

ACIS 2024 Paper Presentation & Session Chair Guidelines

ACIS 2024 has two types of sessions: (i) in-person paper presentations, (ii) a Virtual stream

In-person paper presentations

The majority of papers will be presented during in-person sessions held at the conference venue. These sessions are organized by tracks and may sometimes integrate multiple tracks. Each session will have a combination of Full papers and Research-in-Progress papers. Each in-person paper session scheduled for ACIS 2024 is around 90 to 120 minutes long and will be moderated by a session chair. Time limits for presentations will be strictly enforced. The total time allocated for each paper depends on the submission type, as outlined below:

- Full papers: 20 minutes total - with a maximum of 10 minutes allocated for the presentation to allow sufficient time for 10 minutes of Q&A / discussions.

- Research-in-Progress Papers: 15 minutes total - with a maximum of 7 minutes allocated for the presentation to allow for 8 minutes of Q&A / discussions.

- Poster-Slam Papers: 15 minutes total, including a maximum of 3 minutes for the pitch without slides, allowing for 12 minutes of Q&A / discussions in front of the poster.

A session chair is assigned to each session. Each paper session room is equipped with a computer, a microphone, and a screen. To facilitate a smooth transition between speakers, we encourage all presenters to utilize the equipment that is already set up in the room (i.e., please use your own laptop only as a backup). We kindly ask that you arrive at the session with your presentation saved on a USB drive.

Presenters should arrive at least 10 minutes before the session begins in their designated room to upload their files in advance and meet with their session chairs. This will allow the session chairs to familiarize themselves with the presenters and the order of the papers being presented. There will be volunteers around available to assist the session chairs, presenters or participants.

For Poster-Slam, please bring your printed poster to the designated room at least 15 minutes before the session begins to use during your pitch.

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.

Virtual stream

This stream is dedicated to participants who have made the appropriate requests to present virtually at ACIS 2024. All guidelines shared above for in-person sessions are also applicable here. The virtual sessions will be scheduled multiple times throughout the conference, and in some cases, a paper may be presented virtually during in-person sessions. Each session will have a mix of Full papers and Research-in-Progress papers, with strict enforcement of allocated time limits for presentations.

- Full papers: 20 minutes total - with a maximum of 10 minutes allocated for the presentation to allow sufficient time for 10 minutes of Q&A / discussions.
- Research-in-Progress Papers: 15 minutes total - with a maximum of 7 minutes allocated for the presentation to allow for 8 minutes of Q&A / discussions.

These sessions will be conducted via MS Teams, and presenters can find the links in the program/schedule published on the ACIS 2024 website. All presenters should join their allocated virtual session at least 15 minutes in advance to conduct a quick technical check, including audio, video, and screen sharing.

A seminar room equipped with a screen will be available for individuals who wish to watch or attend the virtual presentations. In sessions that integrate both in-person and virtual presentations, virtual presenters can remain online to watch or listen to the in-person presentations during their session.

Please contact acis-2024@canberra.edu.au for any specific queries you may 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 or 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 timelines. 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 timelines.
- Be Mindful of Your Time Zone and ensure that you are aware of the start time for your allocated sessions.
- Continuously check the ACIS website for any updates on the schedule/ program / links etc.

Session Chair Guidelines

As the chair of the session, it is your responsibility to ensure that, prior to the start of the presentations, the presenters are present in the room or, if they are scheduled for virtual presentations, that they are online and have uploaded their presentations to the computer. This will help facilitate a smooth transition between presentations. Please arrive at the designated session room at least 15 minutes before the session begins, so you can meet and greet the speakers and confirm the order of presentations.

When you are ready to begin the session, make the audience feel welcome, introduce the session, and explain how it will proceed. During the session, you will introduce each speaker, facilitate discussions or Q&A periods, and ensure that time limits are strictly observed (i.e., timekeeping). Please indicate the remaining minutes (3, 1, and 0) for each presenter.

If any problems arise, please contact one of the ACIS2024 volunteers for assistance.

In the event that a speaker does not arrive, please take the following actions:

- I. Please 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 via an email acis-2024@canberra.edu.au of any no shows [indicating Session number/type, paper id and title] as soon as the session ends. 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 acceptance of a mixture of short and full papers for the conference means that all sessions will feature presentations of varying lengths. Consequently, the papers in each session will not fit neatly into three or six 30-minute slots, as is often the case at conferences. Therefore, we strongly discourage "session hopping" as it is likely to disrupt the speakers.