



# Session Chair/Presenter Guideline

Thank you for participating in ICIS 2022!

## Key Points

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- Arrive to paper session room 10-minutes early.
- Authors will check-in with the Session Chair.
- Authors must bring their personal laptop and a slide advancer dongle (if applicable) for their presentation.
  - Laptops will not be provided.

## Session Structure

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

- Currently, paper session schedule can be found at <https://icis2022.aisconferences.org/schedule-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 schedules.
- Sessions will be 90 minutes in length and include 3 to 5 papers per session
  - Session Chairs and authors should remain in their session for the entire session 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: 30 minutes total
    - 12-15 minutes live presentation, with remaining time for Q&A
  - Short Papers: 15 minutes total
    - 7 minutes live presentation, with remaining time for Q&A
  - Teaching Cases: 30 minutes total
    - 12-15 minutes live presentation, with remaining time for Q&A

## Session Chair Responsibilities

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

- Session Chairs should attend one of the Orientation Sessions before the conference - Zoom link provided at the end of this doc
- Arrive 10 minutes prior to 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
- Session Chairs have discretion to adjust / manage time allotments based on the number of papers assigned to a session and / or as circumstances take place during the session.
- Session Chairs will direct authors to begin / end presentation, as needed.
- Session Chairs will manage Q&As.
- Prepare 2-3 questions in advance for each paper.
- Session Chairs will inform Program Chairs if a paper presenter is a no-show

## **Presenter / Author Responsibilities**

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- Presenters should consider attending one of the Orientation Sessions before the conference (the Zoom links are provided at the end of this doc)
- Currently, paper session schedule can be found at <https://icis2022.aisconferences.org/schedule-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 schedules.
  - This will provide paper/presentation sequence, access to paper and author-video in eLibrary
- Arrive 10 minutes early, prior to the start of the session.
- Check-in with the Session Chair upon arriving in the session.
- If a Session Chair is a no-show, by default the presenter of the first paper will take on the Session Chair role. If the presenter of the first paper is unable to be Session Chair, then the presenter of the second paper will take on the Session Chair role. And so on..

## **Additional Details**

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- Papers are available via conference mobile app within 24 hrs. (business) upon registering for ICIS.
- Author-videos will be available via the conference app at the beginning of the conference
- Session Chairs will inform Program Chairs if a paper presenter is a no-show.

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

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***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](#)

## Session Chair & Presenter Orientation Session

Time Zone Converter:

<https://www.timeanddate.com/worldclock/converter.html?iso=20221201T000000&p1=25&p2=69&p3=240&p4=33>

Please mark your calendar and join of the orientation sessions:

- Tuesday, November 29
  - 1:30 PM Eastern Time (US and Canada) / 7:30 PM CET (UTC +1)
- Wednesday, November 30
  - 7:00 PM Eastern Time (US and Canada) /
  - Thursday: 11:00 AM AEDT (UTC +11) / 8:00 AM CST (UTC +8)
- Thursday, December 1
  - 7:00 AM Eastern Time (US and Canada) / 1:00 PM CET (UTC +1) /
  - 11:00 PM AEDT (UTC +11) / 8:00 PM CST (UTC +8)

<https://us02web.zoom.us/j/3809546357?pwd=TINHau04K2NvY2xac0x2V0Z6K1IEQT09>

Meeting ID: 380 954 6357

Passcode: 742236

One tap mobile

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

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