

ROLES AND RESPONSIBILITIES OVERVIEW

Timeline	Program Chairs	AIS Staff
15 months prior	Develop Call for Tracks	Development of Key Dates document and Program Chairs Guide
15 months	Consult with Conference Chairs and Conference Director whether ERFs will be presented as posters. If ERFs will be presented as posters, recruit 2 ERF chairs to manage the process.	
13 months prior	PCs and AIS begin bi-weekly or weekly meetings with AIS staff	
12 months prior	FUTURE PROGRAM AND TRACK CHAIRS MEETINGS HELD AT PRIOR YEAR AMCIS	
	Track submissions due (end of August) via email	PCS System created
10 months prior	Minitrack submissions due (October) Via PCS	
	COLLABORATE ON PROGRAM RELATED INFORMATION FOR WEB PAGES Ensure all track and minitrack information is ready for website Prepare call for papers Update templates for paper submissions Update email templates within PCS Identify Review Coordinators Meeting with PCs, RCs, and AIS Staff	
8 months prior	SUBMISSION SITE OPENS	
	WEEKLY MEETINGS ARE SCHEDULED TO INCLUDED RC'S	
	REGULAR REVIEW OF THE FOLLOWING: Submissions Review Process iThenticate Process TREOs, PDS and Panels Final Paper Session Schedule, Panels and Keynote Sessions in coordination with Conference Chairs	

~PROGRAM CHAIR POSITION DESCRIPTION~

A Program Chair ensures that a well-balanced, high-quality program (paper sessions, panels, TREO, paper-a-thon etc.) is organized and presented at the conference. You will manage the entire process starting with the Call for Papers through the selection, ensure the review process occurs for

PROGRAM CHAIR POSITION

each paper and schedule of sessions. Coordinate with panels, TREO, and paperathon co-chairs to ensure their calls for submissions and acceptance decisions occur according to the schedule.

~PROGRAM THEME~

The program theme is usually created by the Conference Chairs but the Program Chairs may have some input to this process. This process will begin with the preliminary bid with some modifications that may occur for the full bid.

~PROGRAM COMMITTEE DEVELOPMENT~

In coordination with the Conference Chairs, recruit review coordinators to support the review process (5-6).

An ideal review coordinator would have these characteristics:

- Attention to detail
- Ability to interact professionally with authors to answer questions or to resolve issues
- Willing to set aside time around key dates in the program (submission due dates, during review cycle, camera-ready due dates) to process submissions and questions in a timely manner

~PROGRAM KEY DATES / GUIDE DOCUMENTS AND PCS SYSTEM~

The AIS Review System Support Staff will develop a schedule of key dates and will communicate this to the Program Chairs about 15 months prior to the conference. These dates are to be communicated with program-related committee chairs including ERF, TREO, Workshops, & Panels, PDS, and Review Coordinators.

Collaborate with the AVP PCS and AIS Review System Support Staff on the set up of conference management system. This system should be ready for minitrack proposal submissions one year prior to AMCIS.

GO TO: Appendix E for detailed Key Dates document

~COMMUNICATIONS~

Coordinate with AIS Communications Director on content of program-related web pages, such as the call for tracks, the call for minitracks and the call for papers. Coordination regarding the website is intensive 11-15 months before your AMCIS as content for accepted tracks and minitracks are added to conference website. Clear communication of program submission deadlines is essential.

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Communicate Call for Track Proposals, Call for Minitrack Proposals, and Call for Papers. Calls are distributed to AIS listserv, newsletters, website and social media outlets based on the key dates schedule. Distribution of Call for Papers should be coordinated with Conference Chairs to comply with overall conference communication plan.

Send direct communications (e.g., Call for Track and Minitrack Proposals and reminders) to prior AMCIS track chairs and SIG, Chapter, College leaders to provide a comprehensive, inclusive AMCIS program

Communicate with Track Chairs and Minitrack Chairs about responsibilities, including Key Dates schedule, promotion, soliciting reviewers, review report content, minitrack chair and reviewer reminders, review of camera-ready submissions, best paper and reviewer awards, session chairs, author attendance and presentation requirements, and timely submission of needed program content.

Meet with AIS Review System Support Staff weekly, and in accordance with key dates schedule to discuss conference submissions, conference management system, etc. Key work sessions occur at prior year AMCIS.

