



# ICIS 2019 Track Chair Guide – Tips and Tricks

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## Managing Reviews of a Submission

### Logging In

1. Go to the ICIS 2019 submission site: <https://new.precisionconference.com/user/login>
2. Enter your “**Username**” and “**Password**” and select “**Sign in**”
  - a. If this is your first-time logging in, refer to the login email that you received from PCS or enter the email address that you provided to the ICIS 2019 Program Chairs.
  - b. If you do not know your password or have forgotten it, click on the “**Reset my password**” link.

PCS  
Precision Conference Solutions

You have signed out.

Sign in below to **submit** a contribution, to **sign up** as a reviewer, or to **review** assigned submissions.

Username or Email

Password

Remember me

[Create an account](#)

[Reset my password](#)



## Menu options

1. Once logged in, select “**chairing**” then “**ICIS 2019 Submissions – [Track Name for your track]**”

PCS

Submissions   Reviews   **Chairing**   Account

Chairing

Help

Role	Subs	Phase	Category
Subcommittee chair	10	Demo	<b>ICIS 2019 Submissions - 19-general</b>

2. Here you see all actions available to you, as a Track Chair, within the conference submission system.

PCS

Submissions   Reviews   Chairing   Account   sign out

ICIS 2019 Munich Germany Dec. 15-18

Subcommittee Chairing

**Submissions**

[Committee](#)

[Reviewers](#)

[Final submissions](#)

[Send email](#)

[Committee bidding \(as a spreadsheet\)](#)

[Declare conflicts](#)

[Reviews \(as a spreadsheet\)](#)

## Reviewing Initial Submissions

1. From your main menu, choose the “**submissions**” link to see all of the submissions made to your track. Note: there are various other links available on this page, however it is recommended that you only use the “submissions” link.



ICIS 2019 Submissions - 19-general

Submissions

Previous  Next

Show  entries    Search:     Download    Columns    Help

ID	Title	Contact Name	Contact Email	Status	Shared Note	Subcommittee	Decision	Average Match Score	Minimum Match Score	Average Match Score Rank (average 1.0)
1000	<b>BWF-Test 1</b>	Boh, Wai Fong	<a href="mailto:awfboh@ntu.edu.sg">awfboh@ntu.edu.sg</a>		Test shared note	19-general	R	-1	-1	1
1017	<a href="#">Test1017</a>	Dao, Viet	<a href="mailto:vtdao@shj.edu">vtdao@shj.edu</a>			19-general				
1028	<a href="#">Test-Submission-1028</a>	Author, Test	<a href="mailto:test_author_icisa@precisionconference.com">test_author_icisa@precisionconference.com</a>			19-general		-1	-1	1

Scroll →

The **submissions** view will show you a spreadsheet view of all paper submissions in your track. You can use any of the headings to sort your papers. Note: if you **scroll to the right**, the submissions page shows submission type (Full or Short) as a radio button (image below). This **submission type has been selected by the manuscript authors and should not be changed by the track chairs**.

Committee Score	Reviewer Score	Overall Score	Overall StdDev	Track	Paper Type	P name	P score	P Early Reject?	P Overall Rating	S <sub>1</sub> name	S <sub>1</sub> score	S <sub>1</sub> Overall Rating
	5.00	5.00	0.00	19-general	<input checked="" type="radio"/> full <input type="radio"/> short <input type="radio"/> teaching	<a href="#">AE</a>						
				19-general	<input checked="" type="radio"/> full <input type="radio"/> short <input type="radio"/> teaching							
				19-general	<input checked="" type="radio"/> full <input type="radio"/> short <input type="radio"/> teaching	<a href="#">AE</a>						
				19-general	<input checked="" type="radio"/> full <input type="radio"/> short <input type="radio"/> teaching	<a href="#">Test</a>						
4.00		4.00	0.00	19-general	<input type="radio"/> full <input checked="" type="radio"/> short <input type="radio"/> teaching	<a href="#">Test</a>	4	no				



2. You can click on the **submission title** to see the full information for each submission.

IMPORTANT! Before assigning papers to associate editors:

- a. Make sure that the papers are not authored or co-authored by you or your co-chairs. If you find your paper or a co-chair paper in your list of track submissions, please let the Program Chairs know. They will reassign it.
- b. **Early rejects:** The ICIS program chairs encourage you to prescreen papers and identify any that should simply be given an early reject. *Note: If you (or any of your AEs) determine that any submission to your track should be given an early reject due to insufficient quality, i.e., lacking a chance of “surviving” the reviewing process, please still assign it to an AE (a track chair could be assigned as AE), and **highlight to the AE that the paper might be a candidate for early rejection.** The AE should provide an in-depth and constructive review report of 1-2 pages that can be sent to the author(s) so they receive an explanation for the early reject. AEs need to make this recommendation immediately putting the paper into your decision queue. The deadline for track chairs to confirm early rejects is **May 19, 2019.***

### Assigning Associate Editors

1. To assign AEs, click on the **“submissions”** link.
2. Select the paper for which you would like to assign an AE.
3. On the reviewing page you will see a **“Assign Reviewer”** input field. Please use this to search for specific AEs.



