AMCIS Proposed Panel Title

Panel

Moderator's name
Affiliation
e-mail address

First Panelist's name (if known)
Affiliation
e-mail address

Second Panelist's name (if known)
Affiliation
e-mail address

Third Panelist's name (if known)
Affiliation
e-mail address

Fourth Panelist's name (if known)
Affiliation
e-mail address

ABSTRACT (REQUIRED)

In order to be considered for inclusion at AMCIS 2020 your completed, formatted document should be sent not later than end of April 22, 2020 via the submission system at https://new.precisionconference.com/ais. In this document we describe the formatting requirements for Panels included in the Proceedings of the AMCIS Conference. Please review this document carefully. You can use this document as a template and copy/paste your panel content here (this might be the best or easiest way). Please be sure to adhere to the formatting requirements as this will be your camera-ready version, and a PDF format will be generated directly from your submitted final Word version. Please note several limitations on length: (1) your abstract should be no more than 150 words, as the abstract will also be used for the conference program, (2) your entire panel submission should be no more than 3 pages, including all materials and sections such as figures, tables, and references. This paper length is intended to concisely inform conference participants about the panel and generate interest in going to the panel.

Keywords (Required)

Guides, instructions, length, conference publications.

INTRODUCTION

The accepted papers and the panel statements of the conference are published in the *Proceedings*. We wish to give the proceedings a consistent, high-quality appearance. We therefore ask that authors follow some basic guidelines. In essence, you should format your panel submission exactly like this document. The easiest way to use this template is to download it from the conference webpage and replace the content with your own material. The template file contains specially formatted styles (e.g., Normal, Heading, Bullet, Table Text, References, Title, Author, Affiliation) that will reduce the work in formatting your final submission.

PAGE SIZE

On each page, your material (not including the header and footer) should fit within a rectangle of 18 x 23.5 cm (7 x 9.25 in.), centered on a US letter page, beginning 1.9 cm (.75 in.) from the top of the page. Please adhere to the US letter size only (hopefully Word or other word processors can help you with it). If you cannot do so, please contact one of the Panel Chairs for assistance. All final publications will be formatted and displayed in US letter size. Right margins should be justified, not ragged. Beware, especially when using this template on a Macintosh, Word may change these dimensions in unexpected ways.

Title and Authors

Your panel's title should be in Ariel 18-point bold. Moderator and panelist names should be in Times New Roman 12-point bold, and affiliations in Times New Roman 12-point

To position names and addresses, use a table with invisible borders, as in this document. Alternatively, if only one address is needed, use a centered tab stop to center the name and the address; for two addresses, use two centered tab stops, and so on.

Abstract and Keywords

Every panel submission should begin with an abstract of no more than 150 words, followed by a set of keywords. The abstract should be a concise overview of the panel, its objectives, and key issues and rationale for the panel. It should clearly state the contribution of the panel in a concise manner to generate interest and attendance.

Normal or Body Text

Please use a 10-point Times New Roman font or, if it is unavailable, another proportional font with serifs, as close as possible in appearance to Times New Roman 10-point. On a Macintosh, use the font named Times and not Times New Roman. Please use sans-serif or non-proportional fonts only for special purposes, such as headings or source code text. The body of the panel submission must contain the following four sections: 1) *panel overview and objective* identifying the purpose of the panel, why it is important (why conference attendees would go to the panel) and any key concepts to be covered (include examples if helpful) to be raised/explored, 2) *panel layout/design* indicating the process and flow for the panel, 3) *panel participants* including brief bios for each panelist, clearly indicating their expertise as it relates to the panel topic, and 4) *equipment requirements* if any.

References and Citations

Please use the reference format that you see illustrated at the end of this paper. If you use EndNote, be aware that different versions of the software change the styles, creating some inconsistencies. You may modify the styles to produce the references as shown here. In version 6 one of the closest styles is the MIS Quarterly Style. But it still must be modified to be consistent with this template.

In the text, cite by authors' last names followed by the year of publication – list all authors' last names for the first time, then use "et al." for subsequent citations if there are more than two authors. If multiple articles are cited at the same time, order them alphabetically by the first author's last name and separate the citations by semicolons. If the same author(s) has/have more than one article being cited, use chronicle order and separate the year of publication of the articles by commas. For example: (Agarwal and Karahanna, 2000; Ajzen, 1988, 1991; Zhang, Benbasat, Carey, Davis, Galletta and Strong, 2002). Later in the paper, you may cite some of them again, along with others, as follows: (Agarwal and Karahanna, 2000; Ghani, Supnick and Rooney, 1991; Shneiderman, 1998; Tractinsky, 1997; Zhang et al., 2002). See examples on the references corresponding to these citations at the end of this document. Within this template file, use the References style for the text of your citations.

Your references should comprise only published materials accessible to the public. Proprietary information may not be cited.

SECTIONS (FOUR REQUIRED)

The heading of a section should be in Ariel 9-point bold, all in capitals (Heading 1 Style in this template file). Sections should not be numbered.

