



# ICIS 2019 Author Guide – Tips and Tricks

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## Registering and Logging in for PCS 2.0

1. Go to the ICIS 2019 submission site:  
<https://new.precisionconference.com/user/login?society=ais>
2. If you not have an account for PCS 2.0 (you will, if you have submitted to recent conferences such as AMCIS, ECIS, HICSS), create an account. Please note: As ICIS 2018 used PCS1.0, the accounts are not automatically ported to PCS 2.0.
  - a. Create Account



AIS submission and review

Sign in below to **submit** a contribution, to **sign up** as a reviewer, or to **review** assigned submissions.

Username or Email   
Password   
 Remember me

[Create an account](#)

[Reset my password](#)

[support](#) | [privacy policy](#) | [terms of use](#)



b. Enter your suggested Login Information:



AIS submission and review

**Create an account**

First name  \*

Last name  \*

Email address  \*

c. Obtain your Login Information by checking your inbox and confirming the email address:



AIS submission and review

Email has been sent to Your E-Mail  
Please click on the link in that email to continue.

✔ **If you do not receive the email**, please check your Junk or Spam folders.

Microsoft Outlook is particularly aggressive at dropping email without notice.  
If you use Outlook, you should ask your organization to whitelist precisionconference.com.

Sign in below to **submit** a contribution, to **sign up** as a reviewer, or to **review** assigned submissions.

PCS account registration: Please confirm your email Posteingang x



users@precisionconference.com

an mich ▾

🌐 English ▾ > Deutsch ▾ [Nachricht übersetzen](#)

Thank you for registering with the PCS submission and review system.

Please click below to confirm your email and set up your account: [Confirm your email.](#)

If you did not initiate this registration, you may safely ignore this email.

Thank you.

(This is an automatically generated message.)



d. Update personal information (user and contact information):



Welcome to PCS. Here you can submit to conferences, review for conferences, and chair your own conferences.

Please choose a username and password:

**Username**  \*

**Password**  \*

**Retype Password**  \*

Next, you'll be asked to provide your contact information.



Submissions    Reviews    **Account**

✔ Your username and password have been saved.

**Contact Information**

**Title**

**Given name**  \*

**Initial or middle name**

**Family name**  \*

**Suffix**

**Email**  \*

**Recovery email 1**

[add one](#) | [remove last](#)

**Phone number**

**Web page**

**Affiliation 1**

Dept/School/Lab	<input type="text" value="IS Testing"/>
Institution	<input type="text" value="University of Testing"/> *
City	<input type="text" value="Test City"/> *
State/Province	<input type="text"/> <small>required for USA/Canada</small>
Country	<input type="text" value="Test Country"/> *

[add one](#) | [remove last](#)



e. Agree to terms of use and privacy information:

3. If you have an account:

- a. Enter your **“Username”** and **“Password”** and select **“Sign in”**
- b. If you do not know your password or have forgotten it, click on the **“Reset my password”** link.

## Submitting a Paper

1. Once logged in, select the **“Submissions”** tab. Then choose **“AIS”** under Society. Select **“ICIS 2019”** as the Conference/Journal and select **“ICIS 2019 Submission” (to submit either a completed research paper, a short paper, a Teaching Case, a PDW or a Panel proposal)** as a **“Track”**. Please do **NOT** choose the ICIS 2019 test instance!



2. Hit GO
3. Afterwards, a new submission is created. Please note the following:
  - a. You are able to select one of the specific research tracks afterwards.
  - b. TREO talks and Paper-a-Thon submissions will only be opened in late May.
4. Edit your submission to complete it.



Submissions    Reviews    Account

A blank submission #1061 has been set up. You can edit it below.

### Submissions

Make a new submission to:

Society: AIS    Conference/Journal: ICIS 2019    Track: ICIS 2019 Submissions    **1.**

### Existing Submissions

Status	Title	Actions	Note	Category	ID
incomplete	[NO TITLE PROVIDED]	<b>2.</b> <a href="#">See submission and reviews</a> <a href="#">Edit submission</a> <a href="#">Delete submission</a>	nothing submitted	ICIS 2019 Submissions	1061

5. When editing your submission, choose your track:



Submissions    Reviews    Account    sign out

ICIS 2019 Submissions - submission 1061

Fill in this form to make your submission. When done, press the 'submit' button at the bottom of the page.