**[EXTENDED] Submission 1052 - "ICIS 2019 Test Submission 1052"**

- [Edit submission](#)
- [Delete submission](#)
- [No longer allow late submission](#)
- [Edit comments to authors](#)
- [See log](#)

**Reviews**

None

**Assign reviewer**  **Continue**

- [Show potential reviewers](#)
- [Mail to subcommittee chairs of this submission](#)

4. If there is an AE match, you will be able to select the AE's name, and assign him or her by clicking on **"Continue"**. If there is not a match, you will have to work with the review coordinator team ([icis2019queries@gmail.com](mailto:icis2019queries@gmail.com)) to get the AE added. This should happen on very rare occasion; you should strive to use the AEs you identified *a priori*.

- a. Note: If you assign an AE and later want to **"Unassign"** them, you will see that option too. To remove AEs, select the paper from the submissions page. Click on the **"remove"** link under "Action".



AETest1 AE test is already assigned to submission 1052.

**[EXTENDED] Submission 1052 - "ICIS 2019 Test Submission 1052"**

- [Edit submission](#)
- [Delete submission](#)
- [No longer allow late submission](#)
- [Edit comments to authors](#)
- [See log](#)

**Reviews**

Reviewer	Role	Score	Review	Action	Invitation
AETest1 AE test	AE			<b>remove</b> <a href="#">edit</a>	<b>invite</b>

**Assign reviewer**  **Continue**



- After assigning an AE, you need to inform him or her about this decision. To do this, click on **“invite”** under Invitation. An automatically populated email template specifying the deadlines for the AE is generated. **Please cc yourself in the email.** Send the email to the AE. An extract of the email will be as follows:

I would like to invite you to AE a paper for ICIS 2019:

#1110 - Test 1110 BWF

The abstract is appended below. To see the full paper, you can log on at

<https://new.precisionconference.com/ais>

Please click one of the two links below to accept or decline this request:

[https://new.precisionconference.com/ICISa/accept\\_review/NTY.mpClml-qMAGtYbzetu\\_6udoUNzg](https://new.precisionconference.com/ICISa/accept_review/NTY.mpClml-qMAGtYbzetu_6udoUNzg)

[https://new.precisionconference.com/ICISa/decline\\_review/NTY.mpClml-qMAGtYbzetu\\_6udoUNzg](https://new.precisionconference.com/ICISa/decline_review/NTY.mpClml-qMAGtYbzetu_6udoUNzg)

...

Please note that when the AE clicks on the accept/reject link, the email notifications **do not** go to you. Hence, we have also reminded the AE to notify you via email if they decline the invitation, by noting: “If you decline the invitation, please also send a personal email to my email account to let me know.”

You can also keep track of the invitations by going back to the page of the submission. Once you send an email invitation, the assignment will be indicated as [tentative] as per the diagram below. If the AE accepts the invitation, the word (tentative) will disappear.

#### Submission 1110 - "Test 1110 BWF"

[Edit submission](#)  
[Delete submission](#)  
[Allow late submission](#)  
[Edit comments to authors](#)  
[See log](#)

#### Reviews

Reviewer	Role	Score	Review	Action	Invitation
<a href="#">AETest1 AE tes (tentative)</a>	AE			<a href="#">remove</a> <a href="#">edit</a>	sent
<a href="#">WF2 Test (tentative)</a>	reviewer			<a href="#">remove</a> <a href="#">edit</a>	sent

If the AE rejects the invitation, the reviewer AE assignment will disappear, as per the diagram below.



**Submission 1110 - "Test 1110 BWF"**

[Edit submission](#)

[Delete submission](#)

[Allow late submission](#)

[Edit comments to authors](#)

[See log](#)

**Reviews**

None

**Assign reviewer**

6. If you identify the paper to be a potential candidate for early reject, please add this to the email you send to the AE, or follow up with another personal message to the AE to indicate this.
7. Repeat this process until you have invited an AE for each submission. Please try to assign no more than 3 papers per AE.
8. Please make sure that you assign these papers to individual AEs to process no later than **May 10, 2019**.

## Monitoring review progress

Between assigning AEs and making final recommendations, you may wish to monitor the progress of getting reviewers assigned, getting a sufficient number of reviews back, and the submissions of AE reports. This information is available from the “**submissions**” link.

