ICIS 2020 Track Chair Guide – Tips and Tricks

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Disclaimer: All names and emails that appear in the guide are for the purpose of illustrating how to use the system.

Managing Reviews of a Submission

Logging In

1. Go to the ICIS 2020 submission site: https://confs.precisionconference.com/~icis/
2. Enter your “User ID” and “Password” and “Login”
   a. If this is your first-time logging in, refer to the login email that you received from PCS or enter the email address that you provided to the ICIS 2020 Program Chairs.
   b. If you do not know your password or have forgotten it, click on “Reset my password.”
Menu options

1. Once logged in, select “chairing” from the top menu navigation and then click ICIS 2020 from the “Category” column.

Please note that "Subcommittee Chair" here is synonymous with "Track Chair".

2. Here you see all actions available to you, as a Track Chair, within the conference submission system.
Reviewing Initial Submissions

1. From your main menu, choose the “submissions” link to see all of the submissions made to your track. Note: there are various other links available on this page, however it is recommended that you only use the “submissions” link.

   a. The submissions view will show you a spreadsheet view of all paper submissions in your track. You can use any of the headings to sort your papers. Note: The submission type has been selected by the manuscript authors and should not be changed by the track chairs. Please note that all co-chairs of a given track will see the same list of papers.

2. You can click on the submission title to see the full information for each submission.
IMPORTANT! Before assigning papers to associate editors:

a. Make sure that the papers are not authored or co-authored by you or your co-chairs. If you find your paper or a co-chair paper in your list of track submissions, please let the Program Chairs know. They will reassign it.

b. **Desk rejects**: The ICIS program chairs encourage you to prescreen papers and identify any that should be desk rejected. *Note: If you determine that a submission to your track should be desk rejected due to insufficient quality, i.e., lacking a chance of “surviving” the review process, please still assign it to an AE (a track chair could be assigned as AE), asking the AE to evaluate the paper for desk rejection. AEs need to make desk reject recommendations (for the papers you have identified or other papers that they think should be desk rejected) by May 20, 2020 and put these papers into your decision queue. You will then need to confirm your agreement with the early reject decisions. Please also notify the PCs with the submission number of the desk rejected paper(s) ASAP. The deadline for desk rejections is May 22, 2020. The AE should then provide a brief report in the form of a short 10-15 line review that describes why the paper has been desk rejected and which will be sent to the author(s) so they receive an explanation for the desk reject. The deadline for the AE reports for early rejects is June 5, 2020.*

Questions? Email: icis2020reviewcoord@gmail.com
Assigning Associate Editors

1. To assign AEs, click on the “submissions” link.
2. Select the paper for which you would like to assign an AE.
3. On the reviewing page you will see a “Name” input field. Please use this to search for specific AEs.

4. If there is an AE match, you will be able to select “Assign” by the AE’s name. If there is not a match (see box below), you will have to work with the AIS review coordinator (reviewcoordinator@aisnet.org) to get the AE added. Given the desire to manage AEs, this should happen on very rare occasion; you should strive to use the AEs you identified. (Please note that the above screenshot is after an AE and a reviewer for the paper have already been assigned. These will be blank when you first click on the paper to assign an AE. Please focus on the “Name” box and the “Assign” option in the above image).

Note that this is not the best mechanism to select potential reviewers, as the matching between submission and reviewer (the “Match Score” below) depends upon accurate self-reporting from both the submitter and the reviewer. It is far better to rely upon your own knowledge of people in the field.

Questions? Email: icis2020reviewcoord@gmail.com
Note: If you assign an AE and later want to “Unassign” them, you will see that option too. To remove AEs, select the paper from the submissions page. Enter the AE’s name in the “Name” box. Then, click “Unassign.”

5. To assign an AE who is listed, choose to “assign” a reviewer, and you will see the system has the capability to auto-generate an email. Choose the link “do not send the notification” to your AE. Instead of sending the email (which uses the same template as used for reviewers), you will send one email to all AEs once assignments have been made. The Program Chair should have provided a draft of this email to you.

6. Repeat this process until you have invited an AE for each submission. Please try to assign no more than 3 papers per AE.

