



# 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



AIS submission and review

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

Username or Email   
Password   
 Remember me

[Create an account](#)

[Reset my password](#)

[support](#) | [privacy policy](#) | [terms of use](#)



b. Enter your suggested Login Information:



AIS submission and review

### Create an account

**First name**  \*  
**Last name**  \*  
**Email address**  \*

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



AIS submission and review

Email has been sent to   
Please click on the link in that email to continue.

✔ **If you do not receive the email**, please check your Junk or Spam folders.

Microsoft Outlook is particularly aggressive at dropping email without notice.  
If you use Outlook, you should ask your organization to whitelist precisionconference.com.

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 Posteingang x



users@precisionconference.com

an mich ▾

English ▾ > Deutsch ▾ [Nachricht übersetzen](#)

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**  \*

**Password**  \*

**Retype Password**  \*

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



Submissions   Reviews   **Account**

✔ Your username and password have been saved.

**Contact Information**

**Title**

**Given name**  \*

**Initial or middle name**

**Family name**  \*

**Suffix**

**Email**  \*

**Recovery email 1**

[add one](#) | [remove last](#)

**Phone number**

**Web page**

**Affiliation 1**

Dept/School/Lab	<input type="text" value="IS Testing"/>
Institution	<input type="text" value="University of Testing"/> *
City	<input type="text" value="Test City"/> *
State/Province	<input type="text"/> <small>required for USA/Canada</small>
Country	<input type="text" value="Test Country"/> *

[add one](#) | [remove last](#)



e. Agree to terms of use and privacy information:

Submissions Reviews Account

Your contact information has been saved

Please agree to the Terms of Use and configure your privacy settings below.  
You must agree to the Terms of Use to make new submissions or reviews.

**Account**

[Change contact information](#)  
[Change password](#)  
[Change username](#)  
[Remove account](#)

**Terms of Use**

[Terms of Use](#)

I agree to the Terms of Use.

**Privacy Settings**

[Privacy Policy](#)

The following settings are discussed in more detail in the Privacy Policy.

- My name, email address, and affiliations may be shown in "autocompletions" on submission forms. **This reduces the likelihood of duplicate accounts being created for you and is strongly recommended.**
- My contact information may be shown to chairs and committee members. **This is necessary if you are reviewing.**
- My summary reviewing history may be shown to chairs and committee members.
- My submissions and reviews may be used in automated analyses. Anonymous aggregate measures from those analyses may be reported.
- My name and email address may be provided to the chairs of future conferences for which I have reviewed or to which I have submitted.

3. If you have an account:

- Enter your **"Username"** and **"Password"** and select **"Sign in"**
- If you do not know your password or have forgotten it, click on the **"Reset my password"** link.

PCS Precision Conference Solutions

You have signed out.

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

Username or Email

Password

Remember me

[Create an account](#)  
[Reset my password](#)

## Submitting a Paper

- 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!
- Hit GO
- Afterwards, a new submission is created. Please note the following:
  - You are able to select one of the specific research tracks afterwards.
  - TREO talks and Paper-a-Thon submissions will only be opened in late May.



#### 4. Edit your submission to complete it.

Submissions    Reviews    Account

**A blank submission #1007 has been set up. You can edit it below.**

**Submissions**

Make a new submission to    Society: AIS    Conference/Journal: ICIS 2020    Track: ICIS 2020 submissions    **1.**

**Existing Submissions**   

Status	Title	Actions	Note	Category	ID
incomplete	[NO TITLE PROVIDED]	<b>2.</b> <input type="button" value="Edit submission"/> <a href="#">See submission</a> <a href="#">Delete submission</a>	nothing submitted	ICIS 2020 submissions	1007

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

Submissions    Reviews    Account

**ICIS 2020 submissions - submission 1007**

Fill in this form to make your submission. When done, press the 'submit' button at the bottom of the page.

For a guide to how to submit a paper please see the authors guide at: [Authors Guide](#)

**Track**

- 1 Making Digital Inclusive - Blending the Local and the Global
- 2 General IS topics
- 3 Digital Learning Environments and Future IS Curricula
- 4 Societal Impact of IS
- 5 IS in Healthcare
- 6 Human Computer Interaction, Artificial Intelligence, and Intelligent Augmentation
- 7 Cyber-Security, Privacy, Legal and Ethical Issues in IS
- 8 IS in the Workplace and the Future of Work
- 9 User Behaviors, User Engagement, and Consequences
- 10 Blockchain, DLT, and Fintech
- 11 Social Media and Digital Collaborations
- 12 The Sharing Economy, Platforms, and Crowds
- 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 IoT and the Smart Connected World
- 19 Advances in Research Methods
- 20 Digital Commerce and the Digitally Connected Enterprise
- 21 Panels
- 22 Professional Development Workshops (PDW)
- 23 Practitioner Track
- 24 Paper-a-thon



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 User2

[add one](#) | [remove one](#)

**Affiliation**

Test, Ann Arbor, Michigan, United State ▼

**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

keyword1, keyword2, keyword3



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.

N/A



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 panelists 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 do 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.

#### Author Agreement

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

#### Note

Completed Research Paper

#### New file

Choose File Test paper f...horGuide.pdf

Record Changes

[Return to list of submissions without changes](#)





13. You should receive a confirmation mail and the status of the paper should change to “complete”

**Submissions**

Make a new submission to Society: AIS Conference/Journal: ICIS 2020 Track: ICIS 2020 submissions

Existing Submissions

Status	Title	Actions	Note	Category	ID
complete	Test Paper for Author Guide	<a href="#">See submission</a> <a href="#">Edit submission</a> <a href="#">Delete submission</a>		ICIS 2020 submissions	1007