TREO @ ICIS 2020 PCS Author Guide

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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?society=ais
2. If you not have an account for PCS 2.0, create an account.
   a. Create Account

   ![Create Account Image]

   b. Enter your suggested Login Information:

   ![Login Information Image]
c. Obtain your Login Information by checking your inbox and confirming the email address:

![Login Information Image]

Please check your inbox and follow the instructions to confirm your email address.

d. Update personal information (user and contact information):

![Personal Information Image]

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**: Password
- **Retype Password**: Password

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

Questions? Email us at icis2020reviewcoord@gmail.com
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 TREO” as a “Track”.
2. Hit GO
3. Afterwards, a new submission is created.

4. Edit your submission to complete it.

5. When editing your submission, provide a title and add all authors with their corresponding affiliation.

6. Furthermore, check the checkbox of the “Author agreement” to agree to the policies of TREO @ ICIS 2020 as stated in the submission form.
7. Finally, upload your paper, provide **TREO talk** as “Note” concerning the file type of the paper and record all changes:

![Document](image)

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

![Existing Submissions](image)