



ICIS 2022 Author Guide – Tips and Tricks

Last updated 11-Mar-22

Table of Contents

| | |
|--|---|
| Registering and Logging in for PCS 2.0 | 1 |
| Submitting a Paper | 7 |

Registering and Logging in for PCS 2.0

1. Go to the ICIS 2022 submission site: <https://new.precisionconference.com/user/login>
2. **If you do not have an account for PCS 2.0** (you will, if you have submitted to recent conferences such as AMCIS, ECIS, HICSS), you will need to create an account.
 - a. Create Account



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](#)



ICIS 2022 Author Guide – Tips and Tricks

Last updated 11-Mar-22

- b. Enter your suggested Login Information:



AIS submission and review

Create an account

| | | |
|----------------------|--|---|
| First name | <input type="text" value="Test"/> | * |
| Last name | <input type="text" value="User"/> | * |
| Email address | <input type="text" value="TestUser@TestUser.com"/> | * |

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



AIS submission and review

Email has been sent to your email address
Please click on the link in that email to continue.

✔ **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.

You will receive an email asking to confirm the email address:




ICIS 2022 Author Guide – Tips and Tricks

Last updated 11-Mar-22

PCS account registration: Please confirm your email Inbox x



users@precisionconference.com

 to me ▾

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](#).

If you did not initiate this registration, you may safely ignore this email.

Thank you.

(This is an automatically generated message.)



ICIS 2022 Author Guide – Tips and Tricks

Last updated 11-Mar-22

- d. After confirming, you will be asked to specify a username and password.



Welcome to PCS. Here you can submit to conferences, review for conferences, and chair your own conferences.

Please choose a username and password:

Username *

Password *

Retype Password *

Next, you'll be asked to provide your contact information.



ICIS 2022 Author Guide – Tips and Tricks

Last updated 11-Mar-22

e. Specify personal information (user and 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

[add one](#) | [remove last](#)

Phone number
Web page

Affiliation 1
Dept/School/Lab
Institution *
City *
State/Province required for USA/Canada
Country *

[add one](#) | [remove last](#)

Record Changes



ICIS 2022 Author Guide – Tips and Tricks

Last updated 11-Mar-22

f. Agree to terms of use and privacy information:



Submissions Reviews **Account** sign out

✔ 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 "autocompletions" 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 automated analyses. Anonymous aggregate measures from those analyses 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 already have an account for PCS 2.0

- 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.



ICIS 2022 Author Guide – Tips and Tricks

Last updated 11-Mar-22



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 Paper

- Once logged in, select the **“Submissions”** tab. Then choose **“AIS”** under Society.
 - For all submissions, select **“ICIS 2022”** as the Conference/Journal.
 - For all submissions, except TREO, select **“ICIS 2022 Submission” (to submit either a completed research paper, a short paper, a teaching case, a PDW or a panel proposal)** as the “Track”.
 - If submitting a TREO paper, please select **“ICIS 2022 TREO”** as the “Track”. Note: The system will be open for TREO submissions in August 2022.
Note: “Track” in PCS designates a paper as a completed research paper, short paper, teaching case, PDW/panel proposal OR TREO submission. **After you have created your new submission**, you will be able to select one of the specific research tracks for your paper.
 - Do NOT** choose the “ICIS 2022 Test” as “Track” – it is only for system tests!

- Hit GO.

Submissions

Make a new submission to

| | | |
|----------------------------------|--|----------------------|
| Society | Conference/Journal | Track |
| <input type="text" value="AIS"/> | <input type="text" value="ICIS 2022"/> | <input type="text"/> |

2.

- This will create a new submission.
- Edit your submission to complete it.



ICIS 2022 Author Guide – Tips and Tricks

Last updated 11-Mar-22

Existing Submissions

Search:

| Status | Title | Actions | Note | Category | ID |
|------------|---------------------|--|-------------------|----------------|------|
| incomplete | [NO TITLE PROVIDED] | See submission and reviews 4. Edit submission Delete submission | nothing submitted | ICIS 2021 Test | 1000 |

5. Once you click “Edit submission”, the first thing you will need to do is **choose your track**:

[Submissions](#) [Reviews](#) [Chairing](#) [Account](#) [sign out](#)

ICIS 2022 submissions - submission 1004

For a guide on how to submit a paper please see the conference website at: <https://icis2022.aisconferences.org/paper-templates-pcs-guide-for-authors/>.

