Thank you for participating in ICIS 2021 - the first AIS hybrid conference! Below are details for Presenters that are joining in-person and virtually. Please review the details carefully as there are required steps that are new due to the hybrid component, which we haven’t encountered earlier during in-person or virtual only events.

**NEW! Five Key Points**

- Arrive to paper session room 15- minutes early.
- Check-in with the Session Chair (or Room Host) upon arrival in room and confirm presentation delivery mode.
- In-room attendees must use aisle microphones to ask questions after paper presentations (otherwise, no one in the Zoom room can hear the questions).
- Authors cannot present their paper from their personal laptop. If presenting live in the conference room, then presenters must use a flash drive to copy & load their PPT file onto TSS's laptop.
- Authors must use the in-room clicker (a.k.a. slide advancer), the podium microphone and remain near the podium when presenting their paper. Otherwise, the Zoom room attendees will be unable to hear nor see the presenter during the presentation.

**Session Structure**

Sessions will be conducted synchronously according to the conference schedule but will NOT be recorded.

- **NEW!** Paper Session Schedule can be found at [https://connect-v3.jujama.com/?Conferenceld=lpwBBTHZiPA%253d](https://connect-v3.jujama.com/?Conferenceld=lpwBBTHZiPA%253d)
- Sessions will be 90 minutes in length and include 3 to 4 papers per session
  - Sessions will include a mixture of on-site and on-line presenters, as well as a mixture of live presentations or the use of their author-videos.
  - Presenters must indicate their presentation format before Nov 25 at: [https://app.smartsheet.com/b/form/d9c496280fbb4731adacc02f0b25a76c](https://app.smartsheet.com/b/form/d9c496280fbb4731adacc02f0b25a76c)
  - Presenters should attend an Orientation Session before the conference - details given at the end of this doc
  - Live & On-site presentations will be delivered in the paper session room, from a speaker podium that is equipped with a microphone and a slide-advancer (clicker). See Room Diagram below.
  - Authors should remain in the session for the entire session duration.
• **Presenters and co-authors should join the session no later than **15 minutes before the scheduled start time.

• All presenters must first **Check-in with the Session Chair / Room Host** as soon as they join - prior to the start of their session. The Check-In process will include the following steps:
  – Presenters should locate and introduce themselves to the Session Chair / Room Host - who will be wearing a red badge marked “Session Chair” in the meeting room and will have “Session Chair” in front of their screen name on Zoom.
  – Presenters should re-confirm their delivery format (on-line or on-site, live presentation or the use of their author-video).
  – If the presentation delivery format is **live & on-site**, then the presenter will need to share their PowerPoint PPT file on a flash-drive with the Session Chair / Room Host.
  – The Session Chair / Room Host will then work with the room’s Technical Support Staff (TSS) to load the PowerPoint PPT files onto TSS’s laptop.

• If an author is presenting in the session **on-line**, we recommend using a desktop/laptop to access the virtual Zoom room, instead of a mobile device.

• **Allotted time Per Paper:**
  – Completed Research Papers: 30 minutes total
    ▪ 12-15 minutes live presentation/video, with remaining time for Q&A
  – Short Papers: 15 minutes total
    ▪ 7 minutes live presentation/video, with remaining time for Q&A
  – Teaching Cases: 30 minutes total
    ▪ 12-15 minutes live presentation/video, with remaining time for Q&A

**Presenter / Author Responsibilities / Guidelines**

• Indicate your presentation delivery mode format at this site before December 7
  o [https://app.smartsheet.com/b/form/d9c496280fb4731adacc02f0b25a76c](https://app.smartsheet.com/b/form/d9c496280fb4731adacc02f0b25a76c)

