

# ICIS 2020 Session Chair / Presenter Zoom Meeting Guide



## Session Structure

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- Sessions will be conducted synchronously according to the conference schedule but will not be recorded.
- Sessions will last 60 minutes. *Session chairs and authors are encouraged to join the session no later than 8-10 minutes before the scheduled start time.* A prompt will appear on the screen shortly before the closing period expires.
- Only one author is required per paper to present. Authors should remain in the session for the *entire session* duration.
- We recommend using a desktop/laptop instead of a mobile device. We recommend that presenters not dial in as they will not be able to screen share or use the webcam.
- There will be a Tech Support Staff (TSS) person who will start the sessions and will be available for technical issues and the following:
  - TSS will launch and close the Zoom virtual sessions
  - TSS will be available to answer technical questions and help session chairs and presenters with access to the webcam and audio, as needed.
  - TSS assign the session chairs and presenters as co-organizers.
  - TSS post session welcome opening and closing slides.
  - As directed by the Session Chair, they will play author-video(s). The Session Chair may need to direct TSS to stop playing author-videos early if the video is too long or if the session is running short of time.
- Session Chair will:
  - Manage the allotted session time - 60 minutes. The times below represent the total time allotted per type of paper. This time includes playing the prerecorded video (which the TSS will do) and handling Q&A.
    - Completed Research Papers: maximum 15 minutes (video ~10 minutes)
    - Short Papers: maximum 7 minutes (video ~5 minutes)
    - Practitioner Papers: maximum 10 minutes (video ~7 minutes)
    - Teaching Cases: maximum 15 minutes (video ~10 minutes)
    - Q&As are allotted 2 to 5 minutes per paper based on the time limits above.
  - Session Chairs have discretion to adjust / manage time allotments based on the number of papers assigned to a session and / or circumstances taking place during the session.
  - Session Chairs will direct Tech Support Staff to play / stop the author-videos (as needed).
  - Session chair will receive a reminder from TSS via private chat at the end when two minutes is remaining.
    - The closing slide will be displayed during the last minute of the session as an alert.

- Session Chair will (continued):
  - Prepare 2-3 questions in advance for each paper.
  - Remind audience that their audio capability has been muted. Attendees should submit questions for each paper in the chat box.
  - Inform audience that when submitting questions via chat, include the paper sequence (i.e.P1, P2, P3) in case the question isn't answered due to time limitations so that it can be addressed later by the author. Participants can continue the discussion with the authors via the conference app, eLibrary, or email.
  - Facilitate the Q&A.
  - End session on time.

## Before Your Session

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- All times noted on the conference app will be based on your device's time zone
- **Confirm your session time/date in your time zone.**
- **Make sure you use the session link that can be found on the conference app.**
- Prior to the start of ICIS 2020, please perform a system check at:
  - <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>.
  - Mac Users – <https://support.zoom.us/hc/en-us/articles/203020795-How-To-Install-on-Mac>
- Log in to ICIS 2020 conference app – details will be shared at a later date
- Check your audio setup:
  - A headset works best.
  - Test both your audio speakers and mic prior to the session.
- Please contact Robina Wahid at [robina@aisnet.org](mailto:robina@aisnet.org) should you have any technical support staff related questions during the conference.

## The Session

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- Make sure you are in a quiet area where no one (family or pets) will interrupt you.
- Make sure all notifications are turned off.
- Technical support staff will log-in 15 minutes prior to the session. To locate the staff, look for "Technical Support Staff" in the session attendee list
- **Session Chairs, presenters, and authors are required to join the meeting 8-10 minutes prior to start time using the session link found on the conference app.**
  - Please join the meeting early as the maximum capacity for each virtual room is 250 total and you will not be able join the session if it is at capacity.
  - Session Chairs to add 'Session Chair' in **front** of their name so they are easily identifiable.
  - Authors should add their role (author) and the sequence of their paper in the session (P1, P2) in **front** of their name so they are easily identifiable (e.g., Author-P1-John Doe, Author-P2-Jane Doe).
- In the chat box the following will be pre-set and will appear for all participants:

***Message from the organizer***

*If you are an author of a paper in this session, please add your role (author) and the sequence of your paper in the session (P1, P2) in front of your name so you are easily identifiable (e.g., Author-P1-John Doe, Author-P2-Jane Doe).*

- When Q & A begins, the session chair will review the questions posted in the chat window and determine which to pose to the authors.
- If an author does not show up or drops off mid-presentation, the session chair will move ahead to the next paper.

**Additional Details**

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- Session chairs will inform program chairs if a paper is a no-show.
- The Tech Support Staff will post opening and closing slides prior to the start of paper sessions. Examples will be shared closer to conference date.
- Tech checks will be scheduled for the last week of November and the first week of December.