- To verify the assignment of AEs, look at the entries in the column labeled “**P name.**” If an AE is assigned, their last name will appear here. Further, reviewer last names will appear in columns labeled “**E1 Name**” though “**E5 Name**” depending on the number of reviewers assigned. Note: P stands for primary (e.g., AE), S is secondary (if more than one AE is assigned) and E refers to an external evaluator.

Reviewer names will appear in columns to the left (labeled E1-E3)

Keywords	Decision	Notes	Best Paper Nomination	Upload Limit	Raw Score	Raw Standard Deviation	Weighted Score	Average Expertise	Primary Keyword	Reviewer Match	Reviews Done	Reviews Left	Tentative Reviewer	P	P	P	S1	S1	S1	S2	S2	S2	S3	S3	S3
nal work, discourse strategies, rhetoric, tinuous innovation, echnology, disruption, gy, sharing economy, Uber, Airbnb	RC: OK				0.00	0.00	0.00	0.00		-	0	0	0												
mpion emotions, in-confirmation model	RC: OK - minor				0.00	0.00	0.00	0.00		-	0	0	0												
ontinuanance, mobile apps, satisfaction, nuance intention	RC: OK				0.00	0.00	0.00	0.00		-	0	0	0												
arning sustainable gy load rebalancing amand cycles	RC: OK				0.00	0.00	0.00	0.00		-	0	0	0												
ment, Motivational el, Awareness of metization policy;	RC: ask PC, especially after the de				0.00	0.00	0.00	0.00		-	0	0	0												
struction, formative ments, completion rewards	RC: OK				0.00	0.00	0.00	0.00		-	0	0	0												
alysis, LDA, journal analysis	RC: OK				0.00	0.00	0.00	0.00		-	0	0	0												
edge Management, ess Model, Web	RC: OK				0.00	0.00	0.00	0.00		-	0	0	0												

AE name will appear here

- Once reviews (and scores) are entered, the scores will appear in the columns labeled E1-E5 score. Once AEs enter their reports, their scores will appear as well.

Best Paper Nomination	Upload Limit	Raw Score	Raw Standard Deviation	Weighted Score	Average Expertise	Primary Keyword	Reviewer Match	Reviews Done	Reviews Left	Tentative Reviewer	P	P	P	S1	S1	S1	S2	S2	S2	S3	S3	S3	S4	S4	S4	E1	E1	E2	E2	E3	E3	E4	E4	E5
		0.00	0.00	0.00	0.00		-	0	0	0																								
		0.00	0.00	0.00	0.00		-	0	0	0																								
		0.00	0.00	0.00	0.00		-	0	0	0																								
		0.00	0.00	0.00	0.00		-	0	0	0																								
		0.00	0.00	0.00	0.00		-	0	0	0																								
		0.00	0.00	0.00	0.00		-	0	0	0																								
		0.00	0.00	0.00	0.00		-	0	0	0																								

AE Scores will appear here

Reviewer Scores will appear here



3. When you are ready to evaluate a paper to make the track chair recommendation, click on the “**submissions**” link and select the paper.
4. If you would like to see a specific review, you will be able to click the “**edit**” link. If you would like to see all the reviews, please click the “**See all reviews on one page**” link.

### Reviews

Reviewer	Role	Score	Review	Action	Invitation
<a href="#">AETest1 AE test</a>	<a href="#">AE</a>			<a href="#">remove</a> <a href="#">edit</a>	<a href="#">invite</a>
<a href="#">Test reviewer -sy (RC)</a>	reviewer			<a href="#">remove</a> <a href="#">edit</a>	<a href="#">invite</a>
<a href="#">Shi-Ying Lim</a>	reviewer	5	<a href="#">review_1</a>	<a href="#">remove</a> <a href="#">edit</a>	<a href="#">invite</a>

Assign reviewer

Continue

[Show potential reviewers](#)

[Mail to reviewers of this submission](#)

[Mail to subcommittee chairs of this submission](#)

[See all reviews on one page](#)

### Track Chair Recommendations

1. Please submit your **recommendation** (not final decision) to the program chairs using the Menu option for “**submissions**.” On this screen, you will note there is a column labelled “**decision**.”  
You may choose: “Recommend accepting the paper subject to revisions (A)”, “Recommend if there is room (AR)” or “Recommend rejecting the paper (R).” Please ignore the other decision codes as they are to be used by the program chairs.