• Attend one of the Orientation Sessions via Zoom before the conference - the zoom links are given at the end of the document
  **Tuesday, Nov 23, 2021** - 11:00 AM Eastern Time (US and Canada) / 5:00 PM CET Europe/ 12:00 AM SGT China (Nov. 24) / 3:00 AM AEDT
  **Wednesday, Nov 24, 2021** - 07:00 AM Eastern Time (US and Canada) / 1:00 PM CET Europe/ 8:00 PM SGT China / 11:00 PM AEDT
  **Monday, Nov 29, 2021** - 02:00 PM Eastern Time (US and Canada) / 8:00 PM CET Europe / 3:00 AM SGT - China / 6:00 AM AEDT
  **Wednesday, Dec 1, 2021** - 07:00 PM Eastern Time (US and Canada) / 1:00 AM CET Europe (Dec. 2) / 8:00 AM SGT - China (Dec. 2) /11:00 AM AEDT (Dec. 2)
  **NEW! Monday, Dec 6, 2021** – 3:00 PM Eastern Time (US and Canada) / 9:00 PM CET Europe / 4:00 AM CST China (Dec. 7) / 7:00 AM AEDT (Dec. 7)
• NEW! Download the ICIS 2021 conference event hub App – https://connect-v3.jujama.com/?ConferenceId=lpBBTHZiPA%253d
  o This will provide paper sequence, access to papers and videos on the eLibrary
  o All times are initially noted in CST (Austin time – UTC -6). Please select your timezone option when accessing the event hub. Subsequently, all times noted on the event hub will be based on your selected time zone.
  o Confirm your session time/date in your time zone.
• Arrive 15 minutes early, prior to the start of the session.
• Check-in with the Session Chair upon arriving in the session.
  o If presenting on-site & live, bring your PowerPoint PPT file on a flash drive so that it can be loaded on the TSS laptop
• If presenting virtually, make sure you use the session link that can be found on the conference app / event hub to join the session
• Please contact Robina Wahid at robina@aisnet.org should you have any technical support staff related questions during the conference.

Additional Details

• Papers are available via the conference app within 24 hrs. (business) upon registering for ICIS.
• Videos will be available via the conference app at the beginning of the conference
• The event hub app will be live from the week of November 29, and details will be provided to all ICIS 2021 registrants at that time.
  o NEW! The event hub is now live. If you have registered for the conference and have not received the event hub log-in details, please contact communications@aisnet.org
• 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 slides prior to the start of paper sessions. An example of the opening slides is pasted below.
Hybrid Room Configuration

HYBRID CLASSROOM CONFIGURATION – Paper Sessions
Dedicated AIS Tech Support (AIS TSS)

ROOM SIGNAGE
All Presenters in this Session Must Check-in at Session Chair Table before Session Begins
This Session will be Live Streamed via the Conference Event Hub App:
✓ Mute Your Laptop’s Microphone
✓ Mute Your Laptop’s Speaker
✓ Please Turn off camera
Please use aisle microphone to ask questions after a presentation

Session Chair / Room Host Responsibilities
• Directs Paper Presenters to begin
• Checks-in Authors for each session
• Directs TSS to play Author-Videos
• Facilitates Q&A
• Laptop logged into Zoom
• Manages In-room / on-line Q&A

AIS Tech Support Responsibilities
• Manages Zoom Room and Session Rm
• Manages Streaming Camera
• Manages In-room microphones
• Manages audio mix board
• Clicks Play on pre-load Author-Videos
• Assigns Co-host privileges (as needed)
• Mutes all non-speakers
• Laptop logged into Zoom room

Additional Considerations:
• Ask authors to arrive 15- minutes early
• AIS to purchase flash-drives
• AIS to purchase power strips
Welcome! This Hybrid Session Will Begin Soon!

This Session will be Live Streamed via the Conference Event Hub App

The Session Chair will ...
✓ Facilitate Q&As
✓ Keep the session on schedule
✓ Facilitate Transition from one paper to another
✓ Add “Session Chair” in front of their Zoom screen name

Online questions can be submitted via Zoom Chat
On-site questions can be asked using the center aisle microphone after a presentation

Welcome! This Hybrid Session Will Begin Soon!

If you are a presenting in this session and you are...

On-site in Conference Room
✓ Please Check-in with Session Chair before Session begins (red badge)
✓ Confirm your presentation delivery mode
  ▪ Live Presentation, or
  ▪ Author-video
✓ If Presenting Live, then see Session Chair to...
  ▪ Pre-Load your PPT file
  ▪ When directed by Session Chair, use Podium to present paper
  ▪ A wireless slide clicker and microphone are provided on Podium

Online in Zoom Room
✓ Add “Author” in front of your Zoom screen name & the paper’s order # (P1, P2, P3, P4)
✓ Check-In with Session Chair and confirm your delivery mode
  ▪ Live Presentation, or
  ▪ Author-video
✓ Session Chair will direct Tech Support Staff (TSS) to play Author-Videos (if applicable)
Welcome! This Hybrid Session Will Begin Soon!

This Session will be Live Streamed via the Conference Event Hub App
Session Participants are asked to...

