsApp at +1 404-451-5527.
- The Tech Support Staff will post opening slides prior to the start of paper sessions. An example of the opening slides is pasted below.

Hybrid Room Configuration



Matt, can you do a revised version:

Hybrid AMCIS 2023 – Overview of Session Procedures / Opening Slides



Welcome! The Session Will Begin Soon...


This session will be livestreamed via the Conference Mobile App

The Session Chair will ...

- ✓ Facilitate Q&As
- ✓ Keep the session on schedule
- ✓ Facilitate Transition from one paper to another
- ✓ Add "Session Chair" in front of their Zoom screen name

Online questions can be submitted via Zoom Chat

Onsite questions can be asked using the center aisle microphone after a presentation





Welcome! The Session Will Begin Soon...

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Presenting Authors are asked.....

Onsite in Conference Room

- ✓ Please **Check-in** with Session Chair before Session begins
- ✓ Confirm your presentation and delivery mode
 - Pre-Load your PPT file
 - When directed by Session Chair, use Podium to present paper
 - A wireless slide clicker and microphone are provided on podium

Online in Zoom Room

- ✓ Add "Author" in front of your Zoom screen name & the paper's order # (P1, P2, P3, P4)
- ✓ Check-in with Session Chair and confirm your delivery mode
 - Live Presentation, or
 - Author-video
- ✓ Session Chair will direct Tech Support Staff (TSS) to play Author-Videos (if applicable)





Welcome! The Session Will Begin Soon...

This session will be livestreamed via the Conference Mobile App

Participants are asked to.....

Onsite in Conference Room

- ✓ Mute your laptop's microphone
- ✓ Mute your laptop's speaker
- ✓ Turn-off your laptop's camera
- ✓ Please use the center aisle microphone to ask questions after a presentation

Online in Zoom Room

- ✓ Mute your microphone
- ✓ Questions can be submitted via Zoom Chat or verbally after a presentation (as directed by Session Chair)
- ✓ If technical support is needed send chat message to "Technical Support Staff" in Zoom Participant List



Thank You Authors for Presenting Your work!

Thank You for attending AMCIS 2023!

*Have more feedback for the authors?
Did not get your question answered?*

Then please consider...

- Post your question / comment in AIS eLibrary
- Send an eMail to the author(s)
- View author-video or PPT posted in AIS eLibrary
- Download the article from AIS eLibrary



Session Chair & Presenter Orientation Session

Time Zone Converter:

<https://www.timeanddate.com/worldclock/converter.html?iso=20230728T180000&p1=192&p2=168&p3=213&p4=179&p5=137>

Please mark your calendar and join of the orientation sessions:

- Tuesday, August 1
 - 1:30 PM Eastern Time (US and Canada)
- Wednesday, August 2
 - 7:00 PM Eastern Time (US and Canada)
- Thursday, August 3
 - 7:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/3809546357?pwd=TlNHU04K2NvY2x2V0Z6K1lEQT09>

Meeting ID: 380 954 6357

Passcode: 742236

One tap mobile

+13052241968,,3809546357#,,,,*742236# US

+13092053325,,3809546357#,,,,*742236# US

Find your local number: <https://us02web.zoom.us/j/kcoHgYjvz>