ICIS 2019 Review Guide – Tips and Tricks

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Getting started

Logging In

1. Go to the ICIS 2019 submission site: https://new.precisionconference.com/ais
2. If you already have an account, enter your “User ID” and “Password” and click “Sign in”
3. If you do not know your password or have forgotten it, click on the “Reset my password” link.
4. If this is your first time on the site, click on “create an account,” and enter the email address to which you want your account linked.
5. This will generate a message to your email address that includes an initial password. Clicking on that link will take you to this screen to enter a new password.

Questions? Email: icis2019queries@gmail.com
6. An email will be sent to the email account provided.

7. You will then be asked to provide your full name and university affiliation. Once that information is entered, you should see the following screen. Check the box next to “I agree to the Terms of use”
If you have any assigned papers, you will see a menu optioned labelled “reviews in progress.”
1. Click on “Reviews” and the “volunteer to review” link

2. Select the following options from the dropdown list:
   a. Society: AIS
   b. Conference/Journal: ICIS 2019
   c. Reviews volunteered: [any number of your choice]

3. To select the tracks for which you’d like to review: Click on “Reviews” and “Provide areas of expertise”

4. Select the society and conference again as shown on the screenshot below:
Scroll down to the expertise section. The 2019 ICIS tracks are listed below. Please indicate the tracks for which you would like to review by indicating “expert” or “competent” for the tracks you would like to review for.
Reviewing Submissions

1. Once logged in, select “Reviews”.

Here you will see all papers assigned to you as reviewer under the heading “Reviews in progress.”

2. You can click on review to see the full information for each submission.

3. Click on “edit review” to enter your review.
Submitting your review

1. To submit your review, click “edit review.”

2. In the review form, you will first be asked to provide an overall evaluation as well as to provide a self-assessment about your expertise in relation to the paper’s topic.

3. Next you will be asked for your review as well as comments for the committee only (hidden from authors). Please note:
   a. Before reviewing, please check out the guide for reviewing provided by the program chairs (https://icis2019.aisconferences.org/submissions/guide-for-reviewing/).
   b. The program chairs ask that your review be formatted like this: start with a brief summary of the paper highlighting its strengths as well as weaknesses. Cover in your review the merit of the research questions, the research design, methodology, collection of data, analysis, and findings (where applicable). Please keep the specific review criteria for different paper types in mind (please see https://icis2019.aisconferences.org/submissions/types-of-submissions/).
c. The PCS systems will not accept attachments of any sort. As a result your review must be text only (no tables or figures).

4. Once all information is provided, click “Record Changes” to submit your review.

Note

All reviews must be completed by June 14

5. Please note, your review is due no later than June 14.
6. Before the deadline, you can still update your review using the “edit review” link.