<table>
<thead>
<tr>
<th>On-Site in Conf Room</th>
<th>Online in Zoom Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Mute Your Laptop’s Microphone</td>
<td>✓ Mute Your Microphone</td>
</tr>
<tr>
<td>✓ Mute Your Laptop’s Speaker</td>
<td>✓ Questions can be submitted via Zoom Chat</td>
</tr>
<tr>
<td>✓ Turn-off Your Laptop’s camera</td>
<td>or verbally after a presentation (as directed by Session Chair)</td>
</tr>
<tr>
<td>✓ Please use the center aisle microphone to ask questions after a presentation</td>
<td>✓ If technical support is needed send chat message to “Technical Support Staff” in Zoom Participant List</td>
</tr>
</tbody>
</table>

Thank You Authors for Presenting Your work!

Thank you for attending ICIS 2021 Austin!

Thank you for your patience as we all learn & embrace hybrid conference technology

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 posted in AIS eLibrary
✓ Download the article from AIS eLibrary
Session Chair & Presenter Orientation Sessions

Please mark your calendar and attend one of the orientation sessions.

Time Zone Converter:

1. **Tuesday, Nov 23, 2021** - 11:00 AM Eastern Time (US and Canada) / 5:00 PM CET Europe / 12:00 AM SGT-China (Nov. 24) / 3:00 AM AEDT
   Join Zoom Meeting
   https://us02web.zoom.us/j/85011463220?pwd=RVMvYmF2cU5SQVpKSHF3b1JsZFNvUT09
   Meeting ID: 850 1146 3220
   Passcode: 203723
   One tap mobile
   +13462487799,85011463220#,,,,*203723# US (Houston)
   +16699006833,85011463220#,,,,*203723# US (San Jose)
   Find your local number: https://us02web.zoom.us/u/kzfO0t0jm

2. **Wednesday, Nov 24, 2021** - 07:00 AM Eastern Time (US and Canada) / 1:00 PM CET Europe / 8:00 PM SGT-China / 11:00 PM AEDT
   Join Zoom Meeting
   https://us02web.zoom.us/j/85373918283?pwd=WkJPZk4zNldhSzJaSBYzNFaSGlHdz09
   Meeting ID: 853 7391 8283
   Passcode: 246301
   One tap mobile
   +12532158782,85373918283#,,,,*246301# US (Tacoma)
   +13462487799,85373918283#,,,,*246301# US (Houston)
   Find your local number: https://us02web.zoom.us/u/kdj1K039nn

3. **Monday, Nov 29, 2021** - 02:00 PM Eastern Time (US and Canada) / 8:00 PM CET Europe / 3:00 AM SGT-China / 6:00 AM AEDT
   Join Zoom Meeting
   https://us02web.zoom.us/j/85893472163?pwd=N1dMM3VBVIBGeVUrTmpWVVJPbmN0UT09
   Meeting ID: 858 9347 2163
   Passcode: 210660
   One tap mobile
   +13462487799,85893472163#,,,,*210660# US (Houston)
   +16699006833,85893472163#,,,,*210660# US (San Jose)
   Find your local number: https://us02web.zoom.us/u/kcFHIZXZR8

4. **Wednesday, Dec 1, 2021** - 07:00 PM Eastern Time (US and Canada) / 1:00 AM CET Europe (Dec. 2) / 8:00 AM SGT-China (Dec. 2) / 11:00 AM AEDT (Dec. 2)
   Join Zoom Meeting
   https://us02web.zoom.us/j/82941452431?pwd=cnVFRGdzcz2x1V29hRHpmOVlJWmo1UT09
   Meeting ID: 829 4145 2431
   Passcode: 298714
   One tap mobile
   +16699006833,82941452431#,,,,*298714# US (San Jose)
   +12532158782,82941452431#,,,,*298714# US (Tacoma)
   Find your local number: https://us02web.zoom.us/u/knPE5zDYh
5. **NEW! Monday, Dec 6, 2021** – 3:00 PM Eastern Time (US and Canada) / 9:00 PM CET Europe / 4:00 AM CST China (Dec. 7) / 7:00 AM AEDT (Dec. 7)
Join Zoom Meeting
https://us02web.zoom.us/j/86465551808?pwd=bnVMcmRSZ1hhY2hhUjRwUE5mNGt4UT09

Meeting ID: 864 6555 1808
Passcode: 467985

One tap mobile
+13126266799,,86465551808#,,,,,*467985# US (Chicago)
+19292056099,,86465551808#,,,,,*467985# US (New York)
Find your local number: https://us02web.zoom.us/u/kI4yjUss