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:

```
Create an account

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

Register
```

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

```
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

users@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

(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: Testfirst
- Initial or middle name: 
- Family name: Testuser
- Suffix:
- Email: testuser@testdomain.com
- Recovery email 1
- Phone number
- Web page

Affiliation 1
- Dept/School/Lab: SB Testing
- 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:

<table>
<thead>
<tr>
<th>Track</th>
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<tbody>
<tr>
<td>1. Making Digital Inclusive - Blending the Local and the Global</td>
</tr>
<tr>
<td>2. Digital Innovation, Entrepreneurship, and New Business Models</td>
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<tr>
<td>3. Digital Learning Environments and Future IS Curricula</td>
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<td>4. Social Impact of IS</td>
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<td>5. IS in Healthcare</td>
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<tr>
<td>6. Human-Computer Interaction, Artificial Intelligence, and Intelligent Augmentation</td>
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<tr>
<td>7. Cyber-Security, Privacy, Legal and Ethical Issues in IS</td>
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<tr>
<td>8. IS in the Workplace and the Future of Work</td>
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<tr>
<td>9. User Behaviors, User Engagement, and Consequences</td>
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<td>10. Blockchain, DLT, and FinTech</td>
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<tr>
<td>11. Social Media and Digital Collaborations</td>
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<tr>
<td>12. The Sharing Economy, Platforms, and Crowds</td>
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<tr>
<td>14. Digitalization in Cities and the Public Sector</td>
</tr>
<tr>
<td>15. IT Implementation and Adoption of Digital Technologies</td>
</tr>
<tr>
<td>16. Governance, Strategy and Value of IS</td>
</tr>
<tr>
<td>17. IS Development and Project Management</td>
</tr>
<tr>
<td>18. IoT and the Smart Connected World</td>
</tr>
<tr>
<td>19. Advances in Research Methods</td>
</tr>
<tr>
<td>20. Digital Commerce and the Digitally Connected Enterprise</td>
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<tr>
<td>21. Analytics</td>
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<td>22. Professional Development Workshops (PDW)</td>
</tr>
<tr>
<td>23. Practitioner Track</td>
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<td>24. Papers-athon</td>
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</tbody>
</table>

Questions? Email: reviewcoordinator@aisnet.org
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**:

- **Paper Type**
  - Completed Research Paper
  - Short Paper
  - Teaching Case
  - Panel
  - Professional Development Workshop
  - Practitioner Paper

- **Paper Title**
  - Test Paper for Author Guide

- **Authors**
  - Name
    - Test User 2
  - Affiliation
    - Test, Ann Arbor, Michigan, United States
  - Secondary Affiliation

- **Abstract (no more than 150 words)**
  - Test abstract for Author Guide.

- **Briefly state why the paper is a good fit with this track (no more than 75 words)**
  - The paper fits the “Making Digital Inclusive” track because it presents an empirical study on how to leverage technology to provide opportunities in rural areas

- **Keywords**
  - Please enter at least 3 keywords
    - Keyword 1, Keyword 2, Keyword 3
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.

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.
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]

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.

Before you upload, make sure you have anonymized your paper: in MS-Word (prior to converting your file to pdf), click on Tools->Options, and then click on the security tab. Under Privacy Options, select “Remove personal information from file properties on save.”

![Document]

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”