Thank you for participating in AMCIS 2024!

Key Points

- Arrive to paper session room 10-minutes early.
- Authors will check-in with the Session Chair.
- **Authors must bring their personal laptop and a dongle (if applicable) for their presentation.**
- No iPads or phones.
  - Laptops will **not** be provided.

Session Structure

With the exception of panel sessions, all other sessions will be conducted synchronously in-person according to the conference schedule and will **not** be recorded.

- Currently, the paper session schedule can be found at [https://amcis2024.aisconferences.org/schedule/](https://amcis2024.aisconferences.org/schedule/)
  - Once the mobile app is live, the schedule links will be removed, and the conference mobile app will be the only source of the most up-to-date paper session schedule.
  - Mobile App: All registered attendees will receive an email by the end of July with mobile app log-in credentials once it is live from onestop@aisnet.org.
- Sessions will be 90 minutes in length and include 3 to 5 papers per session
  - Session Chairs and authors should remain in their session for the entire session duration.
- Session chairs and presenters should arrive at their session no later than **10 minutes before** the scheduled start time.
- Allotted time per paper:
  - Full Papers: 30 minutes total
    - 12-15 minutes in-person presentation, with remaining time for Q&A
  - ERF Papers: 15 minutes total
    - 7 minutes in-person presentation, with remaining time for Q&A
  - TREOs
    - 5 minutes in-person presentation, with remaining time for Q&A

Please note: Last-minute changes may occur as there could be a presenter who arrives late or no-shows. Please be sure to list any presenter additions and/or no-shows on the attendance sheet you will receive in your session room.
Session Chair Responsibilities

The **Session Chair** will have the following responsibilities during paper sessions
- Session Chairs should attend one of the Orientation Sessions before the conference - Zoom link provided at the end of this doc
- Arrive 10 minutes prior to session start time
- Manage the allotted session time - 90 minutes
- Welcome attendees and presenters and review the session format and provide instructions
- Session Chairs have discretion to adjust / manage time allotments based on the number of papers assigned to a session and / or as circumstances take place during the session.
- Session Chairs will direct authors to begin / end presentation, as needed.
- Session Chairs will manage Q&As.
- Prepare 2-3 questions in advance for each paper.
- Session Chairs will inform Program Chairs (amcis2024program@gmail.com) if a paper presenter is a no-show.
  - Session Chairs will need to use the QR code on the sheet provided at each session to...
    - List any presenter additions and/or no-shows

Presenter / Author Responsibilities

- Presenters should consider attending one of the Orientation Sessions before the conference (the Zoom links are provided at the end of this doc)
  - Bring your own laptop for your presentation
  - Presenters are to use their own slide template (format: 16:9 – standard dimensions)
  - Currently, the paper session schedule can be found at [https://amcis2024.aisconferences.org/program/](https://amcis2024.aisconferences.org/program/)
  - Once the mobile app is live, the schedule links will be removed, and the conference mobile app will be the only source of the most up-to-date paper session schedule.
  - Mobile App: All registered attendees will receive an email by the end of July with mobile app log-in credentials once it is live from onestop@aisnet.org.
    - This will provide paper/presentation sequence, access to papers, and author-videos in eLibrary
- Arrive 10 minutes early, prior to the start of the session.
- Check-in with the Session Chair upon arriving in the session.

Please note:
- If a Session Chair is a no-show, by default the presenter of the first paper will take on the Session Chair role.
- If the presenter of the first paper is unable to be Session Chair, then the presenter of the second paper will take on the Session Chair role. And so on..
- See schedule/mobile app for presentation sequence for each session.
Additional Details

- Papers and author-videos (if applicable) are available via conference mobile app and in AIS eLibrary https://aisel.aisnet.org/amcis2024/

Author Connect – New at AMCIS 2024!

This isn’t directly related to your paper presentation during the paper session but important information to note:

AuthorConnect provides a new way to extend the reach of academic research conferences by facilitating virtual meetups between paper authors and members of the research community who may or may not be able to attend the conference in person. Authors can create their own virtual meeting sessions using their meeting platform of choice (e.g., Zoom) and post the meeting connection information on AuthorConnect. Other users can view and register to participate in these sessions and can also message authors to indicate interest in a meeting about a paper if a session has not been created. To learn more, see the AuthorConnect FAQ!

Each paper will have the below logo for those interested in scheduling a meeting with authors.

Session Chair & Presenter Orientation Sessions

Please mark your calendar and join of the orientation sessions:

<table>
<thead>
<tr>
<th>Friday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2</td>
<td>August 5</td>
<td>August 6</td>
<td>August 7</td>
</tr>
<tr>
<td>12:00</td>
<td>15:00</td>
<td>19:00</td>
<td>07:00</td>
</tr>
</tbody>
</table>

Note: All times are EDT (New York)

Join Zoom Meeting | Meeting ID: 380 954 6357 | Passcode: 742236
https://us02web.zoom.us/j/6799902508
Find your local number: https://us02web.zoom.us/u/kc171g9QV
One tap mobile: +13092053325 6799902508# US | +13126266799, 6799902508# US (Chicago)