Session Chair/Presenter Guideline

Thank you for participating in ICIS 2025!

Key Points

- Arrive to the paper session room 10 minutes early.
- Presenters should check-in with the session chair upon arrival in the room.
- Presenters must bring their personal laptop and a slide advancer dongle (if applicable) for the presentations.
    - Laptops will **not** be provided.

Session Structure

All sessions will be conducted synchronously in-person according to the conference session. Only panel sessions will be recorded.

- 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 duration of the session.

*Session Chairs and presenters should join the session **no later than 10 minutes** before the scheduled start time.*

ALLOTTED TIME PER PAPER

- **There are three types of sessions containing a combination of completed and short papers. Check the details of your session to work out which Type it is and hence the presentation timings.**
    - Type A Sessions: Contain 3 completed papers and 1 short paper.
        - 25 minutes for each completed paper, incl. presentation time between 15-17 minutes
        - 15 minutes for each short paper, incl. presentation time 10 minutes
    - Type B Sessions: Contain 2 completed papers and 3 short papers.
        - 25 minutes for each completed paper, incl. presentation time between 15-17 minutes
        - 12.5 minutes for each short paper, incl. presentation time 10 minutes
    - Type C Sessions: Contain 4 completed papers.
        - 22.5 minutes for each completed paper, incl. presentation time between 15-17 minutes
    - Discussion times will vary according to the session type and will be managed by the session chairs
    - Please note that if fewer papers are assigned to your session (due to withdrawals after acceptance), the session will end earlier than scheduled.

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 – The Zoom link is provided at the end of this document.
- Arrive 10 minutes prior to the session start time
- Manage the allotted session time - 90 minutes
- Use the podium mic to welcome attendees and presenters, review the session format, and provide instructions.
- Session Chairs have the 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 the presentation, as needed.Cards with 5, 2, and 1-minute left alerts are provided.
- Session Chairs will manage Q&As.
- Prepare 2-3 questions in advance for each paper.
- Session Chairs will inform Program Chairs if a paper presenter is a no-show.

Presenter / Author Responsibilities

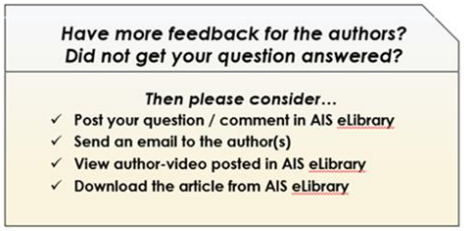
- Presenters should consider attending one of the Orientation sessions before the conference (the Zoom links are provided at the end of this document)
- Arrive 10 minutes early, prior to the start of the session.
- Check-in with the Session Chair upon arrival.
- If a Session Chair is a no-show, by default, the presenter of the first paper will take on the Session Chair role. If the presenter of the first paper is unable to be the Session Chair, then the presenter of the second paper will take on the Session Chair role. And so on.

Conference Mobile App

- Mobile App Access: Beginning December 1, all registered attendees will receive an email from onestop@aisnet.org which includes mobile app log-in credentials once it is live. Please be sure to check your spam/junk folder
- Mobile App Search Feature: Please visit https://icis2025.aisconferences.org/mobile-app/ to learn more.
- The conference mobile app is the only source of the most up-to-date paper session schedules.
- The app provides paper/presentation sequence, access to papers and author-videos in the eLibrary.

Additional Details

- Papers are currently posted in the AIS eLibrary https://aisel.aisnet.org/icis2025/.
- Author-videos (if applicable) will be available via the conference app at the beginning of the conference.



Session Chair & Presenter Orientation Sessions

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

Monday December 1	Tuesday December 2	Wednesday December 3	Thursday December 4	Friday December 5
21:00	**07:00**	**13:00**	**17:00**	**10:00**

Note: **All times are EST (UTC -5)**
Time Zone Converter:
https://www.timeanddate.com/worldclock/converter.html?iso=20251202T020000&p1=25&p2=171&p3=224&p4=37&p5=33&p6=240&p7=176&p8=56

Join Zoom Meeting:

https://us02web.zoom.us/j/81898165988?pwd=fCenX8QaZsGfPAbmmJ9Pf7C0tFVaGa1

Meeting ID: 818 9816 5988

Passcode: 478398

One tap mobile

+13092053325,,81898165988#,,,,*478398# US

+13126266799,,81898165988#,,,,*478398# US (Chicago)

Join instructions

https://us02web.zoom.us/meetings/81898165988/invitations?signature=GTg60FCf5Ft88ITKM_pFAHSzxbUPCf7kWS_i4PAKI38