



ICIS 2020 Review Guide – Tips and Tricks

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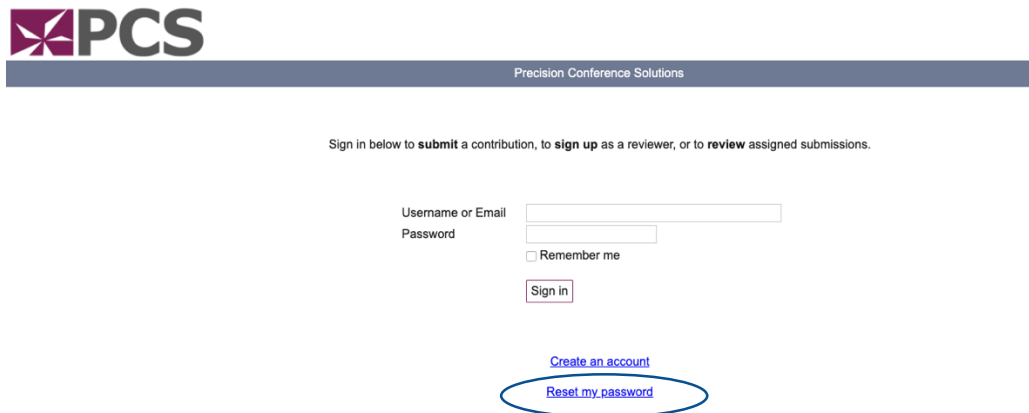
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Getting started

Logging In

Go to the ICIS 2020 submission site: <https://new.precisionconference.com/>

1. If you already have an account, enter your “**User ID**” and “**Password**” and click “**Sign in**”
2. If you do not know your password or have forgotten it, click on the “**Reset my password**” link.



3. If this is your first time on the site, click on “create an account,” and enter the email address to which you want your account linked.
4. This will generate a message to your email address that includes an initial password. Clicking on that link will take you to this screen to enter a new password.



Precision Conference Solutions

Create an account

First name  *

Last name *

Email address *

5. An email will be sent to the email account provided.

Precision Conference Solutions

Email has been sent to r @gmail.com.
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.

Username or Email

Password

Remember me

PCS account registration: Please confirm your email Inbox x

users@precisionconference.com

 to reviewer#1 ▾

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.)



6. You will then be asked to provide your full name and university affiliation. Once that information is entered, you should see the following screen. Check the box next to “I agree to the Terms of use”

Submissions **Reviews** Account sign out

✔ 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.

If you have any assigned papers, you will see a menu option labelled “reviews in progress.”



1. Click on “Reviews” and the “volunteer to review” link

The screenshot shows the top navigation bar with 'Submissions', 'Reviews', and 'Account' links. The 'Reviews' link is circled. Below the navigation bar, the 'Reviews' section contains several links: 'Volunteer to review', 'Provide areas of expertise', 'Provide sample publications', 'Manage conflicts', and 'See reviewing history'. The 'Volunteer to review' link is circled. Below this, the 'Reviews in Progress' section shows 'None'.

2. Select the following options from the dropdown list:
 - a. Society: AIS
 - b. Conference/Journal: ICIS 2020
 - c. Reviews volunteered: [any number of your choice]

Volunteer to Review

Only tracks that are open to volunteering will appear below.

Show only

As soon as you select a number of reviews below, your selection will be recorded and confirmed by a fading green background. There is no 'Submit' button on this page.

AIS
ICIS 2020
submissions due June 17, 2020

3. To select the tracks for which you'd like to review: Click on “Reviews” and “Provide areas of expertise”

The screenshot shows the top navigation bar with 'Submissions', 'Reviews', and 'Account' links. The 'Reviews' link is circled. Below the navigation bar, the 'Reviews' section contains several links: 'Volunteer to review', 'Provide areas of expertise', 'Provide sample publications', 'Provide reviewing background', 'Manage conflicts', and 'See reviewing history'. The 'Provide areas of expertise' link is circled. Below this, the 'Reviews in Progress' section shows a 'Help' button. Below the 'Help' button, there is a table with columns: 'Assigned', 'Completed', 'Category', and 'Action'. The table contains one row: 'ICIS 2020 submissions' with the action 'Review (as a committee member)'.

4. Select the society and conference again as shown on the screenshot below:



Areas of Expertise

Provide your areas of expertise for a Society below. You can (optionally) select a Conference/Journal to show only the areas Conference/Journal.

