

TREO @ ICIS 2020 PCS Author Guide


Contents

Registering and Logging in for PCS 2.0	1
Submitting a Paper	5

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



 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

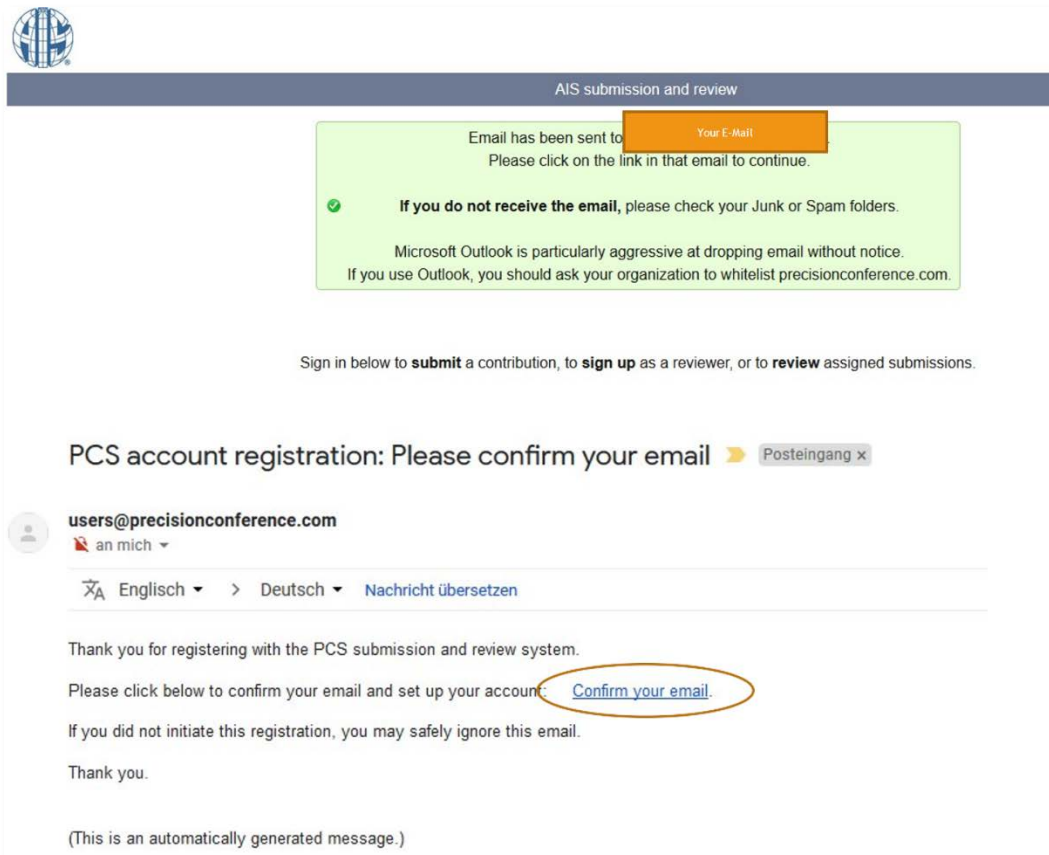
Create an account

First name *

Last name *

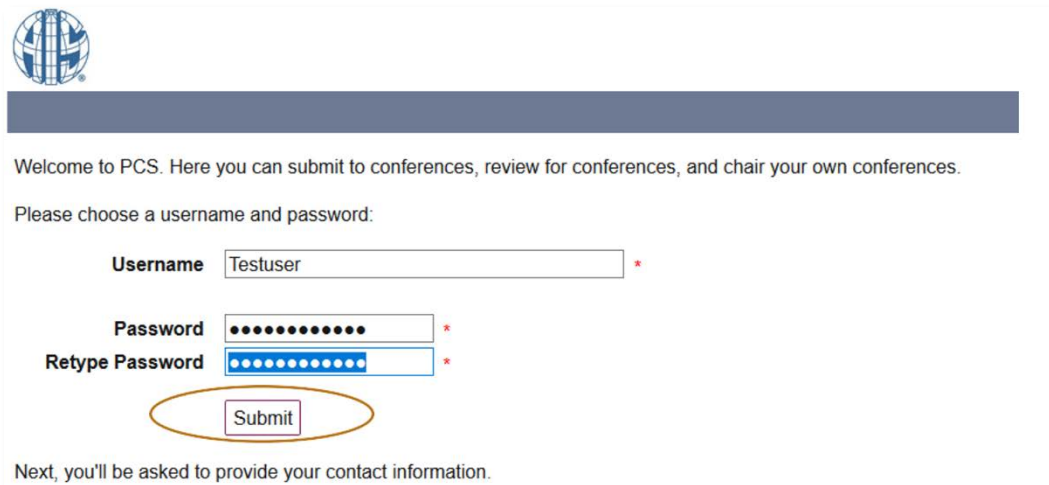
Email address *

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




The screenshot shows an email interface for 'AIS submission and review'. A green notification box states: 'Email has been sent to [redacted] Your E-Mail. Please click on the link in that email to continue.' Below this, it says: '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.' A link to 'Confirm your email' is circled in orange. The email header shows 'users@precisionconference.com' and 'Posteingang x'. The body text says: '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):



The screenshot shows a registration form for PCS. It includes a globe icon and a header bar. The text reads: 'Welcome to PCS. Here you can submit to conferences, review for conferences, and chair your own conferences. Please choose a username and password:'. The form has three input fields: 'Username' with the value 'Testuser', 'Password' (masked with black dots), and 'Retype Password' (masked with blue dots). A 'Submit' button is circled in orange. Below the form, it says: '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"/>	required for USA/Canada
Country	<input type="text" value="Test Country"/>	*

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

Record Changes

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:
 - 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.

