

ROLES AND RESPONSIBILITIES OVERVIEW

Timeline	DC Chairs	AIS Staff
12 months prior	Attend current AMCIS Conference	
9 months prior	Determine the Program (topics, speakers, format)	AIS Conference Director to be involved in the overall schedule planning
8 months prior	Determine Student Criteria and Process	
7 months prior	Student Recruitment begins	
7 months prior	Determine Panelists/Schedule	
6 months prior	Contacted by AIS Conference Director to begin discussions of logistics	
Early May	Applications and Letters of Recommendations due	
Late May	Applicants receive confirmation of participation	
2 months prior	Work with AIS Conference Director on Food and Beverage selections based on approved budget.	

~DOCTORAL CONSORTIUM CHAIR POSITION DESCRIPTION~

AMCIS is now running two developmental consortia prior to the conference: Early Stage and Later Stage in their program. These consortia are designed to promote AMCIS as a continuing source for faculty development, starting with doctoral students who have been in their program for at least a year. Given that there are two tracks for the doctoral consortium, there is a need to have at least four Doctoral Consortium Chairs in total (two per track) to ensure adequate coverage of each track. An additional Doctoral Consortium Chair may be helpful to coordinate across the two tracks as well as provide support in case any faculty cannot participate at the last minute.

DOCTORAL CONSORTIUM CHAIR POSITIONS

~PROGRAM SCHEDULE~

From 2012-2018, the AMCIS Doctoral Consortium was a one-day event that occurred on Thursday morning and had to conclude prior to the start of the conference program. In 2019 and beyond, the Doctoral Consortium chairs, in consultation and with approval of the Conference Chairs, the Doctoral Consortiums may begin on Wednesday afternoon. The Doctoral Consortium must end prior to the start of paper sessions on Thursday unless granted permission to extend the timing for the event by the Conference Chairs and AMCIS Executive Committee and AIS Conference Director.

GO TO: Appendix H Conference Schedule of Events

~CONSORTIUM RELATED TASKS~

1. Design the consortium program. Consider areas in which the two tracks may overlap and how there can be meaningful differences between the two tracks.
2. Recruit faculty mentors for the program including any special keynotes or panels for each doctoral consortium track.
3. Provide information on consortium schedule and program, faculty mentors, and how to apply for posting on the conference web site. Share this information with the AIS Communications Director and Conference Director.
4. Assist with recruiting doctoral student attendees for the program (students may attend twice, once as early and once as late)
 - Some announcements through the AIS Communications Director (coordinate with the Conference Chairs and the AIS Communications Director)
 - Co-chairs should also post to AISWorld
 - Consider how much information is needed to make decisions about which students to accept to the doctoral consortium. You may choose to restrict the candidate information and dissertation abstract (for senior-stage students) or statement of research interests (for mid-stage students) to a maximum of 1 page each.

GO TO: Appendix F - Email communication examples.

5. Review and accept students who apply
 - AMCIS is an inclusive conference, so carefully consider review criteria. The goal is to fill all available openings to help students develop their skills and knowledge.
 - You may choose to give some priority based on date of submission or Region 1 member; however, you may also choose to reject students based on the content of their submission.
 - It is appropriate to accept students outside of Region 1 for the AMCIS Doctoral Consortium.

DOCTORAL CONSORTIUM CHAIR POSITIONS

6. Ensure that those accepted to the DC are appropriately registered for AMCIS.
7. Work with the AIS Conference Director on menu selections to remain within budget.
8. Coordinate with the AIS Conference Director and other consortium chairs for the welcome reception on Wednesday for the combined DC, Early Career and Mid-Career Faculty Meetup. The AIS Conference Director will manage the menu selection and details for the welcome reception.
9. Deliver the consortium.

~TIME COMMITMENT~

- A separate registration link will be provided by the AIS Conference Director to the DC chairs to share with approved participants. Please note that they are required to register for AMCIS conference, as well and this will be monitored.
- A registration verification report will be provided and the AIS Conference Director will reach out with the details a month prior to early registration deadline.
- At least one co-chair should serve as a faculty mentor for the previous year's AMCIS DC.
- Recruit faculty mentors at least one year prior and include a DC co-chair for the next year as a faculty mentor.
- Regular attention is required starting from when DC student recruiting begins.

~ADDITIONAL NOTES~

- The AMCIS Conference budget will cover costs associated with: Food/Beverage for up to 80 attendees, two meeting rooms with AV equipment (i.e. LCD projector package, microphones etc.) and the combined welcome reception. Any changes to afore mentioned are to be communicated to the AIS Conference Director.
- The AIS Conference Director will schedule two meeting rooms to accommodate both consortium
 - Ideally, there is one large room to accommodate all participants and faculty as well as another smaller room to be used only for mid-stage doctoral students.
 - Each room will have projectors, panel tables and round tables for breakout sessions.
 - When assigning rooms, the AIS Conference Director will make every effort to have the rooms close to each other, if possible next to each other.
 - Should your program require additional meeting space, consult the AIS Conference Director before finalizing the program.
- On the second day (Thursday) keep lunch to 1 hour maximum to manage time.
- Try to have some common sessions, such as lunch, breaks and keynotes, to allow the students across differing stages to mix and network. These breaks could also be coordinated with the Early Career Faculty Consortium and Mid-Career Faculty Consortium to encourage networking across career stages.

DOCTORAL CONSORTIUM CHAIR POSITIONS

- Roundtables of 8 students and 2 faculty have worked well to create discussion. If there is a need to have rotation among the tables, have the faculty rotate instead of the students to gain some efficiency.

Click [here](#) for website content (Later/Advanced Stage)

Click [here](#) for website content (Early Stage)

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