The body of the panel submission must contain the following four sections: 1) *panel overview and objective* identifying the purpose of the panel, why it is important (why conference attendees would go to the panel) and any key concepts to be covered (include examples if helpful) to be raised/explored, 2) *panel layout/design* indicating the process and flow for the panel, 3) *panel participants* including brief bios for each panelist, clearly indicating their expertise as it relates to the panel topic, and 4) *equipment requirements* if any.

Subsections

Headings of subsections should be in Ariel 9-point bold with initial letters capitalized (Heading 2). (Note: for subsections and sub-subsections, a word like '*the*' or '*of*' is not capitalized unless it is the first word of the heading.)

Sub-subsections

Headings for sub-subsections should be in Ariel 9-point italic with initial letters capitalized (Heading 3). Please do not go any further into another layer/level.

FIGURES/CAPTIONS (IF NEEDED)

Place figures and tables close to the relevant text (or where they are referenced in the text).

Captions should be Times New Roman 9-point bold (Caption Style in this template file). They should be numbered (e.g., "Table 1" or "Figure 2"), centered and placed beneath the figure or table. Please note that the words "Figure" and "Table" should be spelled out (e.g., "Figure" rather than "Fig.") wherever they occur.

The proceedings will be made available online, thus color figures are possible. However, you are advised to refrain from using colors to deliver important information in your figures – not everyone has access to color printers.

Inserting Images

Occasionally MS Word generates larger-than-necessary PDF files when images inserted into the document are manipulated in MS Word. To minimize this problem, use an image editing tool to resize the image at the appropriate printing resolution (usually 300 dpi), and then insert the image into Word using Insert | Picture | From File...

Using tables to hold places can work very well in Word. If you want to copy a figure from another application (such as PowerPoint) and then paste to the place where you want your figure to be, make sure that (1) the figure stays in the position, and (2) it does not take up too much space. You can ensure the former by double clicking the figure, then go to "Layout" tab, and select "In line with text." To ensure the latter, use "Paste Special," then select "Picture." You can resize the figure to your desired size once it is pasted.

LANGUAGE, STYLE AND CONTENT

With regard to spelling and punctuation, you may use any dialect of English (e.g., British, Canadian, US, etc.) provided this is done consistently. Hyphenation is optional. To ensure suitability for an international audience, please pay attention to the following:

- Write in a straightforward style.
- Try to avoid long or complex sentence structures.
- Briefly define or explain all technical terms that may be unfamiliar to readers.
- Explain all acronyms the first time they are used in your text – e.g., "Digital Library (DL)".
- Explain local references (e.g., not everyone knows all city names in a particular country).
- Be careful with the use of gender-specific pronouns (*he*, *she*) and other gendered words (*chairman*, *manpower*, *man-months*). Use inclusive language that is gender-neutral (e.g., *she or he*, *they*, *s/he*, *chair*, *staff*, *staff-hours*, *person-years*).

PAGE NUMBERING, HEADERS AND FOOTERS

Please submit your final version with the pre-defined header and footer. Insert your name (only the first moderator's last name, and a short title of your panel in the header. Leave the footer untouched.

CONCLUSION

It is important that you write for a general audience. It is also important that your work is presented in a professional fashion. This guideline is intended to help you achieve that goal. By adhering to the guideline, you also help the conference organizers tremendously in reducing our workload and ensuring impressive presentation of your conference panel. We thank you very much for your cooperation and look forward to receiving your nice looking, camera-ready version!

ACKNOWLEDGMENTS

We thank all authors, committee members, and volunteers for their hard work and contributions to the conference. The layout of this format was adapted from a workshop document created by Ping Zhang. The content was adapted for the AMCIS proceedings template. The references cited in this paper are included for illustrative purposes only.

REFERENCES
(<u>ENSURE THAT ALL REFERENCES ARE FULLY COMPLETE AND ACCURATE AS PER THE EXAMPLES</u>)

1. Agarwal, R. and Karahanna, E. (2000) Time flies when you're having fun: Cognitive absorption and beliefs about information technology usage, *MIS Quarterly*, 24, 4, 665-694.
2. Ajzen, I. (1988) Attitudes, personality, and behavior, The Dorsey Press, Chicago.
3. Ajzen, I. (1991) The theory of planned behavior, *Organizational Behavior & Human Decision Processes*, 50, 2, 179-211.

4. Ghani, J. A., Supnick, R. and Rooney, P. (1991) The experience of flow in computer-mediated and in face-to-face groups, in   Janice DeGross, Izak Benbasat, Gerardine DeSanctis and Cynthia Mathis Beath (Eds.) *Proceedings of the Twelfth International Conference on Information Systems*, December 16-18, New York, NY, USA, University of Minnesota, 229 - 237.

5. Tractinsky, N. (1997) Aesthetics and apparent usability: Empirically assessing cultural and methodological issues, in Steve Pemberton (Ed.) *Proceedings of the SIGCHI conference on Human factors in computing systems (CHI 97)*, March 22 – 27, Atlanta, GA, USA, ACM Press, 115-122.