Last updated 23 June, 2025

# ICIS 2025 Track Chair Guide – Tips and Tricks

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**Note: All names and emails (other than icis2025pcs@gmail.com or icis2025.review@gmail.com for your queries) that appear in the guide are ONLY for the purpose of illustrating how to use the system.**

***Our timeline for notifying authors of decisions on their papers is very tight. We, therefore, MUST stay on track with each milestone on our timeline. Please see the full timeline at the end of this document. We count on your timely completion of your milestones***

## Managing Initial Submissions

Below, you will find information on navigating the AE assignment and review process and the PCS system.

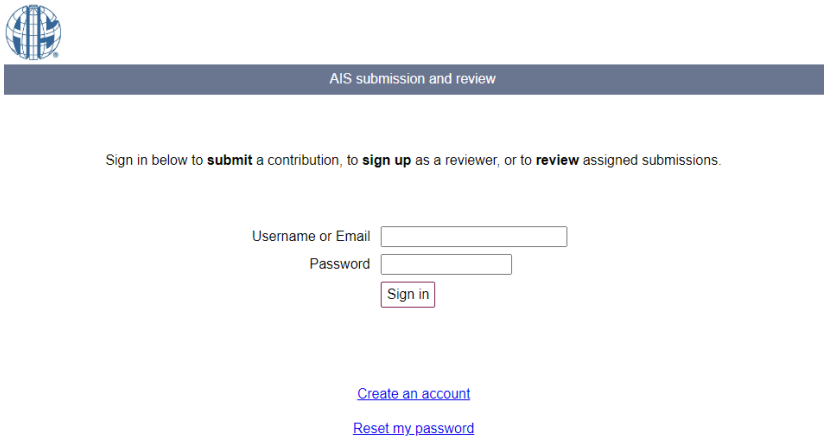
### Logging In

1. Go to the ICIS 2025 submission site: https://new.precisionconference.com/user/login

2. Enter your "**User ID**" and "**Password**" and "**Login**"

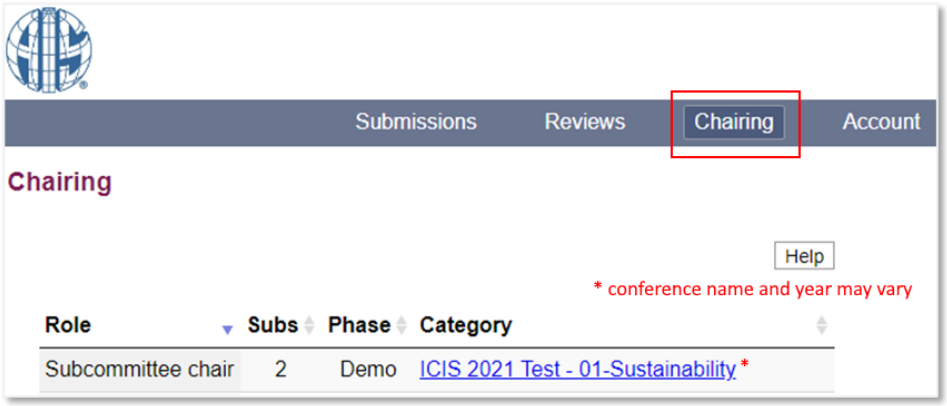
   a. If this is your first time logging in, refer to the login email that you received from PCS in Feb/March OR enter the email address that you provided to the ICIS 2025 Program Chairs.

   b. If you do not know your password or have forgotten it, click on "**Reset my password**."




## Menu Options

1. Once logged in, select "**Chairing**" from the top menu navigation and then click "ICIS 2025 submissions" from the "**Category**" column.




