Creating a Submission

Logging In:

1. Go to the AMCIS submission site: https://new.precisionconference.com/ais
2. Enter your “Username” and “Password” and “Sign in”
   a. If this is your first-time logging in, refer to the login email that you received from PCS.
   b. If you do not know your password or have forgotten it, click on the Forget your password? “Reset my password” link.
Paper Submission Deadline: March 1, 2024 – 10am EST

3. On the **Account tab**, make sure that you agree to the **Terms of Use**

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**Submitting a Paper:**

1. Go to the AMCIS submission site: [https://new.precisionconference.com/ais](https://new.precisionconference.com/ais)

2. To submit a completed or ERF paper, select **Submissions** on the top menu bar. Make sure that the **Society** dropdown says **AIS**, the **Conference/Journal** dropdown says **AMCIS 2024**, and the **Track** says **AMCIS 2024 Papers (Completed and ERF)**. Select **Go** to create your new submission.

3. You should now see a new, incomplete submission which you can **Edit**.

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Questions? Email [AMCIS2024program@gmail.com](mailto:AMCIS2024program@gmail.com)
4. To complete your submission, choose the **Track** you are submitting to, enter your **title**, **author information** including **affiliation** and **contact information**, and your **150-word Abstract** (this is the description that will appear on in the AIS eLibrary if it is accepted). Finally, choose to **Record Changes**.

Questions? Email [AMCIS2024program@gmail.com](mailto:AMCIS2024program@gmail.com)
5. At this point, your submission is complete.

### Revising a Paper

**Reviewer Response & Camera-Ready Submission:**

1. If you have been asked to revise your minitrack submission, follow the following instruction.

3. Complete any required revisions, upload your response to reviewers, and select **Record Changes**.
4. To verify your final changes, you can select **See Final Version**.

Questions? Email AMCIS2024program@gmail.com