

ROLES AND RESPONSIBILITIES OVERVIEW

Timeline	Conference Chairs	AIS Staff
4 years prior	* Develop Conference Theme	* Support bid development
	* Preliminary / Full bid process	* Venue Research
	* Develop core committee members	* Facility(s) Negotiation & Contract
	LOCATION & VENUE SITE VISIT	
2-3 years prior	* Continue with development of core committee	* Social Event Venue Research
	COLLABORATION OF LOGO, TAG LINE AND WEBSITE	
	* Attend AMCIS each year and Promote YOUR AMCIS	* Research giveaway options
	COLLABORATION OF SPONSORSHIP / EXHIBITOR BROCHURE & PACKAGES	
	*Regular communication with committee	* Regular communication with conference chairs
11 months prior	*Regular communication with committee	*Regular communication with conference chairs
	BUDGET SEASON	
	* Keynote Speaker Selection	* Assist with travel/accommodations
	REGULAR REVIEW OF THE FOLLOWING: Sponsorship Budget Website Conference Registrations Hotel Reservations Logistics	

~CONFERENCE CHAIR POSITION DESCRIPTION~

Your role as the AMCIS Conference Chair is to develop an innovative and inspiring conference theme, recruit a diverse and engaged committee and oversee the progress of your committee's work over the years. As the Conference Chair, you are the main liaison with the AIS staff. Collaboration between the Conference Committee and the AIS staff is key to a successful conference.

CONFERENCE CHAIR POSITION

~PRELIMINARY BID~

The preliminary bid shall not exceed three pages and should include the following:

- proposed conference chair or co-chairs and program chairs.
- a summary of the bid committee's ideas for improving AMCIS from the perspective of the participant.
- a summary of the bid committee's ideas for exploiting their selected city and conference venue.

~FULL BID~

The full bid will describe, explain and provide details in support of the main criteria:

- conference city
- conference dates
- full conference committee and bios
- hotel/conference facilities
- doctoral consortium plans
- jr. faculty plans
- conference program elements
- attendance
- financial plan
- sponsorship plans
- social event ideas

For more information on the bidding process please click [here](#) for more information

In addition to a thorough review of the standard operating procedures and roles and responsibilities overview documents to identify individuals to fulfill the various committee roles, here are a couple of other points of note:

- Given the AIS Community focus of AMCIS, it is helpful to have at least one program chair with AIS Community leadership experience to understand this perspective.
- The Mid-Career Consortium facilitators should be comprised of mid-career faculty (i.e. Associate Professors or equivalent) or those recently promoted to full (within the past 1-2 years at AMCIS). These individuals may be identified after the acceptance of the full bid.
- We want to ensure that there is sufficient diversity in the conference committee from year to year. It is helpful to have some committee members with prior AMCIS committee experience, but there should be an effort to enable individuals new to these roles to participate. The AIS Office has a list of individuals that are willing to serve as volunteers for AMCIS. Please click [here](#) for more information.

GO TO: Appendix A - Roles and Responsibilities

GO TO: Appendix B - DEI Statement

CONFERENCE CHAIR POSITION

~LOCATION AND VENUE SITE VISIT~

A site visit can be conducted either before or after the venue contract is signed. In the case of a conference location offering more than one viable venue option, the site visit will be conducted prior to contract signing. The site visit is conducted by the AIS Conference Director and at least one (1) Conference Chair. The purpose of the site visit is multi-fold:

- Determine the venue is in good condition, in a desirable location of the city and has adequate meeting space for all conference activities
- Venue policies: F&B, A/V vendors etc.
- Airport accessibility and ease to the hotel
- Social Event venues
- Pre/Post activity options

~SOCIAL EVENT VENUE~

Approximately 2 years prior to the conference, the AIS Conference Director will research viable options for the social event to be held outside the hotel. If the conference hotel has space available, then, that too will be placed on hold in case it is needed due to budget or logistical constraints.