Please note that *"Subcommittee Chair" here is synonymous with "Track Chair."*



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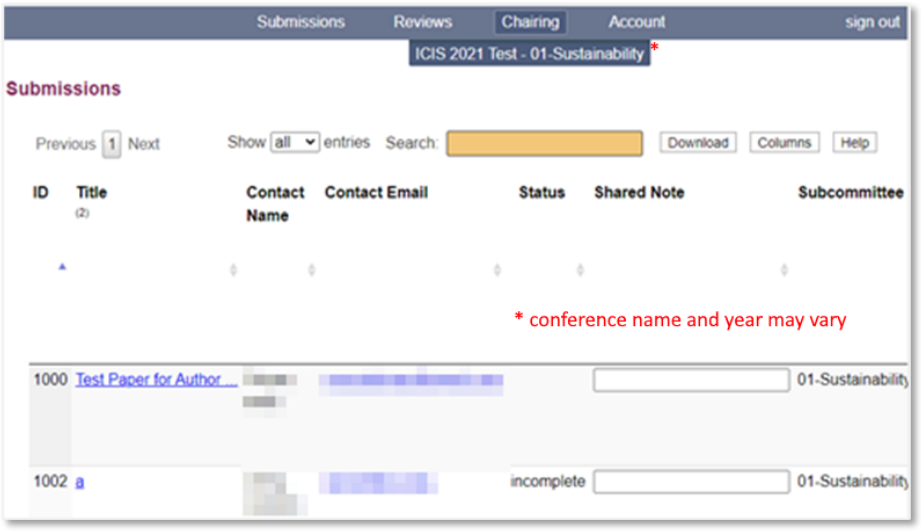
2. Here you see all actions available to you, as a Track Chair, within the PCS system.

## Viewing Initial Submissions

1. From your main menu, choose the "**Submissions**" link to see all of the submissions made to your track. *Note: there are various other links available on this page. However, it is recommended that you only use the "**Submissions**" link.*




   a. The **Submissions** view will show you a spreadsheet view of all paper submissions in your



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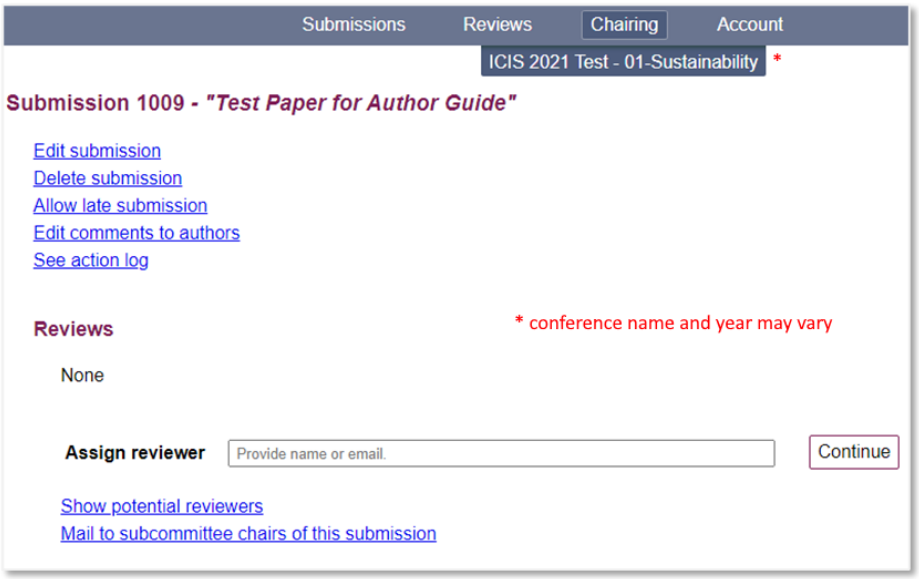
track. You can use any of the headings to sort your papers. Note: The **Paper Type has been selected by the manuscript authors and should not be changed** by the Track Chairs.

b. *Please note that all co-chairs of a given track will see the same list of papers.*

2. You can click on the submission "**Title**" to see the full information for each submission.




**IMPORTANT! Before assigning papers to the Associate Editors:**

a. Once plagiarism checking has been completed, a.) check format requirements; b.) identify if the paper has an issue of the content. Format issues will be addressed by Review Coordinators and content by PCs.

a. **Check for Conflicts**: Make sure that the papers are not authored or co-authored by you or your co-chairs. If you find your paper or a co-chair's paper in your list of track submissions, please let the Program Chairs know. They will reassign it.