You can also [import your areas of expertise from the old PCS system](#).

As soon as you click on a radiobutton below, your selection will be recorded and confirmed by a fading green background. This page.

Show areas of expertise used by Society: AIS Conference/Journal: ICIS 2020

Expertise

expert competent limited none

ICIS Tracks

1 Making Digital Inclusive - Blending the Local and the Global

Scroll down to the expertise section. The ICIS 2020 tracks appear below on the Areas of Expertise page. Please indicate the tracks for which you would like to review by indicating “expert” or “competent” for the tracks you would like to review for.

Expertise

expert competent limited none

ICIS Tracks

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1 Making Digital Inclusive - Blending the Local and the Global
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2 General IS Topics
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3 Digital Learning Environments and Future IS Curricula
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4 Societal Impact of IS
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5 IS in Healthcare



Reviewing Submissions

1. Once logged in, select “**Reviews**” from the top navigation menu.



Reviews

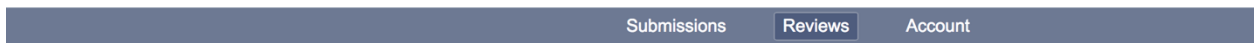
- [Volunteer to review](#)
- [Provide areas of expertise](#)
- [Provide sample publications](#)
- [Provide reviewing background](#)
- [Manage conflicts](#)
- [See reviewing history](#)

Reviews in Progress

Assigned	Completed	Category	Action
		ICIS 2020 submissions	Review

Here you will see all papers assigned to you as reviewer under the heading “Reviews in progress.”

2. You can click on review to see the full information for each submission.



Status	ID	Submission	Note	Actions
	1045	* teaching case- desk...		Edit review Email to AE (sy-AE test Test)
	1049	[NO TITLE PROVIDED]		Edit review

3. Click on “**edit review**” to enter your review.



Submitting your review

1. To submit your review, click “**edit review.**”

Submissions **Reviews** Account

ICIS 2020 Test (do not use)

Submissions to Review Help

Status	ID	Submission	Note	Actions
incomplete	1014	* Test Submission 03		Edit review

2. In the review form, you will first be asked to provide an overall evaluation as well as to provide a self-assessment about your expertise in relation to the paper’s topic.

Submissions **Reviews** Account sign out

ICIS 2020 Test (do not use)

Edit review of 1014 - "Test Submission 03"

Overall Rating

Provide your overall rating of this submission.

- Definite accept: I would argue strongly for accepting this submission.
- Probably accept: I would argue for accepting this submission.
- Borderline: Overall I would not argue for accepting this submission.
- Probably reject: I would argue for rejecting this submission.
- Definite reject: I would argue strongly for rejecting this submission.

Expertise

Provide your expertise in the topic area of this paper.

- Expert
- Knowledgeable
- Passing Knowledge
- No Knowledge

Comments for Authors

Please enter your comprehensive review below. Make sure you start with a brief summary of the paper highlighting its strengths as well as weaknesses. Cover in your review the merit of the research questions, the research design, methodology, collection of data, analysis, and findings.

3. Next you will be asked for your review as well as comments for the committee only (hidden from authors). Please note:

Before reviewing, please check out the guide for reviewing provided by the program chairs
<https://icis2020.aisconferences.org/submissions/guide-to-reviewing/>



- a. *The program chairs ask that your review be formatted like this: start with a brief summary of the paper highlighting its strengths as well as weaknesses. Cover in your review the merit of the research questions, the research design, methodology, collection of data, analysis, and findings (where applicable). Please keep the specific review criteria for different paper types in mind (please see <https://ICIS2020.aisconferences.org/submissions/types-of-submissions/>)*
- b. *The PCS system will not accept attachments of any sort. As a result your review must be text only (no tables or figures).*

Comments for Authors

Please enter your comprehensive review below. Make sure you start with a brief summary of the paper highlighting its strengths as well as weaknesses. Cover in your review the merit of the research questions, the research design, methodology, collection of data, analysis, and findings.

Comments to Committee

Comments for the review committee that will NOT be sent to the authors:

4. Once all information is provided, click **“Record Changes”** to submit your review.

Note

All reviews must be completed by June 17

Record Changes



5. Please note, your review is due no later than June 17. You may update your review prior to the deadline using the “edit review” option in PCS.