

# TREO @ ICIS 2021 PCS Author Guide

## Contents

Registering and Logging in for PCS 2.0 .....	1
Submitting a Paper .....	5

## Registering and Logging in for PCS 2.0

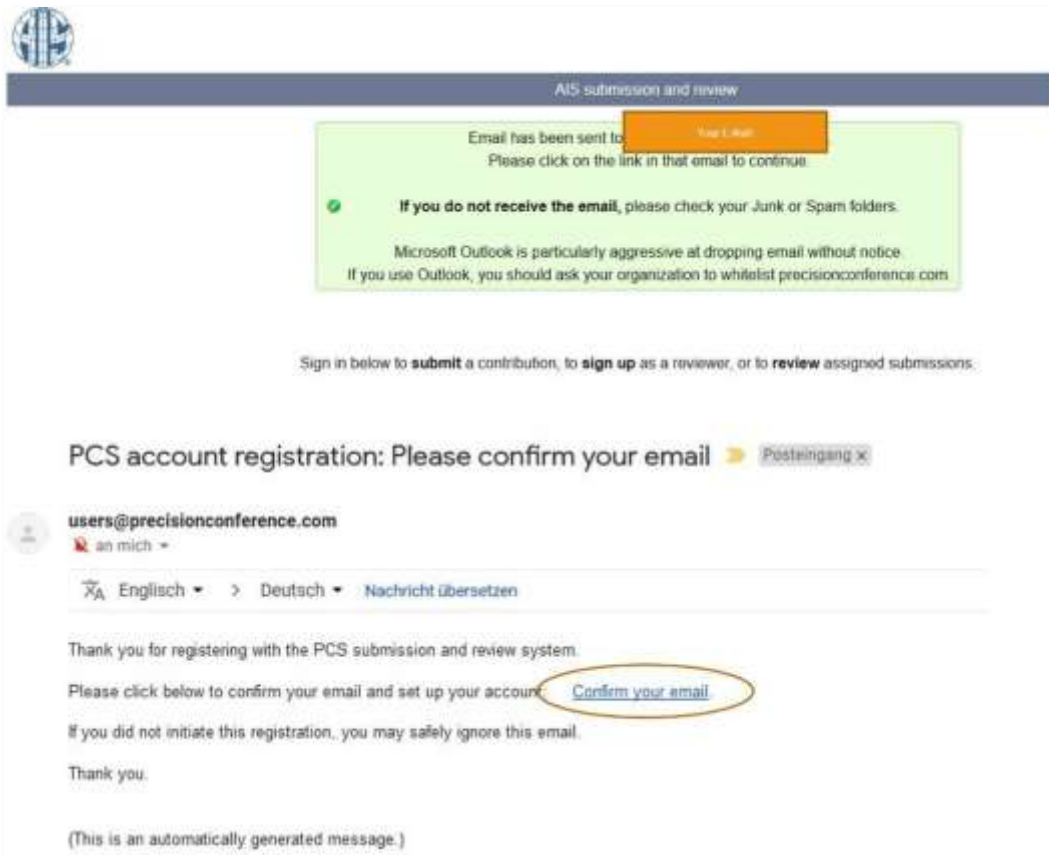
1. Go to the ICIS 2021 submission site: <https://new.precisionconference.com/user/login>
2. If you do not have an account for PCS 2.0, create an account.
  - a. Create Account



- b. Enter your suggested Login Information:



- c. Obtain your Login Information by checking your inbox and confirming the email address:



The screenshot shows an email interface for 'users@precisionconference.com'. At the top, there is a blue header with the logo and the text 'AIS submission and review'. Below this is a green box with the message: 'Email has been sent to [redacted] Please click on the link in that email to continue.' A red box highlights the redacted email address. Below the green box, there is a green checkmark icon and the text: 'If you do not receive the email, please check your Junk or Spam folders. Microsoft Outlook is particularly aggressive at dropping email without notice. If you use Outlook, you should ask your organization to whitelist precisionconference.com'. Below this, there is a link: 'Sign in below to **submit** a contribution, to **sign up** as a reviewer, or to **review** assigned submissions.' The main heading of the email is 'PCS account registration: Please confirm your email' with a 'Posteingang x' icon. Below the heading, there is a language selector showing 'Englisch' and 'Deutsch', and a 'Nachricht übersetzen' link. The main body of the email says: 'Thank you for registering with the PCS submission and review system. Please click below to confirm your email and set up your account: [Confirm your email](#)' (the link is circled in orange). It also says: 'If you did not initiate this registration, you may safely ignore this email. Thank you. (This is an automatically generated message.)'