   If your paper is within the scope of your *own track*, submit it to the General Track.

   If your paper is within the scope of *another* track, submit it to that track.

   Do not assign a paper to an AE at the same institution as the authors. TCs have ultimate responsibility for monitoring any conflicts of interest in your track (follow the MISQ conflict of interest policy: https://misq.org/conflict/).

b. **Fit of Papers with Track:** Authors have the obligation to select the appropriate track for their papers and should not rely on the Program Chairs or Track Chairs to identify the right track.

   But, do not early reject submissions for lack of fit with your track.



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Bring submissions that do not fit your track to the Program Chairs' attention **by May 15, 2025.**

## Early Rejects

The Program Chairs encourage you to prescreen papers and identify any that should be early rejected. You may early reject a paper based one or more the following criteria:

- Not an MIS paper
- That its quality makes it unlikely to survive the review process
- If you think the paper is not following the required formatting and length requirements

1. **Early Rejects by TC Only**
   If you assess the paper as a clear early reject, then enter code "**ERT**" in the **Decision** column by **May 15, 2025**. You must provide a constructive review and your justification to the authors detailing why the paper is being early rejected **by June 6, 2025**. This could be done using the "**Edit Comments to Authors**" above. There is nothing else you need to do with these papers.
2. **Early Rejects Initiated by TC in Consultation with AE**
   Assign the paper to an AE by **May 19, 2025**. When doing so, mention your assessment, and ask the AE to evaluate the paper for early rejection.
3. **Early Rejects Initiated by the AE in Consultation with the TC**
   AEs are also encouraged to notify TCs if they believe the quality of a paper is such that it will not survive the review process.

   **For either 2. or 3. above**
   AEs need to inform you of early reject recommendations by **May 20, 2025,** and put these papers into your decision queue.

   If you agree with the AE's recommendation, please confirm your agreement in PCS by entering the code "**ER1"** in the **Decision** column. Please also notify the PCs of the submission number of the early rejected paper(s) ASAP. The deadline for early rejection confirmations is **May 22, 2025.**

   The AE should then provide a detailed and constructive review that describes why the paper has been early rejected. This will be sent to the author(s) so they receive a clear explanation for the early reject. The deadline for the AE reports for early rejects is **June 2, 2025.**

   Please check AE reports for early reject papers to ensure that AEs have provided a constructive review and sufficient justification for the early rejection. If they have not, please



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ask them to revise the report. If you are satisfied with the report, please enter code "**ER2**" in the **Decision** column to endorse it. Then the Program Chairs will know that these papers are ready to send out the early reject decisions. The deadline for the TC endorsement of AE reports for early rejects is **June 6, 2025.**

The table below summarizes the Early Reject process.

| Early Reject Process | | |
|---|---|---|
| **May 16, 2025** | TCs decide to early reject the paper | TCs either<br>(i) TCs select code **"ERT"** from the "Decision" column dropdown by **May 16.** Then click on "**Edit Comments to Authors**" and enter the rationale for their decision by **June 6** (no further action required for paper), OR<br>(ii) Assign the paper to an AE by **May 18**. When doing so, mention your assessment, and ask the AE to evaluate the paper for early rejection |
| **May 19, 2025** | AEs inform and consult with TCs for their early reject candidates | |
| **May 22, 2025** | Track Chairs confirm their agreement with AE's decisions for early rejects | TCs select code **"ER1"** from the "Decision" column dropdown |
| **June 2, 2025** | AEs provide Early Reject Reports | |
| **June 6, 2025** | Track Chairs endorse AE Early Reject Reports (check reports to make sure they are substantive) | TCs select code "**ER2"** from the "Decision" column dropdown |
| **June 14, 2025** | PCs inform authors of Early Reject Decisions | |

## Assigning Associate Editors

1. To assign AEs, click on the "**Submissions**" link.
2. Select the paper for which you would like to assign an AE.
3. On the reviewing page, you will see an "**Assign Reviewer**" input field. Please use this to search for specific AEs.



