# Session Chair / Room Host Information

Thank you for participating in ICIS 2021 - the first AIS hybrid conference! Below are details for Session Chairs that are joining **in-person** and **virtually (will have an in-person Room Host)**. Please review the details carefully as there are <u>required steps</u> that are new due to the hybrid component, which we haven't encountered during in-person or virtual only events**.**

## NEW! Five Key Points

- Arrive to paper session room 15- minutes early.
- Authors will check-in with the Session Chair (or Room Host) upon arrival in room and confirm presentation delivery mode.
- In-room attendees must use aisle microphones 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 (or Room Host) 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.

## Session Structure

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

- • **NEW!** Paper Session Schedule can be found at
  https://connect-v3.jujama.com/?ConferenceId=lpwBBTHZiPA%253d
- 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, as well as a mixture of live presentations or the use of their author-videos.
    - 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/Room hosts/Authors should remain in their session for the entire session duration.
- *Session chairs, room hosts and presenters should join the session no later than <u>15 minutes before</u> the scheduled start time*.

- All presenters must first **Check-in with the Session Chair** / Room Host as soon as they join - prior to the start of their session. The Check-In process will include the following steps:
  - Presenters should locate and introduce themselves to the Session Chair / Room Host - who will be wearing a red badge marked "Session Chair" in the meeting room and will have "Session Chair" in front of their screen name on Zoom.
  - Presenters should re-confirm their delivery format (on-line or on-site, live presentation or the use of their author-video).
  - If the presentation delivery format is **live & on-site**, then the presenter will need to share their Powerpoint PPT file on a flash-drive to the Session Chair / Room Host.
  - The Session Chair / Room Host 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
  - Short Papers: 15 minutes total
    - 7 minutes live presentation/video, with remaining time for Q&A
  - Teaching Cases: 30 minutes total
    - 12-15 minutes live presentation/video, with remaining time for Q&A

## Session Chair / Room Host Responsibilities

The **Session Chair will** have the following responsibilities during paper sessions. If a Session Chair is virtually attending the session, then these activities will be jointly conducted with the **Room Host,** who is attending the session on-site in the conference room.

- Session Chairs and Room Hosts should attend one of the Orientation Sessions before the conference - Zoom links given at the end of this doc
  - **Tuesday, Nov 23, 2021 -** 11:00 AM Eastern Time (US and Canada) / 5:00 PM CET Europe/ 12:00 AM SGT China (Nov. 24) / 3:00 AM AEDT
  - **Wednesday, Nov 24, 2021 -** 07:00 AM Eastern Time (US and Canada) / 1:00 PM CET Europe/ 8:00 PM SGT China / 11:00 PM AEDT
  - **Monday, Nov 29, 2021 -** 02:00 PM Eastern Time (US and Canada) / 8:00 PM CET Europe / 3:00 AM SGT - China / 6:00 AM AEDT
  - **Wednesday, Dec 1, 2021 -** 07:00 PM Eastern Time (US and Canada) / 1:00 AM CET Europe (Dec. 2) / 8:00 AM SGT - China (Dec. 2) /11:00 AM AEDT (Dec. 2)
  - **NEW!** **Monday, Dec 6, 2021** – 3:00 PM Eastern Time (US and Canada) / 9:00 PM CET Europe / 4:00 AM CST China (Dec. 7) / 7:00 AM AEDT (Dec. 7)

- 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.
- **In-Person:** Wear the Red "Session Chair" badge and use the assigned table in front of the room. A tent card noting "Session Chair" Table will be placed and a table microphone provided.
- Bring own laptop, and join the Zoom meeting via the event hub app
  – Make sure to use the Zoom session link that can be found on the event hub app to join the session. Remember to mute your Zoom session – this is very important
  – TSS will make the Session Chair / Room Host co-hosts in the Zoom Session
  – Add "Session Chair" or "Room Host" 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 *Live & 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 attendee 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 TSS to play / stop the author-videos (as needed).
- 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.

- As directed by the Session Chair, they will play author-video(s). The Session Chair may need to direct TSS to stop playing author-videos early if the video is too long or if the session is running short on time.

## Presenter / Author Responsibilities / Guidelines

- Indicate your presentation delivery mode format at this site before December 7
  - https://app.smartsheet.com/b/form/d9c496280fbb4731adacc02f0b25a76c
- Attend one of the Orientation Sessions via Zoom before the conference - the zoom links are given at the end of the document
- **NEW!** Download the ICIS 2021 conference event hub App – https://connect-v3.jujama.com/?ConferenceId=lpwBBTHZiPA%253d
  - This will provide paper sequence, access to paper and video on eLibrary
  - All times are initially noted in CST (Austin time – UTC -6). Please select your time zone option when accessing the event hub. Subsequently, all times noted on the event hub 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 & live,** 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 conference app / event hub to join the session
- Please contact Robina Wahid at robina@aisnet.org should you have any technical support staff related questions during the conference.

## Additional Details

- Papers are available via the conference app within 24 hrs. (business) upon registering for ICIS.