~PROGRAM RELATED TASKS~

In addition to a thorough review of the Program Guide*, the following are some key tasks to note:

1. Setup program chair Gmail account 13 months prior to the conference and respond to emails from track chairs, minitrack chairs and authors
2. Manage the track submission process using the process identified in the program chair guide, which is handled via email during August the year prior to AMCIS.
3. Manage the minitrack submission process using the process identified in the program chair guide. This process usually occurs in September-October prior to AMCIS. This is the first opportunity to test and become comfortable with the PCS system.
4. Train and manage review coordinators in testing and monitoring conference management system, including monitoring timeliness of entire review process – track chair through reviewers and authors. Divide tracks among review coordinators so that each is responsible for approximately the same number of papers, based on historical submission rates.
5. Closely monitor (1) completed and ERF submission volume and (2) TREO and PDS submission volume. Communicate status with AIS staff and conference chairs. Number of submissions has significant implications for program schedule, conference meeting room requirements, budget and attendance. Most submissions are made 48 hours prior to deadline.

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6. Determine acceptance rate for completed and ERF papers by track, in consultation with conference chairs and AIS staff. Communicate acceptance rates to track chairs. In general, the AMCIS acceptance rates for completed papers and ERF papers are approximately 65%, as space constraints allow. TREO submissions should be approximately 95%, as space constraints allow. PDS and Panels may have different acceptance rates each year depending on the physical constraints of the location and number of submissions.
7. A poster session for ERF papers is optional however there are cost and space factors that must be considered before committing to a poster session. Consult with the AIS Conference Director on budget and space requirements before proceeding. This decision is made prior to the development of the call for papers. If ERFs are going to be presented as posters, recruit separate ERF chairs to help manage the poster session process.
8. For all accepted papers, the program chairs will use iThenticate software to identify if there are issues associated with plagiarism that need to be addressed. Plagiarism issues may also arise during the review process. Plagiarism issues should be reported to the Research Conduct Committee.
9. Develop program master schedule for completed and ERF papers, TREOs, PDS, and Panels (all presentations during the main conference program – Thursday afternoon through Saturday). Solicit content from TREO, PDS and Panel chairs using centralized content storage, e.g., Drop Box. Coordinate with AIS Conference Director and conference chairs on available meeting space.
10. Detect and resolve conflicts from multiple presentations by same presenters.
11. Review content in program drafts for errors and omissions.
12. Review session “no show” lists for each session. Confirm with session chairs and authors, and coordinate with AIS staff to remove no show papers from the conference proceedings.

~CONFERENCE SCHEDULE~

The AMCIS Conference begins Thursday afternoon and concludes end of day Saturday. There are however, events such as the Doctoral Consortium, Workshops, SIG/Ancillary events, Keynote Sessions, Meals, Breaks, Networking, Exhibitor Time and AIS events scheduled before during and after the Conference. Due to the complexity of scheduling all events associated with the AMCIS Conference, the schedule of events is managed by the AIS Conference Director with input and collaboration with the Program Chairs and Conference Chairs.

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The AIS Conference Director will communicate the number of paper session rooms available at the conference facility prior to the close of submissions. The number of available paper session rooms can vary from facility to facility so it is important to not only have this information well in advance of the acceptance due date but to adhere to this number. In general, the facility contract includes upwards of 22 paper session rooms for 3 days.

Quick at-a-glance paper session schedule:

Thursday: 2 paper session tracks (1pm – 2:30pm; 3pm – 4:30pm)

Friday: 3 paper session tracks (8:30am – 10:00 am; 1:30pm – 3:00pm; 4pm – 5:30pm)

Saturday: 4 paper session tracks (8:30am – 10:00am; 11am – 12:30pm; 2pm – 3:30pm; 4pm – 5:30pm)

For a detailed conference schedule of events see Appendix H

GO TO: Appendix H Conference Schedule of Events

~TIME COMMITMENT~

Time commitment is significant during the year of the conference and is at least a half-time commitment, for all program co-chairs, during most of the year. Starting approximately 11 months before the conference, with track and minitrack submissions, this commitment is very time consuming.

*The Program Chairs Guide (PC Guide) is a stand-alone document created approximately 15 months prior to your conference. Once created by AIS Staff, the document will be sent to you for review. Feel free to reach out to AIS staff for a previous copy.

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