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4. If there is an AE match, click on the name that comes up, and then click "**Continue.**" If there is not a match, you will have to contact (mboodraj@boisestate.edu) to get the AE added. Given that you have pre-recruited AEs and they are not assigned to multiple tracks, this should happen very rarely; you should strive to use the AEs you pre-identified (they are listed on the track website).

5. Once you have selected the AE, click on the "**invite"** option to send the AE an email informing them of the AE assignment (there is a pre-populated email template that will pop up). **Please CC yourself in the email**. Please **check back to ensure the AE has accepted your invitation** (as per Step 1 in the Monitoring Review Progress section of this guide). If AEs appear unresponsive, **follow up with the AEs outside PCS and invite alternate AEs, as needed**.

Note: If you assign an AE and later want to "**remove**" them, you will see that option too by the AE's name (see above).

6. Repeat this process until you have invited an AE for each submission. Please assign no more than 3 papers per AE.

7. Please make sure that you assign these papers to individual AEs to process no later than **May 12, 2025**.

# Monitoring Review Progress

Between assigning AEs and making final recommendations, you would want to monitor the progress of getting reviewers assigned, getting a sufficient number of reviews back, and the submissions of AE reports. This information is available from the "**Submissions**" link.

1. To verify the assignment of AEs, look at the entries in the column labeled "**P name**." If an AE is assigned, their last name will appear here. Further, to check reviewer assignment, their last names will appear in columns labeled "**E1 Name**" though "**E5 Name**" depending on the number of reviewers assigned. Note: "P" stands for primary (e.g., AE), "S" is secondary (if more than one AE is assigned) and "E" refers to an external evaluator (reviewer). AEs should have assigned reviewers by **May 15, 2025**.

   **IMPORTANT**: Sometimes, AEs will ask other AEs to serve as reviewers on their papers. This practice is permitted, although the process of adding an AE to a paper as a reviewer requires an extra step. If an AE has been assigned as a reviewer on a paper, this AE will show up as a secondary AE ("2AE") on the paper, which is not desired. To address this, please change the role of the 2AE to "reviewer" by clicking the link "set role to 'reviewer.'"

2. To check review completion, once the reviews (and scores) are entered, the scores will appear in the columns labeled E1-E5 score. Reviewers should complete their reviews by **June 14, 2025.**



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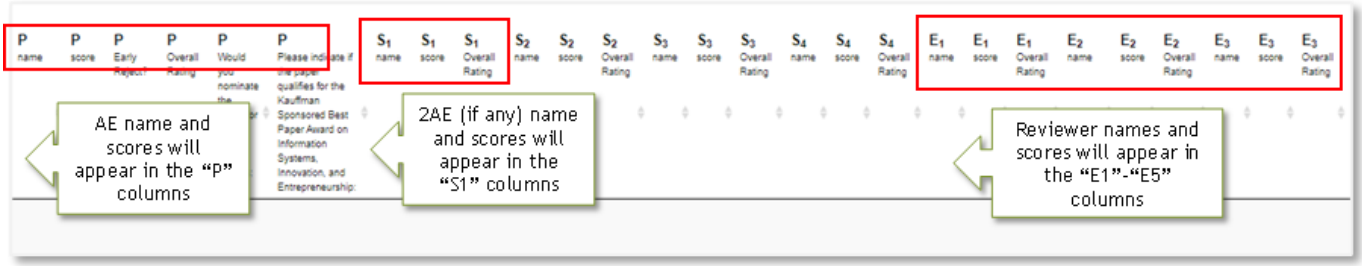
3. To check AE report completion, once AEs enter their reports, their scores will appear as well (in the "P" columns). If there is a 2AE on the paper, their scores will appear in the "S" columns). AEs should complete their reports by **June 27, 2025.**