- Videos will be available via the conference app at the beginning of the conference

- The event hub will be live the week of November 29, and details will be provided to all ICIS 2021 registrants at that time.

  - **NEW!** The event hub is now live. If you have registered for the conference and have not received the event hub log-in details, please contact communications@aisnet.org

- 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
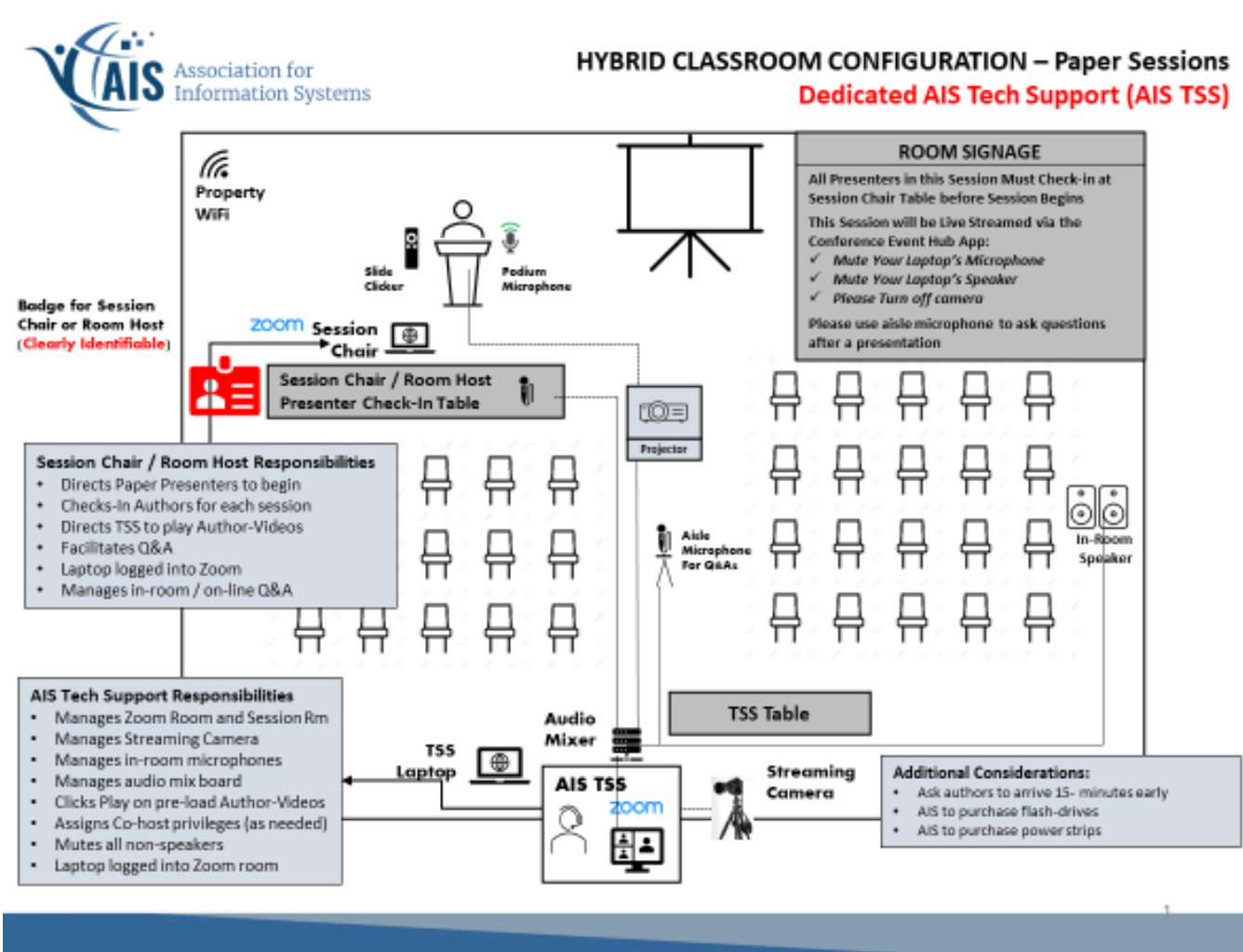
# Welcome! This Hybrid Session Will Begin Soon!

## This Session will be Live Streamed via the Conference Event Hub 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

**On-site** questions can be asked using the center aisle microphone after a presentation

# Welcome! This Hybrid Session Will Begin Soon!

## If you are a presenting in this session and you are…

### On-site in Conference Room

- ✓ Please Check-in with Session Chair before Session begins (red badge)
- ✓ Confirm your presentation delivery mode
  - Live Presentation, or
  - Author-video
- ✓ If Presenting Live, then see Session Chair to…
  - 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)

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# Welcome! This Hybrid Session Will Begin Soon!