Please ensure your document has been produced using the Paper Submission Template. It is available on the conference website here: [Paper Templates & PCS Guide for Authors](#).

Track

- 01 Digitization for the Next Generation
- 02 General IS Topics
- 03 Digital Learning and IS Curricula
- 04 IS and the Future of Work
- 05 Societal Impact of IS
- 06 Cyber-Security, Privacy, and Ethics of AI
- 07 Blockchain, DLT, and Fintech
- 08 Sharing Economy, Platforms, and Crowds
- 09 Human Computer / Robot Interaction
- 10 AI in Business and Society
- 11 IS Design, Development, and Project Management
- 12 IS Implementation and Adoption
- 13 Data Analytics for Business and Societal Challenges
- 14 Digital Innovation, Entrepreneurship, and New Business Models
- 15 Social Media and Digital Collaboration
- 16 IS in Healthcare
- 17 Governance, Strategy and Value of IS
- 18 Advances in Methods, Theories, and Philosophy
- 19 User Behavior, Engagement, and Consequences
- 20 Online Reviews and Recommendations
- 21 Digital and Mobile Commerce
- 22 Service Science
- 23 IT Policy and Government
- 24 Panels
- 25 Professional Development Workshops (PDW)



ICIS 2022 Author Guide – Tips and Tricks

Last updated 11-Mar-22

- Next, choose your **paper type**, insert the **paper title**, add all **authors** with their corresponding **affiliation**, enter an **abstract** (max 150 words) as well as at least three **keywords**:

Paper Type

- Completed Research Paper
- Short Paper
- Teaching Case
- Panel
- Professional Development Workshop

Paper Title

Test Paper for Author Guide

Authors

Name

[add one](#) | [remove last](#)

Affiliation

Secondary Affiliation

Abstract (no more than 150 words)

This is a sample abstract for the author guide.

Briefly state why the paper is a good fit with this track (no more than 75 words)

This test paper is a perfect fit with this track because it is being used for the author guide.

Keywords

Please enter at least 3 keywords

Author Guide, Sample Paper, Keyword



ICIS 2022 Author Guide – Tips and Tricks

Last updated 11-Mar-22

- Next, confirm that none of the authors have more than 5 submissions to ICIS 2022.

Please Confirm the Following

- None of the authors on this paper have more than 5 submissions to ICIS 2022.

- Please indicate whether a version of this paper has previously been published or is under review. If yes, please indicate the changes made in the text box under “Changes from Previous Paper”:

Previously Published?

Please indicate whether a version of this submission has previously been published or under review. (Submissions to ICIS 2021 must be original; submissions, or highly similar versions, cannot have been published or accepted in a journal or conference proceedings. Further, submissions must not be concurrently under consideration for publication or presentation elsewhere.)

- Yes (Please elaborate below)
- No

Changes from Previous Paper

If you answered yes above, please detail the changes made to the paper.



ICIS 2022 Author Guide – Tips and Tricks

Last updated 11-Mar-22

9. Next indicate whether the **first author** is a **PhD student** and/or a **Practitioner**.

First Author is a PhD Student?

Check box if applicable

The first author is a PhD Student

Any Author is a Practitioner?

Check box if applicable

Any of the authors is a practitioner

10. Next indicate whether the paper is eligible for the Kauffman-sponsored AIS Best Paper award on Information Systems, Innovation and Entrepreneurship. **Only click this if your paper is on Innovation or Entrepreneurship.** Also indicate whether the **first author is a PhD student** at the time of the ICIS 2022 Conference in December 2022. (Click on links for further information on the Awards eligibility requirements.)