## Track Chair Recommendations

1. There is one week (till **July 12, 2025**) after the AE deadline to submit track chair recommendations. To do so, click on the "**Submissions**" link and select the paper from all the papers in this track by clicking its "**Title**." You can access the whole paper by selecting "**The file**" at the bottom of the page, under the "**Document**" heading.
2. To see the AE report and the reviews, click the "**review"** link alongside each AE/reviewer's name and score. If you feel that the reviewers or AEs need to improve the quality of their reports, you may contact them ASAP and have them make changes to their review (without changing their recommendation).
3. Please submit your recommendation (not final decision) to the Program Chairs after selecting the paper using its "**Title"** under the "**Submissions**" view. On this screen, you will note there is a column labeled "**Decision**" to enter your recommendation.
4. You may choose: "Recommend conditionally accepting the paper (**AF**)," "Recommend conditionally accepting the paper, if there is room in the program (**AR**)," or "Recommend rejecting the paper (**R**)." The maximum number of papers (completed and short) that your track may accept (AF) will be communicated to you by the Program Chairs before your recommendations are required. The Program Chairs will also ask you to provide a rank-ordered list of your track papers with your recommendations. Your recommendation for each paper entered into the system should match that in the list (spreadsheet) sent to the PCs.
5. There are several award categories – see Awards Criteria and Processes. You may nominate



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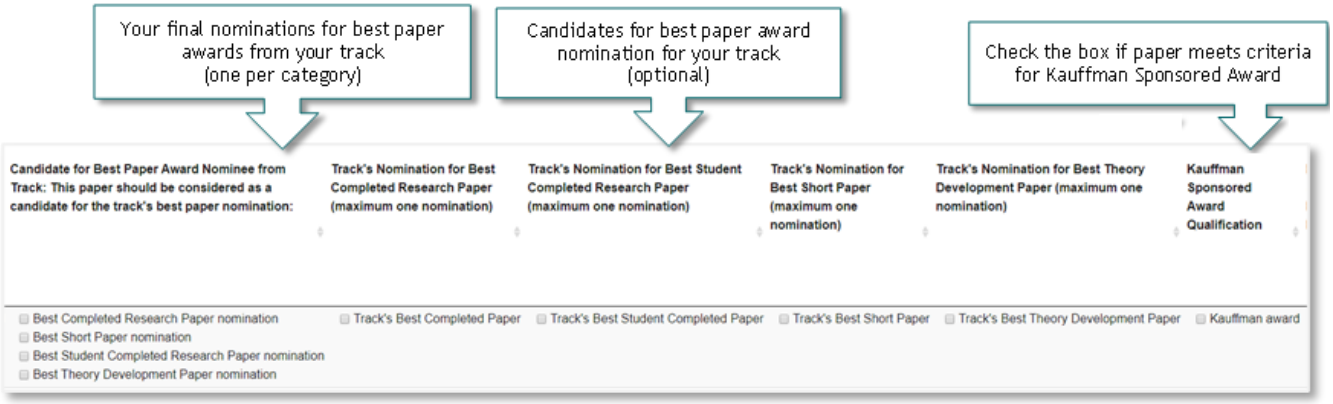
***one paper*** *from your track* ***in each*** *of these categories*. While some papers can be nominated for two categories (e.g., Best Completed Research Paper and Best Impact Paper Award), it is best to nominate a paper for Best Paper in just one category.

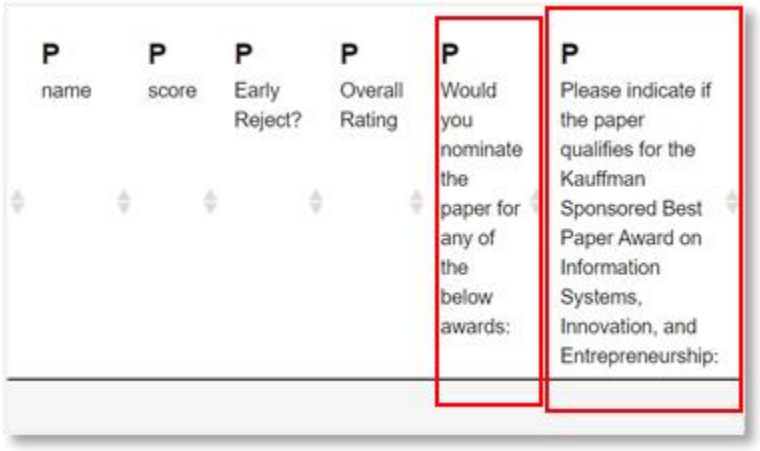
- Best completed research paper
- Best short paper
- Best student completed research paper
- Best Impact Paper Award




