

Presentation Guidelines

Thank you for participating in PACIS 2022! Below are details for Presenters and Session Chairs that are joining virtually. Please review the details carefully.

Session Structure

- Sessions will be conducted synchronously according to the conference schedule but will not be recorded.
- Paper presentation schedule – <https://pacis2022.aisconferences.org/wp-content/uploads/2022/06/PACIS-2022-Paper-Sessions.pdf>
- Sessions will last 60 minutes.
 - *Session chairs and authors should join the session no later than 8-10 minutes before the scheduled start time.*
 - A prompt will appear on the screen two minutes before the closing period expires.
- Only one author is required per paper. Authors should remain in the session for the entire session duration.
 - If additional co-authors are joining the presentation session, they must register for the conference, as well.
- We recommend using a desktop/laptop instead of a mobile device. We recommend that presenters not dial in as they will not be able to screen share or use the webcam.
- The papers will be presented as listed in the event hub for each session.
- There will be a Tech Support Staff (TSS) who will launch the sessions and will be available for technical issues and the following:
 - TSS will launch and close the Zoom virtual sessions
 - TSS will be available to answer technical questions and help session chairs and presenters with access to the webcam and audio, as needed.
 - TSS will assign the session chairs as co-hosts.
 - TSS will post session's welcome opening and closing slides.
 - The Session Chair may need to direct TSS to stop the author presentation early if the presentation is too long or if the session is running short on time.

Presentation Guidelines

Session Chair will:

- Manage the allotted session time- 60 minutes. The times below represent the total time allotted per type of paper. This time includes the Q&A.
 - Completed Research Papers: 8 to 10 minutes
 - Short Papers: 5 to 6 minutes
 - ERF and TREO: 4 to 5 minutes
 - Q&As are allotted equally among presenters using the remaining time.
- 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 Chair will receive a reminder from TSS via private chat at the end when two minutes are remaining.
- The closing slide will be displayed during the last minute of the session as an alert.
- Prepare 2-3 questions in advance for each paper.
- Remind audience to stay on mute and not share their webcam while authors are presenting.
- Remind audience to submit questions for each paper in the 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 event hub, eLibrary, or email.
- Facilitate the Q&A.
- End session on time.

Presentation Guidelines

Before Your Session

- All times noted on the event hub will be based on your selected time All times will be noted in UTC + 8 (Taipei). Please select the time zone option accordingly when accessing the event hub.
- Confirm your session time/date in your time.
- Make sure you use the session link that can be found on the event hub.
- Prior to the start of PACIS 2022, please perform a system check at: <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>
- Mac Users – <https://support.zoom.us/hc/en-us/articles/203020795-How-To-Install-on-Mac>
- Log in to PACIS 2022 event hub – **Details coming soon**
- Check your audio setup:
 - A headset that works.
 - Test both your audio speakers and mic prior to the session.

Please contact Robina Wahid at robina@aisnet.org should you have any technical support staff related questions during the conference.

Presentation Guidelines

During The Session

- Make sure all notifications are turned on.
- Technical support staff will log-in 15 minutes prior to the session. To locate the staff, look for “Technical Support Staff” in the session attendee list.
- Session Chairs, presenters, and authors are required to join the meeting 8-10 minutes prior to start time using the session link found on the conference.
 - Please join the meeting early as the maximum capacity for each virtual room is 300 total and you will not be able to join the session if it is at capacity. If unable to join due to the session being full, text Robina via WhatsApp.
 - Session Chairs should add ‘Session Chair’ in front of their name so they are easily identifiable.
 - Authors should add their role (author) and the sequence of their paper in the session (P1, P2) in front of their name, so they are easily identifiable (e.g., Author-P1-John Doe, Author-P2-Jane Doe).
- In the chat box the following will be pre-set and will appear for all participants:
 - Message from the organizer: *If you are an author of a paper in this session, please add your role (author) and the sequence of your paper in the session (P1, P2) in front of your name so you are easily identifiable (e.g., Author-P1-John Doe, Author-P2-Jane Doe).*
 - **Please note:**
 - Completed Research Papers: 8 to 10 minutes
 - Short Papers: 5 to 6 minutes
 - TREO and ERF: 4 to 5 minutes
 - Q&As are allotted equally among presenters using the remaining time.
- When Q & A begins, the session chair will review the questions posted in the chat window and determine which to pose to the authors.
- If an author does not show up or drops off mid-presentation, the session chair will move ahead to the next paper.

Presentation Guidelines

Additional Details

- Papers are available within 24 hrs. (business) upon registering for VCS.
- Videos will be available at the beginning of the conference
 - Both accessible via the conference app
- The event hub will be live (**TBD**), and details will be provided to all PACIS 2022 registrants.
- 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.
- The Tech Support Staff will post opening and closing slides prior to the start of paper sessions. An example of the opening slides is pasted below.