ICIS 2020 Author Guide – Tips and Tricks

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Registering and Logging in for PCS 2.0

1. Go to the ICIS 2020 submission site: https://new.precisionconference.com/user/login
2. If you do not have an account for PCS 2.0 (you will, if you have submitted to recent conferences such as AMCIS, ECIS, HICSS), create an account.
   a. Create Account
b. Enter your suggested Login Information:

![Login Information Form]

**Create an account**

- **First name**: Testing
- **Last name**: Testuser
- **Email address**: testuser@testdomain.com

[Register]

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c. Obtain your Login Information by checking your inbox and confirming the email address:

![Login Information Confirmation]

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

PCS account registration: Please confirm your email

uers@precisionconference.com

Thank you for registering with the PCS submission and review system.

Please click below to confirm your email and set up your account. [Confirm your email]

If you did not initiate this registration, you may safely ignore this email.

Thank you.

(This is an automatically generated message.)
d. Update personal information (user and contact information):

Welcome to PCS. Here you can submit to conferences, review for conferences, and chair your own conferences.

Please choose a username and password:

**Username** Testuser

**Password** ******

**Retype Password** ******

[Submit]

Next, you’ll be asked to provide your contact information.

**Contact Information**

**Title**

**Given name** Testing

**Initial or middle name**

**Family name** Testuser

**Suffix**

**Email** testuser@testdomain.com

**Recovery email 1**

**Phone number**

**Web page**

**Affiliation 1**

- **Dept/School/Lab**
- **Institution** University of Testing
- **City** Test City
- **State/Province**
- **Country** Test Country

[Record Changes]

* Your username and password have been saved
e. Agree to terms of use and privacy information:

3. If you have an account:
   a. Enter your “Username” and “Password” and select “Sign in”
   b. If you do not know your password or have forgotten it, click on the “Reset my password” link.

Submitting a Paper
1. Once logged in, select the “Submissions” tab. Then choose “AIS” under Society. Select “ICIS 2020” as the Conference/Journal and select “ICIS 2020 Submission” (to submit either a completed research paper, a short paper, a practitioner paper, a teaching case, a PDW or a panel proposal) as a “Track”. Please do NOT choose the ICIS 2020 test instance!
2. Hit GO
3. Afterwards, a new submission is created. Please note the following:
   a. You are able to select one of the specific research tracks afterwards.
   b. TREO talks and Paper-a-Thon submissions will only be opened in late May.
4. Edit your submission to complete it.

5. Once you click “edit submission”, the first thing you will need to do is choose your track:

- Making Digital Inclusive - Blending the Local and the Global
- 13 Digital Innovation, Entrepreneurship, and New Business Models
- 14 Digitization in Cities and the Public Sector
- 15 IT Implementation and Adoption of Digital Technologies
- 16 Governance, Strategy and Value of IS
- 17 IS Development and Project Management
- 18 IT and the Smart Connected World
- 19 Advances in Research Methods
- 20 Digital Commerce and the Digitally Connected Enterprise
- 21 RIsks
- 22 Professional Development Workshops (PDW)
- 23 Professional Track
- 24 Inquiry-driven
6. Next, choose your **paper type**, insert the **paper title**, add all **authors** with their corresponding **affiliation**, enter an **abstract** (max 150 words) as well as at least three **keywords**:
7. Next indicate whether the **first author** is a **PhD student** and/or a **Practitioner**.

   Pick all that apply
   - The first author is a PhD Student
   - The first author is a Practitioner

8. Next confirm that none of the authors have more than 5 submissions to ICIS 2020.

   **Please confirm the following**
   - None of the authors on this paper have more than 5 submissions to ICIS 2020

9. Next indicate whether the paper is eligible for the Kauffman-sponsored AIS Best Paper award on Information Systems, Innovation and Entrepreneurship. **Only click this if your paper is on Innovation or Entrepreneurship.** Also indicate whether the **first author is a PhD student** at the time of the ICIS 2020 Conference in December 2020.

   **Kauffman Sponsored Best Paper Eligibility**
   - Please indicate if your paper is eligible for the Kauffman Sponsored Best Paper Award (see details here)
     - By checking this box, I acknowledge that this paper is eligible for the Kauffman Sponsored Best Paper Award

   If so, please indicate whether the first author of the paper is a PhD student at the time of the ICIS 2020 conference (see details of the Kauffman Sponsored Best Student Paper Award here)
     - By checking this box, I acknowledge that this paper is eligible for the Kauffman Sponsored Best Student Paper Award

10. Please indicate whether the paper was published in the proceedings of another conference before. If yes, please indicate the changes. If the paper was not published before, please also note “NA” in the corresponding text field:

   **Previously Published in Conference Proceedings?**
   - Please indicate whether a version of this paper has previously been published in proceedings of another conference (even if the paper is substantially different)
     - Yes
   - No

   **Changes from Previous Paper**
   - If you answered yes above, please detail the changes made to the paper. If you answered no above, indicate NA.
     - NA
11. Next, check the checkbox of the “Author agreement” to agree to the policies of ICIS 2020 as stated in the submission form:

Author Agreement

- Scholarly integrity: Scholarly integrity is a core value in our discipline. Scholars submitting papers to this conference thereby attest that they have read the AIS Code of Research Conduct and the work submitted is in accordance with the Code in all appropriate respects. Editors of AIS conference proceedings who receive allegations of plagiarism or other scholarly misconduct may inform the AIS President who may refer the matter, at their discretion, to the AIS Research Conduct Committee.
- Original material: The author(s) verify that this paper (or substantial portions of it) is not under review, accepted, or published elsewhere. They further verify that they have read and followed the ICIS 2020 Submission Guidelines.
- Presentation at the conference: At least one author of every accepted submission and all members of every accepted panel must present at ICIS 2020 in Hyderabad, India. Authors should be prepared to present their papers or participate in panels at any time during the conference (Sunday, December 13 to Wednesday, December 16, 2020). Failure to comply with this requirement will result in removal of papers or panels from the ICIS 2020 Proceedings.
- Distribution: Submission of a paper to the conference represents the author’s agreement to allow AIS to publish the paper in any written or electronic format for distribution to all interested parties in perpetuity with or without compensation to AIS and without compensation to the author. The parties understand that the author is granting a non-exclusive license and all copyrights remain the property of the author.
- Copyright Note: For all papers accepted into ICIS 2020, authors of accepted papers will retain copyright. However, by submitting a paper, authors agree that AIS can publish and reproduce any accepted papers in the ICIS 2020 Proceedings in the format of AIS choosing (CDs, e-Library and printed proceedings) under an established ISBN number for ICIS 2020.

By checking this box, I acknowledge I have read and agree to comply with the author agreement.

12. Finally, upload your paper, provide a “Note” concerning the file type of the paper, e.g., “Completed Research Paper,” “Short Paper,” “Practitioner Paper,” PDW, Panel, or “Teaching Case and Note” (please note that for the initial submissions Teaching Cases and Notes should be compiled to one file!), and record all changes:

Document

Please note, only pdf file types will be accepted

<table>
<thead>
<tr>
<th>Note</th>
<th>New file</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Research Paper</td>
<td>Choose File Test paper f...horGuide.pdf</td>
</tr>
</tbody>
</table>

Record Changes

Return to list of submissions without changes

Questions? Email: reviewcoordinator@aisnet.org
13. You should receive a confirmation mail and the status of the paper should change to “complete”