Thank you for participating in AMCIS 2023!

**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 slide advance dongle (if applicable) for their presentation. No iPads or phones.
  - Laptops will *not* be provided.

**Please note:** All accepted virtual papers, and author videos can be viewed in the eLibrary - [https://aisel.aisnet.org/amcis2023/asynchronouspapers/](https://aisel.aisnet.org/amcis2023/asynchronouspapers/).

**Session Structure**

With the exception of three sessions (Panels, PDSs and two Spotlight Sessions) all other sessions will be conducted synchronously in-person according to the conference schedule and will NOT be recorded.

- Currently, paper session schedule can be found at [https://amcis2023.aisconferences.org/program/](https://amcis2023.aisconferences.org/program/).
  - Once the paper session schedule has been added to the conference mobile app, this file will be removed, and the conference mobile app will be the source of the most up-to-date paper session schedule.
- 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:
  - Completed Research 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 have a presenter join the session 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 (amcis2023program@gmail.com) if a paper presenter is a no-show.
- Please be sure to list any presenter additions and/or no-shows on the attendance sheet you will receive in your session room.

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)
  - Currently, paper session schedule can be found at https://amcis2023.aisconferences.org/program/
  - Once the paper session schedule has been added to the conference mobile app, this file will be removed, and the conference mobile app will be the source of the most up-to-date paper session schedules.
  - 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..

Additional Details

- Papers and author-videos (if applicable) are available via conference mobile app and in AIS eLibrary https://aisel.aisnet.org/amcis2023/
Session Chair & Presenter Orientation Session

Time Zone Converter:

Please mark your calendar and join of the orientation sessions:

  - Tuesday, August 1
    - 1:30 PM Eastern Time (US and Canada)
  - Wednesday, August 2
    - 7:00 PM Eastern Time (US and Canada)
  - Thursday, August 3
    - 7:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

https://us02web.zoom.us/j/3809546357?pwd=TlNHaU04K2NvY2xac0x2V0Z6K1EQT09

Meeting ID: 380 954 6357
Passcode: 742236

One tap mobile
+13052241968,,3809546357#,,,,*742236# US
+13092053325,,3809546357#,,,,*742236# US

Find your local number: https://us02web.zoom.us/u/kcoHgyjvz