

ROLES AND RESPONSIBILITIES OVERVIEW

Timeline	Workshop Chairs	AIS Staff
8 months prior	Create Call for Workshops	Post call and information on the conference website
7 months prior		Industry Partner package and pricing developed
5 months prior		OAM (Official Ancillary Meeting) website opens
4 months prior (late April)	Submissions close	Confirmation of date and time availability and number of available meeting spaces
Early May	Notification of accepted proposals including link to OAM site	Monitor OAM site for workshop entries Add workshops to registration site
2 months prior		Post Workshop schedule on conference website
1 month prior		Follow-up with workshop organizers on logistics

~WORKSHOP CHAIR POSITION and DESCRIPTION~

The Workshop Chair ensures a well-balanced array of workshops, with relevance to the IS discipline.

There are three types of Workshops:

- Conference Sponsored: The conference budget supports all costs as related to these workshops
- SIG Sponsored: The SIG is responsible for all costs related to the workshop
- Industry Sponsored: The fee paid by the Industry Sponsor, set by AIS Staff, will cover all costs related to these workshops.

Workshop Fees:

- Conference Sponsored: \$20-25 per workshop registration
- SIG Sponsored: SIG sets the registration fee
- Industry Sponsored: No fee

Workshop Revenues:

- Conference Sponsored: all revenue goes to the conference budget
- SIG Sponsored: all revenue goes to the SIG

WORKSHOP CHAIR POSITIONS

~PROGRAM SCHEDULE~

Workshops occur on Wednesday, with approval from the Conference Chairs and AIS Conference Director or on Thursday. With the paper sessions beginning at 1pm, Thursday workshops must end no later than 12pm

~WORKSHOP RELATED TASKS~

1. Create call for workshops, which must clearly define:
 - Title and Abstract
 - Preferred day for Workshop (on Wednesday or Thursday prior to the start of the program)
 - Length of Workshop
 - Workshop Type
 - Maximum number of participants if applicable
 - Fee if applicable and/or known at the time of submission
 - Submission process and due dates
2. Industry Workshop Package and pricing is developed and managed by AIS Staff. Communication with Industry partners can be handled by the Workshop Chair or AIS Staff on your behalf. AIS Staff maintains a current list of Industry contacts and those who have conducted workshops at previous AMCIS Conferences. Coordinate with AIS Staff on the logistics of communications with Industry Partners.
3. Review (minimally) and accept proposals. As much as possible, avoid overlapping topics in accepted proposals. This has caused some issues in the past. Consult with the Conference Chairs on any concerns or issues before accepting overlapping proposals.
4. Coordinate with AIS Conference Director on the link to the OAM website. Include link in acceptance email
5. Ensure that AIS Conference Director and the Conference Chairs receive the accepted proposals
6. Be onsite on days workshops are scheduled and ensure that workshops are running smoothly.

GO TO: Appendix E: Program Key Dates

GO TO: Appendix H: Conference Schedule of Events

GO TO: Appendix J: Workshop Submission Template

WORKSHOP CHAIR POSITIONS

~TIME COMMITMENT~

- Time to create the workshop submission template and make sure it is posted on the conference website
- Time to review all workshop proposals, typically no more than 10-12

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