

ROLES AND RESPONSIBILITIES OVERVIEW

NOTE: This position is only applicable if Posters will be included in the program

Timeline	ERF Chair	AIS Staff
9 months prior	Create poster template	Post template and information on the conference website
5 months prior	Create submission instructions	Identify printer vendor Post instructions on conference website
Early May	Notification of poster requirements and deadlines	
2 months prior	Recruit Session Chairs	
2 months prior	Coordinate with Conference Director on collection of final presentations	

~ERF CHAIR POSITION~

ERF Chair(s) are selected by the Program Chairs should ERFs be presented as posters. All activities are coordinated with the Program Chairs.

~PROGRAM SCHEDULE~

Coordinate with the Program Chairs and Conference Director

1. Posters have been scheduled at various times over the years and is based on overall programming.
2. ERF presentation sessions (12-15 papers each) have taken place concurrently in the late afternoon on Friday and followed by a reception in which the related ERF posters are displayed

~ERF CHAIR RELATED TASKS~

1. Responsibilities prior to acceptance of ERF papers
 - a. Create poster template and publish on website
 - b. Coordinate with AIS staff to secure vendor for poster printing.
 - c. Create poster submission instructions in coordination with poster vendor and AIS staff, including deadlines and payment submission process. Post instructions on conference website.
 - d. ERF co-chairs are not involved in the review process or acceptance of ERF papers. The review process is handled by Track Chairs. Final submission of

EMERGENT RESEARCH FORUM (ERF) CHAIR POSITION

camera-ready ERF papers or abstracts is handled through the conference submission system.

2. Responsibilities after acceptance of ERF papers:
 - a. Obtain poster numbers from Program Chairs. Full poster numbers include track abbreviation, session number, and a unique poster number for easy identification of ERF papers within presentation and poster sessions.
 - b. Communicate with accepted authors of ERF papers about poster requirements and deadlines (provide authors with full poster numbers), which are in addition to ERF paper presentation requirements. Emphasize that both an ERF presentation and a poster are required.
 - c. Coordinate with Conference Director on collection of ERF presentation slides from authors and compile one slide deck for each ERF session, for ease of presentation.
 - d. Recruit session chairs for each ERF session and submit information to Program Chairs. Session chairs are responsible for recording any “no show” presenters during the ERF presentation sessions.
 - e. Review conference app for errors and omissions related to ERF papers.
 - f. Monitor poster submission process and send reminders to authors as needed.
 - g. Confirm with AIS Conference Director on-site poster logistics.
 - h. Review poster display on site to record “no shows” and combine with “no shows” from ERF paper presentations. No shows are reported to AIS Staff and these ERF papers are removed from conference proceedings.

~ADDITIONAL COMMENTS:

- ERFs usually have a poster slam devoted to ensure that each author has a scheduled time on the program. Prior AMCIS participants have stated difficulty in securing funding from their university if the individual is not scheduled to present.
- It is important to ensure time is dedicated for ERF authors to receive feedback on their posters and research during the program either during a plenary session or a dedicated ERF reception.

GO TO: Appendix H – Conference Schedule of Events

GO TO: Appendix E – Program Key Dates

~TIME COMMITMENT~

1. ERF Chairs are busiest in June and July, with some upfront work early in the year.
2. Time to review ~170 posters for compliance with template.
3. Time to review and compile presentation slides (3 per paper, ~170 papers) into one slide deck per session.
4. Time to coordinate and develop instructions for PPT submission and poster submission/printing process.
5. Time on site to monitor paper sessions and poster session.

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