

ICIS 2020 Session Chair / Presenter Zoom Meeting Guide

Revised Dec. 15



Session Structure

- Sessions will be conducted synchronously according to the conference schedule but will not be recorded.
- Paper presentation schedule can be found at <https://icis2020.aisconferences.org/submissions/new-paper-presentation-schedule/>
- 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 two minutes 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.
 - If additional co-authors are joining the presentation session, they must register for the conference, as well.
- 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.
- The papers will be presented as listed in the conference app for each session.
- 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 will assign the session chairs as co-hosts.
 - TSS will post session's 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 Chair will (continued):
 - 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.
 - Prepare 2-3 questions in advance for each paper.
 - Remind audience to stay on mute and not share their webcam while authors are presenting
 - Remind audience t to 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

- All times noted on the conference app will be based on your device's time zone. Please select the option accordingly upon downloading the app.
- **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 by December 2
- 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 should you have any technical support staff related questions during the conference.

The Session

- 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

300 total and you will not be able join the session if it is at capacity. If unable to join due to the session being full, text Robina via WhatsApp - +1 404-451-5527.

- 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

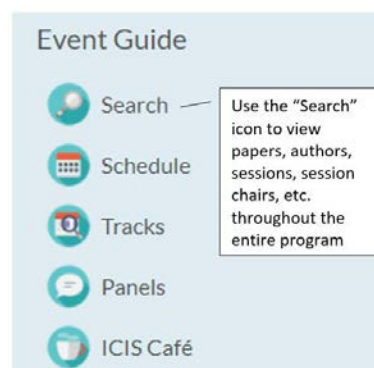
If you are an author of a paper in this session, please add your role (author) and the sequence of your paper in the session (P1, P2) in front of your name so you are easily identifiable (e.g., Author-P1-John Doe, Author-P2-Jane Doe).

Please note:

- *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.*
- 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

- Papers will be available to registered attendees in eLibrary beginning December 2
- Videos will be available at the beginning of the conference
 - └ Both accessible via the conference app
- The conference app will be live on December 2 and details will be provided to all ICIS 2020 registrants at that time.
- ❓ The “Search” tool on the left panel of the conference app will search the entire ICIS 2020 conference.



- Session chairs will inform program chairs if a paper is a no-show.
- For issues logging in during the conference dates, please contact Robina Wahid via WhatsApp at +1 404-451-5527.
- 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.

Welcome! The Session Will Begin Soon...

Resource Utilization Uncertainty Reduction in Hospitals: The Role of Digital Capability and Governance Structure
 Authors: A Xing, S Miranda, R Singh

A Configuration Approach to Multi-Sided Platforms in Healthcare: An ALS Platform Case
 Authors: D. Furstenau, C. Auschra, S. Klein

IT Interventions in Cardiac Rehabilitation: A Theory Driven Approach
 Authors: A. Sengupta, A Bhattacharjee, K. Dutta, T. Beckie

Practical Empathy: The Duality of Social and Transactional Roles of Conversational Agents in Giving Health Advice
 Authors: D. Ghosh, I. Falk

Work Design in AI-based Applications: The Role of Advice Provision Timing
 Authors: J. Yin, K.Y. Ngiam, H.H. Teo

If you are an Author of a paper in this session, please include "Author" and the Paper's Order # (P1, P2, P3 or P4) in front of your screen name.

Room 1

Welcome! The Session Will Begin Soon...

The Session Chair will ...

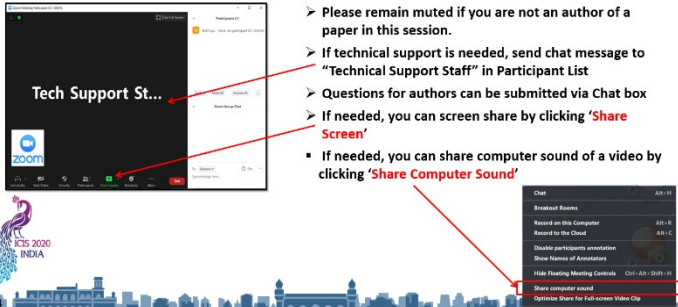
- ✓ Direct the Tech Support Staff (TSS) when to play / stop author-videos
- ✓ Facilitate Q&As
- ✓ Keep the session on schedule
- ✓ Facilitate Transition from one paper to another

A session closing slide will appear 2-minutes prior to end of session

If Session Chair loses connection or is not in the session, Session Chair responsibilities are assigned to author(s) of the first paper

Room 1

Welcome! The Session Will Begin Soon...



- Please remain muted if you are not an author of a paper in this session.
- If technical support is needed, send chat message to "Technical Support Staff" in Participant List
- Questions for authors can be submitted via Chat box
- If needed, you can screen share by clicking 'Share Screen'
- If needed, you can share computer sound of a video by clicking 'Share Computer Sound'

Room 1

Welcome! The Session Will Begin Soon...

Track: T553, IS in Healthcare
 Session: Health Outcomes
 Session Date: December 14, 2020
 Session Time: 10:30 – 11:30am India Standard Time (IST)
 Session Chair: Amrita George

Session Prep Checklist

- ✓ Submit Questions via Chat box
- ✓ Up to 300 people in Session, so no audio questions
- ✓ Please help keep the Session on Schedule
- ✓ Enjoy, Learn, Relax! ☺

Have more feedback for the authors? Did not get your question answered?

Then please consider...

- Post your question / comment in AIS eLibrary
- Send an eMail to the author(s)
- View author-video or PPT in AIS eLibrary
- Download the article from AIS eLibrary

If you are an Author of a paper in this session, please include "Author" and the Paper's Order # (P1, P2, P3 or P4) in front of your screen name.

Room 1

This Session will end in 2-minutes...

Thank You for joining the session!

Thank You Authors for Presenting Your work!

Be Safe and Stay Healthy!

**Have more feedback for the authors?
Did not get your question answered?**

Then please consider...

- Post your question / comment in AIS eLibrary
- Send an eMail to the author(s)
- View author-video or PPT in AIS eLibrary
- Download the article from AIS eLibrary



ROOM 1