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

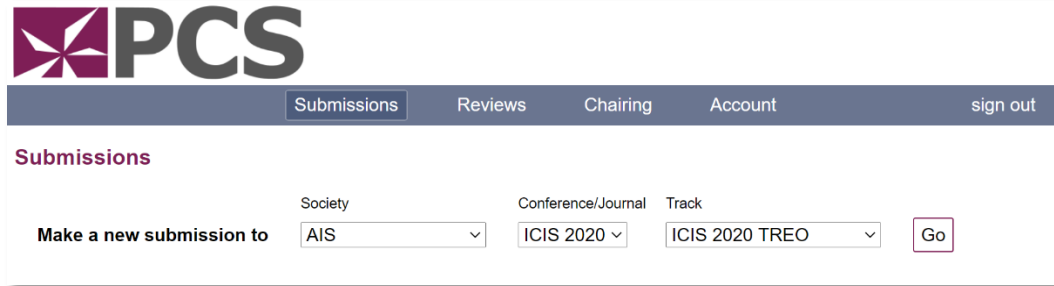
Remember me

[Create an account](#)

[Reset my password](#)

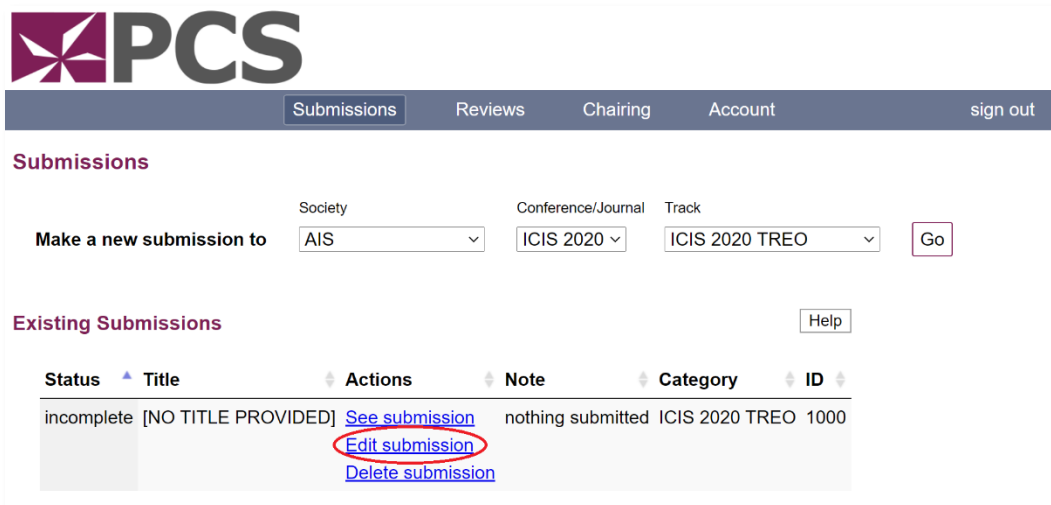
Submitting a Paper

1. Once logged in, select the “**Submissions**” tab. Then choose “**AI**S” 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.



The screenshot shows the PCS website's 'Submissions' page. At the top is the PCS logo. Below it is a navigation bar with tabs for 'Submissions', 'Reviews', 'Chairing', 'Account', and 'sign out'. The 'Submissions' section is active. It features a form titled 'Make a new submission to' with three dropdown menus: 'Society' (set to 'AIS'), 'Conference/Journal' (set to 'ICIS 2020'), and 'Track' (set to 'ICIS 2020 TREO'). A 'Go' button is located to the right of the dropdowns.

4. Edit your submission to complete it.



The screenshot shows the PCS website's 'Submissions' page, specifically the 'Existing Submissions' section. It features a table with the following columns: Status, Title, Actions, Note, Category, and ID. The table contains one row with the following data: Status: incomplete; Title: [NO TITLE PROVIDED]; Actions: See submission, Edit submission, Delete submission; Note: nothing submitted; Category: ICIS 2020 TREO; ID: 1000. The 'Edit submission' link is circled in red. A 'Help' button is located to the right of the table.

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.



The screenshot shows the 'Author Agreement' section. It features a checkbox that is checked, followed by the text: 'By checking this box, I acknowledge I have read and agree to comply with the author agreement.'

7. Finally, upload your paper, provide **TREO talk** as “Note” concerning the file type of the paper and record all changes:

Document

Please note, only pdf file types will be accepted

Note **New file** TREO_example.pdf

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

Existing Submissions

Status	Title	Actions	Note	Category	ID
complete	TREO Example Submission	See submission Edit submission Delete submission		ICIS 2020 TREO	1000