To facilitate the selection of the best papers for your track, you may identify the papers that you would like to nominate for these awards by checking the boxes in the "**Submissions**" view. The figure below shows where you indicate your best paper award nominations for your track (one nomination per category):

Additionally, you will receive a Word document from the Program Chairs to provide your nominations. You should input your nominations into the system, as well as fill them in the Word file to email back to the Program Chairs.

The AEs may also nominate papers for these awards. You will find their nominations in the "P" columns of the "**Submissions"** view, as shown below. The AEs have also been advised to justify their best paper recommendations in the **"Comments to Committee**" in their AE reports.




6. All your recommendations must be entered into PCS by **July 12, 2025**.
7. You will also receive an Awards form (in Word) from the Program Chairs requesting your best paper and best AE/reviewer nominations around this time. Please complete and return this form as requested.

Use of AI in the review process

Reviewers have been told that they must not upload any portion of the author submission into generative AI tools. Generative AI tools may be used for refining reviews but should not be used for initial drafts of reviews. Reviewers are asked to disclose and justify their use of generative AI when submitting their review in PCS. As a reviewer, it is expected that they will provide value to the authors based on objective and respectful feedback based on their experience. This cannot be delegated to an AI tool.

Track-chairs

Unacceptable cases of reviewer use of AI should be dealt with based on the reviewer guidelines and be treated homogeneously in each track. Reviews can be discarded when deemed unacceptable and this decision can be made by the AEs or track chairs directly. Exceptional cases can be escalated to the program chairs.

## Nominate Best Reviewer and AE

We would like to recognize the contributions of reviewers within each track who have provided high-quality and timely input. AEs have been encouraged to nominate reviewers for this



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recognition. Please consider their nominations along with your co-chairs and identify one reviewer who will be recognized as the best reviewer for your track.

Likewise, we wish to recognize the contributions of our AEs. Again, working with your co-chairs, please identify an AE who has been exceptional in assisting you to manage the quality and timeliness of the review process. This person will be recognized as the best AE for your track.

The Awards form (in Word) noted in Step #5 of the Track Chair Recommendations process above will permit you to record your nominees for best AE/reviewer. Please complete these and return them to the Program Chairs as requested.

## Closing Out the Review Process

This conference would not be possible without the contributions of our many AEs and reviewers. We encourage you to acknowledge the contributions of the **AEs and reviewers** who worked for your track by sending out **Thank You** emails to them once the review process is completed.

## Track Chair Assessments of Revised Papers

1. Please review the resubmitted papers (**September 16, 2025, onwards**) under the "**Final Submissions**" view, and ensure that the authors have made the required revisions.
2. After that, please record your ***final decision recommendations*** to the Program Chairs under the "**Submissions**" view in the "**Decision**" column.

   If the authors **have** satisfactorily revised their papers, please change the decision code from "**AF**" to "**FDA**."

   If the authors **have not** satisfactorily addressed issues clearly specified in the review report, then it should be rejected, and the decision code should be changed to "**FDR**."
3. If the paper has ***minor formatting violations or other minor oversights***, please go to the

   "**Final Submissions**" view on PCS and note the minor violations/oversights for the authors to address in the "**Comments**."
4. Please make sure to enter all your paper decisions by **September 26**, **2025.**

## Additional Note on Session Planning

The Program Chairs will also request your help with planning sessions for ICIS 2025 via email. This involves: a) grouping accepted papers in your track into sessions, b) determining the order of