## Submissions

Previous  Next

Show  entries Search:  Download

ID	Title	Contact Name	Contact Email	Status	Shared Note	Subcommittee	Decision	Average Match Score	Minimum Match Score
1002	<a href="#">Test 1002 WF</a>	Boh, Wai Fong	<a href="mailto:awfboh@ntu.edu.sg">awfboh@ntu.edu.sg</a>			19-general	<input type="text"/>		
1003	<a href="#">Short Paper 1003 WF</a>	Boh, Wai Fong	<a href="mailto:awfboh@ntu.edu.sg">awfboh@ntu.edu.sg</a>			19-general	<input type="text"/>		
1004	<a href="#">Full Paper 1004</a>	Boh, Wai Fong	<a href="mailto:awfboh@ntu.edu.sg">awfboh@ntu.edu.sg</a>			19-general	<input type="text"/>		

2. Note, there are also a number of columns for identifying potential “best paper” nominations. Please scroll to the right to see the columns. Categories for best paper include:

1. Best paper
2. Best theory paper
3. Most Innovative short paper
4. Kauffman Best Paper award
5. Kauffman Best Student Paper award

Note: The Kauffman awards are new and details are available at <https://icis2019.aisconferences.org/wp-content/uploads/2019/04/KAUFFMAN-BEST-PAPER-ICIS-v2.pdf> for best paper award and at <https://icis2019.aisconferences.org/wp-content/uploads/2019/04/KAUFFMAN-BEST-STUDENT-PAPER-ICIS-2019-v2.pdf> for best student paper award.

You may nominate **one** paper from your track for categories 1-3. For the Kauffman awards (4 and 5), please feel free to nominate up to two papers that you feel are deserving to be considered for the award.

In the “best paper” free text field for the paper you wish to nominate, please indicate the reasons why you think this paper should be considered for the award. Please note: AEs have been advised to note their best paper recommendations in the private comments to you in their AE reports.





4. Please do not use the “Edit Comments to Authors” field from the paper submission page to include track chair comments, as this field has already been used to include formatting instructions for authors, and will only be sent to authors whose papers are accepted.
  
5. All recommendations must be entered by **July 9, 2019**.



## Endorsing AE recommendations of Early Rejects

1. This year, we are introducing the category of early rejects, where AEs can recommend early rejects and the paper will not be sent out for reviews.
2. AEs will be given a deadline of **17 May** to indicate whether they intend to recommend early reject for the paper. You can monitor their recommendations via PCS. If the AEs recommended early reject, you will be able to see the label reject under the column "P Early Reject?" under the "submissions" link.

Reviewer Score	Overall Score	Overall StdDev	Track	Paper Type	Best Paper Nomination	P name	P score	P Early Reject?	P Overall Rating	S <sub>1</sub> name	S <sub>1</sub> score
5.00	5.00	0.00	19-general	<input checked="" type="radio"/> full <input type="radio"/> short <input type="radio"/> teaching <input type="radio"/> panel <input type="radio"/> PDW	<input type="text"/>	<a href="#">AE</a> <a href="#">tes</a>					
			19-general	<input checked="" type="radio"/> full <input type="radio"/> short <input type="radio"/> teaching <input type="radio"/> panel <input type="radio"/> PDW	<input type="text"/>						
			19-general	<input checked="" type="radio"/> full <input type="radio"/> short <input type="radio"/> teaching <input type="radio"/> panel <input type="radio"/> PDW	<input type="text"/>	<a href="#">AE</a> <a href="#">tes</a>	0	reject			

3. Please click on the submission, and the review 1 link.

[EXTENDED] Submission 1052 - "ICIS 2019 Test Submission 1052"

[Edit submission](#)  
[Delete submission](#)  
[No longer allow late submission](#)  
[Edit comments to authors](#)  
[See log](#)

### Reviews

Reviewer	Role	Score	Review	Action	Invitation
AEtest1 AE test	AE	0	<a href="#">review_1</a> (incomplete)	<a href="#">remove</a> <a href="#">edit</a>	<a href="#">invite</a>



4. You will see either the full and detailed review by the AE, or the comments that AE has left under the comments to committee to explain their rationale for early reject.

**Review of 1052 - "ICIS 2019 Test Submission 1052"**

AE Test 1 AE test (AE - review 1)

**Early Reject?**

early reject

**Overall Rating**

(blank)

**Expertise**

(blank)

**Comments for Authors**

(blank)

**Comments to Committee**

Please record here some quick comments about why you think the paper should not be sent out for review.

5. If you agree with the AE's assessment, please choose Early Reject "ER1" in the decision column in the submissions page, and remind the AE to provide a detailed review of the report. If you do not agree with the AE's assessment, please communicate with the AE and ask the AE to send the paper for review. Please note that Track Chairs are to confirm their agreement with AE's decisions for early rejects by **May 19**.
6. AEs have up till 2 June to provide their detailed AE reports for the early rejects.
7. Please review AE reports by repeating steps 3 and 4.
8. Please endorse the AE reports by choosing Early Reject "ER2" in the decision column in the submissions page. This will communicate to Track Chairs that the early rejects are ready to be communicated to authors. Please note that Track Chairs are to endorse AE detailed reports for early rejects by **June 6**.