Presentation Guidelines for Authors of Full Papers

Congratulations on being the author of an accepted paper at ICIS 2018! This is a tremendous achievement. Please take the time to read these guidelines carefully.

RESPONSIBILITIES AS A PRESENTER

Each session is 90 minutes and is divided equally among each paper in the session. Nearly all sessions have 3 papers so each presenter has 30 minutes allotted. You should plan to present for 15-20 minutes and use the remaining 10-15 minutes of time for a moderated Q&A session.

Please check the online program to re-confirm the day, time and room of the session/s you have been allocated. While we don't anticipate any changes, please check the program again prior to your session.

Make sure you are in your presentation room 15 minutes before the sessions starts to meet the session chair and the other presenters. If you are not the first presenter, please avoid being late to the session; not all presenters will take exactly 30 minutes and attendees may be left waiting for you.

Session chairs have been asked to bring their own laptop to be used by all presenters in that session. We also advise you to bring your own laptop and a flash drive with your presentation on it, just in case there are any incompatibilities. **Before the session starts, ensure that your presentation is copied on to the laptop that will be used for presentation.** Go through your presentation before the session starts to ensure there are no issues with the presentation (e.g., formatting or embedded videos).

Most importantly, please ensure you start and finish your presentation on time.

AVAILABLE AV EQUIPMENT

Meetings rooms will have projectors and screens. A laptop will be provided by the session chair. However, we encourage you to bring your own laptop as a backup. Not that HDMI cables will be provided, but *bring your own adapter for your output port* (HDMI, VGA, DisplayPort, etc.), if needed. If you are using a Mac, please make sure you bring the appropriate adapters for connection. Please do NOT use a tablet or smart phone for your presentation.

PRESENTATION FORMAT

Plan on using a digital presentation format like Microsoft Power Point to avoid problems when transferring the file. Try to restrict the number of slides to 12 or less so you do not have to rush.

Aim for a stimulating, engaging presentation and conversation. Briefly summarize your paper, but feel free to go beyond it during your presentation (e.g., new findings). Feel free to end your presentation with engaging questions to the audience (e.g., looking for a complementary research partner, seeking for advice from the audience in terms of best way forward).

Try to be agile, e.g., refer to messages from the conference keynote or previous presenters in your session, if appropriate.

Avoid reading text directly from your presentation slides. Your audience can access your paper online. Ensure the content of your presentation will not exceed your allotted time (15-20 minutes).

The Q&A following your presentation will be moderated by the session chair. Ensure to be short and sharp when answering questions. Feel free to engage any co-authors that you may have, and if they are present in your session, for the Q&A session. Offer offline conversations to avoid being stuck in a specific question.