Kauffman Sponsored Best Paper Eligibility

Please indicate if your paper is eligible for the Kauffman Sponsored Best Paper Award ([see details here](#))

By checking this box, I acknowledge that this paper is eligible for the Kauffman Sponsored Best Paper Award

Kauffman Sponsored Best Student Paper Eligibility

If so, please indicate whether the first author of the paper is a PhD student at the time of the ICIS 2021 conference ([see details of the Kauffman Sponsored Best Student Paper Award here](#).)

By checking this box, I acknowledge that this paper is eligible for the Kauffman Sponsored Best Student Paper Award



ICIS 2022 Author Guide – Tips and Tricks

Last updated 11-Mar-22

11. Next, check the checkbox of the “Author agreement” to agree to the policies of ICIS 2022 as stated in the submission form:

Author Agreement

- **Scholarly integrity:** Scholarly integrity is a core value in our discipline. Scholars submitting papers to this conference thereby attest that they have read the AIS Code of Research Conduct and the work submitted is in accordance with the Code in all appropriate respects. Editors of AIS conference proceedings who receive allegations of plagiarism or other scholarly misconduct may inform the AIS President who may refer the matter, at their discretion, to the AIS Research Conduct Committee.
- **Original material:** The author(s) verify that this paper (or substantial portions of it) is not under review, accepted, or published elsewhere. They further verify that they have read and followed the ICIS 2021 Submission Guidelines.
- **Presentation at the conference:** At least one author of every accepted submission and all members of every accepted panel must present at ICIS 2021 in Austin, Texas. Authors should be prepared to present their papers or participate in panels at any time during the conference (Sunday, December 12 to Wednesday, December 15, 2021). Failure to comply with this requirement will result in removal of papers or panelists from the ICIS 2021 Proceedings.
- **Distribution:** Submission of a paper to the conference represents the author's agreement to allow AIS to publish the paper in any written or electronic format for distribution to all interested parties in perpetuity with or without compensation to AIS and without compensation to the author. The parties understand that the author is granting a non-exclusive license and all copyrights remain the property of the author.
- **Copyright Note:** For all papers accepted into ICIS 2021, authors of accepted papers will retain copyright. However, by submitting a paper, authors do agree that AIS can publish and reproduce any accepted papers in the ICIS 2021 Proceedings in the format of AIS' choosing (CDs, e-Library and printed proceedings) under an established ISBN number for ICIS 2021.

Author Agreement

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

12. Finally, upload your paper. Papers must be in PDF format. Before you convert to PDF, **make sure you have anonymized your paper**. Please use one of the following methods **in MS-Word**, depending on the version of MS-Word you have:

- i. Click on *Tools>>Options*, and then click on the *Security tab*. Under *Privacy Options*, select “Remove personal information from file properties on save” **OR**
- ii. Click on *File>>Properties*, and then remove *Author Information*.

Provide a “Note” concerning the file type of the paper, e.g., “Completed Research Paper,” “Short Paper,” “PDW,” “Panel,” or “Teaching Case and Note” (please note that for the initial submissions Teaching Cases and Notes should be compiled to one file!). Then click Record Changes as shown.



ICIS 2022 Author Guide – Tips and Tricks

Last updated 11-Mar-22

Document

Please note, only pdf file types will be accepted. **Please ensure your file is anonymized.** To do this in MS-Word (prior to converting your file to pdf), (i) click on Tools>>Options and then click on the Security tab; under Privacy Options, select "Remove personal information from file properties on save"; OR (ii) click on File>>Properties, and then remove Author Information.

Note

Completed Research Paper

New file

Choose File Test Paper f...or Guide.pdf

Record Changes

13. You should receive a confirmation mail and the status of the paper should change to "complete"

Submissions Reviews Account

✓ The submission has been recorded.

Submissions

Make a new submission to

Society: AIS Conference/Journal: ICIS 2021 Track: ICIS 2021 Test Go

Existing Submissions

Search: Help

| Status ▲ | Title | Actions | Note | Category | ID |
|----------|-----------------------------|--|------|----------------|------|
| complete | Test Paper for Author Guide | See submission and reviews Edit submission Delete submission | | ICIS 2021 Test | 1000 |