7. Once all AE assignments have been made for your track, from your main menu in PCS, select “send email.”

8. In the “to” drop-down box, select “subcommittee chairs.” Cut and paste the draft email the PCs shared with you with any changes you would like to make, enter a subject line, and hit “send to all.” This will go to all AEs for the track.

9. Please make sure that you assign these papers to individual AEs to process no later than May 13, 2020.
Monitoring review progress

Between assigning AEs and making final recommendations, you may wish to monitor the progress of getting reviewers assigned, getting a sufficient number of reviews back, and the submissions of AE reports. This information is available from the “submissions” link.

1. To verify the assignment of AEs, look at the entries in the column labeled “P name.” If an AE is assigned, their last name will appear here. Further, reviewer last names will appear in columns labeled “E1 Name” though “E5 Name” depending on the number of reviewers assigned. Note: P stands for primary (e.g., AE), S is secondary (if more than one AE is assigned) and E refers to an external evaluator.

Note: Sometimes, AEs will ask other AEs (from your or other tracks) to serve as reviewers on a paper. This is fine and it is a practice where AEs do this for each other so that they get quality reviews. If another AE has been assigned as a reviewer, this AE will show up as a secondary AE (2AE). Please click on the paper, and where you see the reviewer assignments, change the role of the 2AE to “reviewer.”

2. Once reviews (and scores) are entered, the scores will appear in the columns labeled E1-E5 score. Once AEs enter their reports, their scores will appear as well (in the “P” columns). If there is a 2AE on the paper their scores will appear in the “S” columns.

3. When you are ready to evaluate a paper to make the track chair recommendation, click on the “submissions” link and select the paper. You can access the paper by selecting “The file” at the bottom of the page, under “Document.”

4. To see the AE report and the reviews, click the review link alongside each reviewer’s name and score.
Track Chair Recommendations

1. Please submit your **recommendation** (not final decision) to the program chairs using the Menu option for “**submissions**.” On this screen, you will note there is a column labelled “**Decision**.”
   a. You may choose: “Recommend conditionally accepting the paper (**AF**)”, “Recommend conditionally accepting the paper, if there is room in the program (**AP**)”, or “Recommend rejecting the paper (**R**)”. The maximum number of papers that you can accept will be communicated to you by the Program Chairs. Papers you mark as “**AP**” are those that exceed your quota but you think may also be deserving to be included in the program. These may or may not be eventually accepted. We will ask you to provide a rank ordered list of any such papers.
2. You may nominate **one paper from your track in each of these categories**. While some papers can be nominated for two categories (e.g., Best Completed Research Paper and Best Theory Development Paper), it is best to nominate a paper for Best Paper in just one category.

- Best completed research paper
- Best short paper
- Best student completed research paper
- Best theory development paper

To facilitate the selection of the best papers for your track, you may (but you do not have to) identify all papers that you would like to include as potential candidates for these awards by checking the boxes in the submission spreadsheet as shown below. The spreadsheet also shows where you indicate your decision for the best paper award nominations for your track (one nomination per category):

![Diagram showing the process of nominating papers](image)

The AEs may also nominate papers for these awards. You will find their nominations in the “P” columns of the submissions spreadsheet as shown below. The AEs have also been advised to note their best paper recommendations in the private comments to you in their AE reports.

Questions? Email: icis2020reviewcoord@gmail.com
3. Please also note that you may also indicate whether a paper *qualifies* for the *Kauffman-Sponsored Best Paper and Best Student Paper awards on Information Systems, Innovation, and Entrepreneurship*. You can find the criteria for these awards by following these links: [Kauffman Sponsored Best paper](#) and [Kauffman Sponsored Best Student Paper Award](#). Please use the “**Kauffman Sponsored Award Qualification**” column as indicated above to indicate whether the paper qualifies. The “Kauffman Sponsored Best Paper Eligibility” column (next to the qualification column) is where the authors self-declared if their papers meet the criteria for these awards. Please ignore the Kauffman award columns on the far right (titled “Kauffman Sponsored Paper Awards”) – these are the columns where the Kauffman award selection committee indicates the winners.

The AE may also have indicated whether the paper qualifies for these awards. You will find this information in the “P” column next to the column that indicates the AE’s best paper nominations (see picture above).

4. All recommendations must be entered by **July 5, 2020**.