Track

- 1 Information Systems - The Heart of Innovation Ecosystems
- 2 The future of work
- 3 Sustainability and Societal Impact of IS
- 4 Cyber-security, privacy and ethics of IS

6. Afterwards, choose your paper type, insert the paper title, add all authors with their corresponding affiliation, enter an abstract (max 150 words) as well as at least three keywords:



**Paper Type**

- Full Paper
- Short Paper
- Teaching Case
- Panel
- Professional Development Workshop

**Paper Title**

Test paper for designing for the science

**Authors**

**Name**

Testing Testuser

[add one](#) | [remove last](#)

**Affiliation**

IS Testing, University of Testing, Test City ▼

**Secondary Affiliation**

▼

**Abstract (no more than 150 words)**

Testing abstract for designing science

**Keywords**

Please enter at least 3 keywords

testkw1, testkw2, testkw3

7. Please indicate whether the paper was presented at a conference before. If yes, please indicate the changes. If the paper was not presented before, please also note “NA” in the according text field:

**Previously Presented?**

Please indicate whether a version of this paper has previously been presented in a conference. (even if the paper is substantially different)

- Yes
- No

**Changes from Previous Presentation**

If you answered yes above, please detail the changes made to the paper since the presentation made in prior conferences. If you answered no above, indicate NA.

only if applicable



8. Furthermore check the checkbox of the “Author agreement” to agree to the policies of ICIS 2019 as stated in the submission form:

**Author Agreement**

- Scholarly integrity: Scholarly integrity is a core value in our discipline. Scholars submitting papers to this conference thereby attest that they have read the AIS Code of Research Conduct and the work submitted is in accordance with the Code in all appropriate respects. Editors of AIS conference proceedings who receive allegations of plagiarism or other scholarly misconduct may inform the AIS President who may refer the matter, at their discretion, to the AIS Research Conduct Committee.
- Original material: The author(s) verify that this paper (or substantial portions of it) is not under review, accepted, or published elsewhere. They further verify that they have read and followed the ICIS 2019 Submission Guidelines.
- Presentation at the conference: At least one author of every accepted submission and all members of every accepted panel must present at ICIS 2019 in Munich, Germany. Authors should be prepared to present their papers or participate in panels at any time during the conference (Sunday, December 15 to Wednesday, December 18, 2019). Failure to comply with this requirement will result in removal of papers or panelists from the ICIS 2019 Proceedings.
- Distribution: Submission of a paper to the conference represents the author’s agreement to allow AIS to publish the paper in any written or electronic format for distribution to all interested parties in perpetuity with or without compensation to AIS and without compensation to the author. The parties understand that the author is granting a non-exclusive license and all copyrights remain the property of the author.
- Copyright Note: For all papers accepted into ICIS 2019, authors of accepted papers will retain copyright. However, by submitting a paper, authors do agree that AIS can publish and reproduce any accepted papers in the ICIS 2019 Proceedings in the format of AIS’ choosing (CDs, e-Library and printed proceedings) under an established ISBN number for ICIS 2019.

**Author Agreement**

By checking this box, I acknowledge I have read and agree to comply with the author agreement.

9. Finally, upload your paper, provide a “Note” concerning the file type of the paper, e.g., “Paper” or “Teaching Case and Note” (please note that for the initial submissions Teaching Cases and Notes should be compiled to one file!), and record all changes:

**Document**

Please note, only pdf file types will be accepted

**Note**

Full Paper

**New file**

Choose File

coc\_document.pdf

Record Changes

10. You should receive a confirmation mail and the status of the paper should change to “complete”



### Existing Submissions

Help

Status ▲	Title ▼	Actions	Note ▼	Category	ID ▼
complete	testpaper	<a href="#">See submission and reviews</a> <a href="#">Edit submission</a> <a href="#">Delete submission</a>		ICIS 2019 Submissions	1061