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presentations, c) naming the sessions, and d) nominating a session chair for each session **(after seeking agreement from them).** This information will be due by **October 7, 2025.**

## Full Timeline

| Deliverable | Due | From |
|---|---|---|
| Initial manuscripts | by April 30 | Authors |
| **Papers released to TCs after format, plagiarism, and duplication checks** | **May 7** | Review Coordinators |
| **Identify and inform PCs of any papers to be moved to other tracks** | **May 12** | **TCs** |
| **AE assignment** | **May 12** | **TCs** |
| Assignment of 2 or 3 reviewers | May 12 | AEs |
| **Early reject for fit with conference/MIS** | **May 15** | **TCs** |
| **Inform and consult TCs about early rejects for expedited review** | **May 19** | AEs |
| **Confirmation of early rejects in PCS** | **May 22** | **TCs** |
| Early reject reports | June 2 | AEs |
| **Endorsement of AE early reject reports** | **June 6** | **TCs** |
| Early reject decisions sent out | June 14 | PCs |
| Paper reviews | June 14 | Reviewers |
| **Check for review completion** | **June 21** | **AEs and TCs** |
| AE Paper reports and recommended decisions | June 27 | AEs |
| AE Best paper recommendations | June 27 | AEs |
| **TC Paper (recommended) decisions** | **July 12** | **TCs** |
| **TC Best paper nominations** | **July 14** | **TCs** |
| **Best AE and best reviewer nominations** | **July 14** | **TCs** |
| Author decision notification | July 28 | PCs |
| Revised manuscripts | by September 2 | Authors |
| **Check if review comments have been addressed** | **September 2-16** | **TCs** |
| Format and plagiarism checks | September 2-16 | Review Coordinators |
| **Final paper decisions in PCS** | **September 16** | **TCs** |
| Papers with minor formatting violations fixed | by September 19 | Authors |
| **Session chair and session planning suggestions** | **October 7** | **TCs** |

## Awards Criteria and Processes

| Award | Criteria | Process |
|---|---|---|
| Best Paper in Track Award | ▪ Completed Research Paper | ▪ AEs / TCs nominate papers |



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| | | |
|---|---|---|
| | ▪ Could be a conceptual, method, or empirical paper | ▪ TCs select one paper from their track for award |
| Best Overall Conference Paper Award | ▪ Completed Research Paper<br>▪ Could be a conceptual, method, or empirical paper | ▪ PCs or their delegates select from among Best Paper in Track awardees |
| Best Short Paper Award | ▪ Short paper<br>▪ Innovative | ▪ AEs / TCs nominate papers<br>▪ TCs select at most ONE paper in their track to nominate for Best Short Paper Award<br>▪ PCs (or their delegates) select from among tracks' nominees for Best Short Paper Award |
| Best Student Paper Award | ▪ The first author is a student<br>▪ Completed Research Paper<br>▪ Could be a conceptual, method, or empirical paper | ▪ AEs / TCs nominate papers<br>▪ TCs select at most ONE paper in their track to nominate for Best Student Paper Award<br>▪ PCs (or their delegates) select from among tracks' nominees for Best Student Paper Award |

## Relevant Decision Codes

This table documents the codes TCs will need. Please only use these codes. All other codes visible on PCS are for use by the Program Chairs or Review Coordinators only.

| Code | Meaning | Used in Process |
|---|---|---|
| **ERT** | TC Early reject (without AE input) | Early Rejects:<br>May 15, 2025<br>May 19, 2025<br>June 6, 2025 |
| **ER1** | Confirm agreement with AE early reject recommendation, prior to AE report | |
| **ER2** | Confirm early reject and endorse the detailed AE report | |
| **AF** | Recommend Conditional Accept | Track Chair Recommendations (by July 12, 2025) |
| **AR** | Recommend Accept if Room | |
| **R** | Recommend Reject | |
| **FDR** | TCs Final decision reject (after checking revisions) | Track Chair Assessments of Revised Papers (Sept 2-16, 2025) |
| **FDA** | TCs Final decision accept (after checking revisions) | |



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