Viable option indicators include:

- In close proximity (less than 20 mins by bus) to the conference facility
- Facility large enough to provide adequate seating, food buffets, bars and networking space
- Facility unique to conference location

Once the research is complete, the AIS Conference Director will share this information with the Conference Chairs and discuss logistics and budget.

The final decision is recommended to take place no less than one year prior to the conference.

~CONFERENCE LOGO & WEBSITE DEVELOPMENT~

Approximately 18 months prior to the conference, the AIS Communications Director will begin work on the conference logo and website. Your conference theme come to life! Your conference logo will then be used on all conference marketing materials such as brochures, conference giveaways, registration information, conference related giveaways etc. It's very important to collaborate together on this project so the conference theme shines through as you intended.

CONFERENCE CHAIR POSITION

~SPONSORSHIP/EXHIBITOR~

Approximately 18 months prior to the conference, the AIS COO and Communication Director will work with you on sponsorship packages and pricing. The AIS Communications Director will develop both an Academic Brochure and Corporate Brochure keeping within the theme and logo design and complete with a personal letter from you. All pricing will be noted in USD.

The actual fundraising is a collaboration between you and AIS Staff. Tried and true process is you, as Academics, initiate the ask within your academia community. They want to hear from you! The AIS staff is here to support you in the process with follow-up, invoicing, tracking of sponsorship funds, seeking out corporate or unique sponsorships opportunities. AIS Staff also manages the solicitation of repeat exhibitors, invoicing and detailed communications regarding conference activities.

GO TO: Appendix C - Sponsorship Process

~BUDGET SEASON~

The conference draft budget is created and managed by the AIS Finance Director, Chief Operating Officer and Academic Executive Director. All expenses for the conference budget are compiled by AIS Staff. Approximately 11 months prior to the conference, the budget template will be shared with you for the first time. A thorough review of all expenses will take place during the first meeting.

During the second meeting a thorough review of all conference related revenue sources will be reviewed. This includes estimated registration revenue, sponsorships, exhibitor and hotel credits (if applicable). Registration rates will be set to achieve the desired net contribution set by Council. This amount is roughly \$25,000. Registration rates will be reviewed with you as Conference Chairs, not the entire committee, prior to registration opening (approx. May).

Conference Chairs approve the draft budget and are thereby approving to send to Council for approval. Council will vote on the conference budget December of the year prior to your conference.

~REGULAR COMMUNICATIONS - (FULL CONFERENCE COMMITTEE)~

Schedule a F2F committee meeting at each of the AMCIS conferences prior to yours. Regularly scheduled virtual meetings are recommended in between these face-to-face meetings. Approximately 7 months prior to the conference or before the first submission deadline schedule regular full committee meetings. These committee meetings are helpful to perform monthly to ensure planning is moving along as expected. AIS has tools available for meeting virtually (e.g. Zoom, GoToMeeting, Remo)

CONFERENCE CHAIR POSITION

~REGULAR COMMUNICATIONS - (AIS STAFF)~

Approximately 8 months prior to the conference, AIS Conference Director will work with you to determine regularly scheduled planning calls with the AIS Office. In the early stages of planning these calls will include: Conference Chairs, AIS Conference Director, AIS COO, AIS AED.

Approximately 3 months prior to the conference, AIS staff, instrumental in the planning of logistics such as registration, volunteers, mobile app, awards ceremonies, etc., will be added to the planning calls.

~AIS STAFF SUPPORT~

Not only does AIS support the conferences logistical aspects, AIS staff supports you throughout the entire process in a myriad of ways. This support includes:

- Create and maintain the registration system
- Create and maintain the OAM (Official Ancillary Meeting) Website
- Manage all Ancillary events at the conference
- Volunteer recruitment, scheduling and management
- Career Connect Services
- Full Marketing and Social Media campaign
- Manage conference budget and wish list items
- Sponsorship and exhibitor fulfillment

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