

ACIS 2023 Paper Presentation & Session Chair Guidelines

Paper presentations

ACIS 2023 has three types of sessions; (i) in-person paper presentations, (ii) a Virtual stream and (iii) Poster-Slam Sessions. The guidelines for each are outlined below.

In-person paper presentations

The majority of the papers will be delivered in these in-person sessions, which will be held at the conference venue. Sessions are organised by tracks/ themes and each session will have a combination of Full and Short papers. Each in-person paper session scheduled at ACIS 2023 is 90 minutes long, with about 4 to 6 papers per session and will be moderated by a session chair. Total time limits for papers will be strictly enforced. The total time allocated for each paper depends on the submission type as follows:

- **Full papers:** 20 minutes total - with a maximum of 10 minutes for a live presentation to allow sufficient time (10 minutes) for Q&A/ discussions.
- **Short Papers:** 15 minutes total - with a maximum of 7 minutes for a live presentation to allow for 8 minutes for Q&A/discussions.

A session chair is assigned to each session. Each paper session room is equipped with a Computer, a Screen, and a Data Projector. To enable an easy flow between speakers- we encourage all speakers to use the equipment available and already set up in the room (– i.e., only use your own laptop as a back-up). Please come to the session with your presentation on a USB drive.

(Note: No laptops will be provided- we recommend presenters bring their own laptops for backup).

Presenters should come to the room on the break before the session (at least 10 minutes before the session start) so that you can upload the files in advance and meet your session chair (so they will know who you are and which paper you are to present). There will be volunteers around available to assist the session chairs and presenters.

Some Presentation tips:

Given the time limits for each paper presentation, presenting authors should have a limited number of slides (~10-12 for a full paper and ~5-7 for a short paper). Slides should have large font sizes. The slides should have a limited amount of text that stimulates the audience members' thinking about the research question, the unique aspects of the authors' work, the key contributions the research makes, and the most interesting and its most surprising results or implications. We encourage the presenters to pose their own items/ questions to the audience.

Finally, we ask that each author practices making the presentation at least once beforehand, keeping in mind that thinking through how they will make the presentation is very different from actually speaking it out loud. A few practice sessions will ensure that the authors make a lively, focused presentation and avoid the stressful experience of rushing from the midpoint of their presentation to the end in the remaining minute or two.

Virtual Stream

This stream is dedicated to those participants who had made the appropriate requests to present at ACIS 2023 virtually. All guidelines shared above for the in-person session are also relevant here.

The virtual stream will have multiple sessions throughout the conference, and each session will have a mix of Full and Short papers where allocated time limits for papers will be strictly enforced.

- **Full papers:** 20 minutes total - 10 minutes for a presentation & 10 minutes for Q&A/discussions.
- **Short Papers:** 15 minutes total - 7 minutes for a live presentation & 8 minutes for Q&A/discussions

These sessions will be run via Zoom (see the program for the zoom links).

All presenters should join the virtual room at the start of the break before the session so that a quick tech check can be run (audio / video / screen share etc.).

A seminar room with a screen will be available for people who wish to watch/attend the virtual presentations.

You may contact the Virtual Session Lead-chair Andreas Drechsler andreas.drechsler@vuw.ac.nz for any specific queries you have.

Additional tips for virtual presentations:

In addition to the above guidelines we also recommend that all presenters consider and adhere to the following guidelines:

- Test Technology from your end in advance:
 - ✓ Ensure your internet connection, camera, and microphone are working properly.
 - ✓ Familiarize yourself with the virtual conference platform.
- We would like to see that all speakers have their Camera's on (- but camera off can be a viable option in case of a low / unreliable bandwidth connection at the time).
- Mute Your Microphone When Not Speaking (e.g. when the other presenters are delivering their sessions)
- Create a Professional Environment:
 - ✓ Choose a quiet and well-lit space.
 - ✓ Keep background distractions to a minimum.

- ✓ Be Mindful of Your Background (choose a neutral and tidy background to maintain a professional appearance)
- We recommend leaving the monitoring of the chat and all Q&A for after the presentation – this is to make sure we can run all sessions within the set strict time-lines. But we are open for any interactive activities a presenter might like to engage in – during their talk, provided they can deliver things within the set time lines

Poster-Slam Sessions

This is a dedicated stream – for papers that were submitted and accepted for the special paper slam track. Guidelines for this special track has been communicated by the track Chair and is available [here](#).

You may contact Poster Slam Session Track Chair; Prof Michael Leyer (at: michael.leyer@wiwi.uni-marburg.de) for further details.

Session Chair Guidelines

As the chair of the session, it is your responsibility, prior to the start of the presentations, to check that the presenters are in the room and that they uploaded their presentations to the computer (to ensure a smooth transition between the presentations). Please be at the allocated session room at least 15 minutes prior to the session start- so you can meet and greet the speakers.

When you are ready to start the session, you will make the audience feel welcome, introduce the session and explain how it will unfold. During the session, you will introduce each speaker, facilitate discussion or Q&A periods, and ensure that time limits are strictly adhered to (i.e., time keeping). Please indicate the remaining minutes (3, 1, and 0) for each presenter. Each session room will have time-cards to facilitate this.

If any problems appear, please contact one of the ACIS2023 volunteer for assistance.

In the event a speaker does not turn up, please action the following: (i) Continue running the session with the papers that have the authors present (in the set order) – there is no need to 'leave a gap'. (ii) Please inform the program chairs (email Wasana: w.bandara@qut.edu.au) of any no shows [indicating Session, paper id and title] as soon as the session ends, for we will need to take action with regards to contacting the author(s) and taking their paper out of the ACIS proceedings for these cases (as per ACIS policy).

All presenters and participants

The mixture of short and full papers finally accepted to the conference means that all sessions will include papers of varying lengths. This means that papers in each session do not fit neatly into three 30-minute presentations, as is sometimes the case at conferences. Therefore, we

discourage “session hopping” as much as possible, as this is likely to prove disruptive to speakers.