## This Session will be Live Streamed via the Conference Event Hub App Session Participants are asked to…

### On-Site in Conf 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
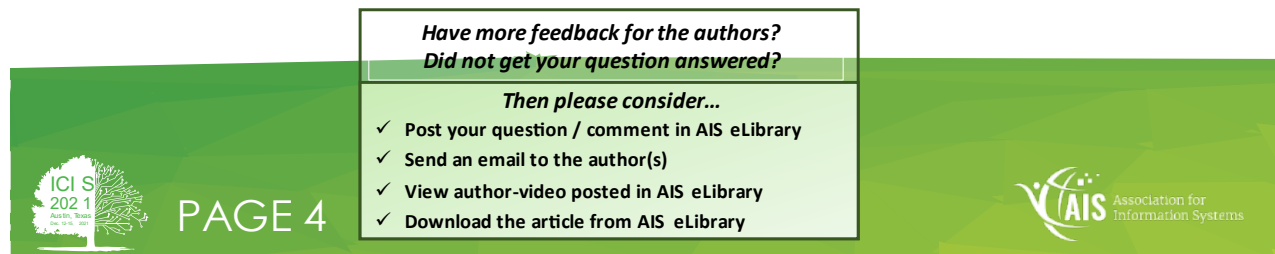
ICIS 2021 Austin, Texas

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# Thank You Authors for Presenting Your work!

## Thank you for attending ICIS 2021 Austin!

**Thank you for your patience as we all learn & embrace hybrid conference technology**

# *Be Safe and Stay Healthy!*

*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 posted in AIS eLibrary
- ✓ Download the article from AIS eLibrary

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## Session Chair & Presenter Orientation Sessions

**Please mark your calendar and attend <u>one</u> of the orientation sessions.**

**Time Zone Converter:**
https://www.timeanddate.com/worldclock/converter.html?iso=20211123T160000&p1=25&p2=168&p3=240&p4=33

1. **<u>Tuesday, Nov 23, 2021</u>** - 11:00 AM Eastern Time (US and Canada) / 5:00 PM CET Europe / 12:00 AM SGT-China **(Nov. 24)** / 3:00 AM AEDT

   Join Zoom Meeting
   https://us02web.zoom.us/j/85011463220?pwd=RVMvYmF2cU5SQVpKSHF3b1JsZFNvUT09

   Meeting ID: 850 1146 3220
   Passcode: 203723
   One tap mobile
   +13462487799,,85011463220#,,,,*203723# US (Houston)
   +16699006833,,85011463220#,,,,*203723# US (San Jose)
   Find your local number: https://us02web.zoom.us/u/kzfOOt0jm

2. **<u>Wednesday, Nov 24, 2021</u>** - 07:00 AM Eastern Time (US and Canada) / 1:00 PM CET Europe / 8:00 PM SGT-China / 11:00 PM AEDT

   Join Zoom Meeting
   https://us02web.zoom.us/j/85373918283?pwd=WkJPZk4zNldhSzJaSlBYZnFaSGlHdz09

   Meeting ID: 853 7391 8283
   Passcode: 246301
   One tap mobile
   +12532158782,,85373918283#,,,,*246301# US (Tacoma)

+13462487799,,85373918283#,,,,*246301# US (Houston)
Find your local number: https://us02web.zoom.us/u/kdj1K039nn

3. **Monday, Nov 29, 2021 -** 02:00 PM Eastern Time (US and Canada) / 8:00 PM CET Europe / 3:00 AM SGT- China /6:00 AM AEDT

Join Zoom Meeting
https://us02web.zoom.us/j/85893472163?pwd=N1dMM3VBVlBGeVUrTmpWVVJPbmN0UT09

Meeting ID: 858 9347 2163
Passcode: 210660
One tap mobile
+13462487799,,85893472163#,,,,*210660# US (Houston)
+16699006833,,85893472163#,,,,*210660# US (San Jose)
Find your local number: https://us02web.zoom.us/u/kcFHIZXZR8

4. **Wednesday, Dec 1, 2021 -** 07:00 PM Eastern Time (US and Canada) / 1:00 AM CET Europe (Dec. 2) /8:00 AM SGT- China (Dec. 2) /11:00 AM AEDT (Dec. 2)

Join Zoom Meeting
https://us02web.zoom.us/j/82941452431?pwd=cnVFRGdzc2x1V29hRHpmOVI1Wmo1UT09

Meeting ID: 829 4145 2431
Passcode: 298714

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+16699006833,,82941452431#,,,,*298714# US (San Jose)
+12532158782,,82941452431#,,,,*298714# US (Tacoma)
Find your local number: https://us02web.zoom.us/u/knPE5zDYh

5. **NEW! Monday, Dec 6, 2021** – 3:00 PM Eastern Time (US and Canada) / 9:00 PM CET Europe / 4:00 AM CST China (Dec. 7) / 7:00 AM AEDT (Dec. 7)

Join Zoom Meeting
https://us02web.zoom.us/j/86465551808?pwd=bnVMcmRSZ1hjY2hhUlRwUE5mNGt4UT09

Meeting ID: 864 6555 1808
Passcode: 467985

One tap mobile
+13126266799,,86465551808#,,,,*467985# US (Chicago)
+19292056099,,86465551808#,,,,*467985# US (New York)
Find your local number: https://us02web.zoom.us/u/kI4yjUss