- d. Update personal information (user and contact information):



The screenshot shows the PCS registration form. At the top, there is a blue header with the logo. Below this is a blue bar with the text: 'Welcome to PCS. Here you can submit to conferences, review for conferences, and chair your own conferences.' Below this, there is a text prompt: 'Please choose a username and password:'. The form has three input fields: 'Username' with the value 'Testuser', 'Password' with masked characters, and 'Retype Password' with masked characters. A red asterisk is next to each field. Below the fields is a 'Submit' button, which is circled in orange. At the bottom, there is a text prompt: 'Next, you'll be asked to provide your contact information.'

Submissions | Reviews | Account

✔ Your username and password have been saved.

### Contact Information

Title

Given name

Initial or middle name

Family name

Suffix

Email

Recovery email 1

Phone number

Web page

Affiliation 1

Dept/School/Lab

Institution

City

State/Province

Country

[add site](#) | [cancel](#)

[Record Changes](#)

e. Agree to terms of use and privacy information:

Submissions | Reviews | Account

✔ Your contact information has been saved.

⚠ Please agree to the Terms of Use and configure your privacy settings below. You must agree to the Terms of Use to make new submissions or reviews.

### Account

[Change contact information](#)

[Change password](#)

[Change username](#)

[Remove account](#)

### Terms of Use

[Terms of Use](#)

I agree to the Terms of Use.

### Privacy Settings

[Privacy Policy](#)

The following settings are discussed in more detail in the Privacy Policy.

- My name, email address, and affiliations may be shown in "submissions" on submission forms. **This reduces the likelihood of duplicate accounts being created for you and is strongly recommended.**
- My contact information may be shown to chairs and committee members. **This is necessary if you are reviewing.**
- My summary reviewing history may be shown to chairs and committee members.
- My submissions and reviews may be used in ad-hoc analysis. Anonymous aggregate measures from those analysis may be reported.
- My name and email address may be provided to the chairs of future conferences for which I have reviewed or to which I have submitted.

3. If you have an account:

- a. Enter your “**Username**” and “**Password**” and select “**Sign in**”
- b. If you do not know your password or have forgotten it, click on the “**Reset my password**” link.



AIS submission and review

Sign in below to **submit** a contribution, to **sign up** as a reviewer, or to **review** assigned submissions.

Username or Email

Password

[Create an account](#)

[Reset my password](#)

## Submitting a TREO Talk Abstract

1. Once logged in, select the “**Submissions**” tab. Then choose “**AIS**” under Society. Select “**ICIS 2021**” as the Conference/Journal and select “**ICIS 2021 TREO**” as a “Track”.
2. Hit GO
3. Afterwards, a new submission is created.



### Submissions

Make a new submission to

Society	Conference/Journal	Track
<input type="text" value="AIS"/>	<input type="text" value="ICIS 2021"/>	<input type="text" value="ICIS 2021 TREO"/>

4. Edit your submission to complete it.

The screenshot shows the 'Submissions' page with a navigation bar (Submissions, Reviews, Chating, Account) and a message: 'A blank submission #1010 has been set up. You can edit it below.' Below this is the 'Make a new submission to' form with dropdowns for Society (AIS), Conference/Journal (ICIS 2021), and Track (ICIS 2021 TREO), and a 'Go' button. Under 'Existing Submissions', there is a search bar and a table:

Status	Title	Actions	Note	Category	ID
incomplete	[NO TITLE PROVIDED]	<a href="#">See submission</a> <a href="#">Edit submission</a> <a href="#">Delete submission</a>	nothing submitted	ICIS 2021 TREO	1010

5. When editing your submission, provide a title and add all authors with their corresponding affiliation.
6. Furthermore, check the checkbox of the “Author agreement” to agree to the policies of TREO @ ICIS 2021 as stated in the submission form.

**Author Agreement**

By checking this box, I acknowledge I have read and agree to comply with the author agreement.

7. Finally, upload your paper, provide **TREO talk** as “Note” concerning the file type of the paper and record all changes:

**Document**

Please note, only pdf file types will be accepted

**Note**  
TREO Talk

**New file**  
Choose File: TREO\_example.pdf

Record Changes

8. You should receive a confirmation mail and the status of the paper should change to “complete”.

**Existing Submissions** Help

Status	Title	Actions	Note	Category	ID
complete	Testing the Efficacy of the ...	<a href="#">See submission</a> <a href="#">Edit submission</a> <a href="#">Delete submission</a>		ICIS 2021 TREO	1010