

AIS Communities Newsletter

Serving SIGs, Chapters, and Colleges



Greetings!

In a bit of self-indulgent contemplation, a colleague shared a revealing prompt to collect GenAI's opinion. I modified the prompt a bit for our AIS Communities. The prompt: From all of our interactions, what is one thing that you can tell me about AIS Communities that I may not know?

From our interactions, one interesting insight about AIS Communities is that they seem to have a strong underlying potential for innovation and deeper engagement, particularly in areas like leadership development and inclusivity. It appears that there's a growing opportunity to further elevate the role of these communities in fostering not just academic but also professional and personal growth.

I think many of you would agree that the impact of your SIG, Chapter, or College is extraordinary. Your leadership shapes the present and clears the way for the future of the field. And your active participation in upcoming events accelerates these efforts. Please review the opportunities below and RSVP to participate.

I hope to see you many of you online and in Bangkok!

Best wishes,

Melissa Heeke
AIS Membership Director

RSVP for Year-End Community Leaders Meetings

All Community Leaders are invited to participate in this year-end meeting to learn more about the latest AIS activities and to engage with fellow leaders. The same information will be presented in both sessions to accommodate our global membership. [Find your local time here](#). The year-end meetings will be held via Zoom.

- Session 1 – November 25 at 2:00 PM EST (New York) / 7:00 PM UTC [RSVP for SESSION 1](#)
- Session 2 – November 26 at 4:00 AM EST (New York) / 9:00 PM UTC [RSVP for SESSION 2](#)

AIS Communities Events at ICIS 2024 in Bangkok

Member Connect - Sunday, December 15, 17:00 - 18:00, Indochina Time – Bangkok – ICT (UTC +7)

This popular event will bring together current and future members of the AIS SIGs, Chapters, and Colleges for networking in a casual environment. Each AIS Community is invited to reserve a table at Member Connect where you can get to know potential members and discuss upcoming community initiatives. Be sure your community group is well-represented to celebrate successes, meet new members of AIS, and recruit others to join your community.



**AIS Community Leaders Reception (Invite Only) - December 15
20:00 - 21:00, Indochina Time – Bangkok – ICT (UTC +7)**

This is an informal social gathering for those in your community's leadership roles. No agenda is being prepared, so come as you are to catch up with colleagues and chat about what your SIG, Chapter, or College has been up to lately.

RSVP by November 15

Use the orange button above to RSVP by November 15. As confirmation, you will receive a calendar invitation with additional details.

There is still time to add an ICIS 2024 ancillary meeting!

Does your AIS Community still need to plan an ancillary event for ICIS 2024? Limited space is available, and it is assigned on a first come, first served basis. Please visit the [Ancillary Meetings Planning page](#) for important details.

Welcome our new Finance Director: Micheal North

Micheal is now your main point of contact for all finance related inquiries and issues as they pertain to your AIS Community. This includes:

- Account balances
- Expense reimbursements
- Other financial related issues/questions

Please send all inquiries and requests to Micheal at accounting@aisnet.org with copy to Lise Fitzpatrick lise@aisnet.org

Expense Reimbursement Options for SIGs and Select Chapters

Option 1 – AIS pays the bill on your behalf

Provide invoice(s) of the expense(s) complete with payment remittance information and we will process the payment on your behalf and post the charge back to your account.

Option 2 – Community Representative pays the expense

A community representative pays the expense and submits the receipt(s) and completed expense report to Micheal and Lise. [Download the Expense Reimbursement Report](#)

Expense reimbursements received by Wednesday at 5:00 PM ET will be paid by the following Thursday. The USPS service in Atlanta Georgia where physical checks are distributed is extremely slow and unreliable. Therefore we highly recommend ACH and/or Wire transfers as the best and most efficient reimbursement option. Whether you opt to have a check mailed or a bank transfer, please enter this information directly into the expense reimbursement form attached to this email.

Financial Reports

Financial reports will be distributed twice yearly: March 1 and June 30 but we are happy to provide additional reports and information at other times if needed.

New Officers? Please let AIS know!

After an election, please be sure to notify AIS of the officer changes. To do so, please use this form to [update officer information](#) or send a note to communities@aisnet.org.

Questions for the Community?

Sign in to the [Private Community for AIS Community Leaders](#) to connect and share ideas with fellow volunteer leaders! The space has been established to help you learn, grow, exchange resources, and ask questions about best practices for your SIGs, Chapters, and Colleges. Our formal meetings are just the beginning—we hope this online community makes it easy for you to keep those connections going all year long.

AIS Chapter Slideshow at ICIS 2024

Chapter leaders are invited to promote their 2024 accomplishments and share 2025 events and initiatives with the global AIS community by submitting a single PowerPoint slide. The chapter highlights slideshow will be shown at the AIS booth throughout ICIS allowing conference attendees to learn about your chapter's contributions and upcoming activities. Here are the details for your slide submission:



- Slide Dimensions: 16:9 aspect ratio
- File format: PowerPoint (.pptx)
- Content: A brief overview of your chapter's 2024 accomplishments and a preview of your 2025 events/initiatives.
- Submission Deadline: November 22, 2024
- Example slides are available here: [ICIS 2024 – Chapter Slide Examples](#)

To accommodate all chapters, only one slide per chapter will be accepted for the project. Please send your slides to melissa@aisnet.org by November 22 to be included!

How to: Upload Workshop Proceedings to the AIS eLibrary

To request an eLibrary series set-up for your workshop proceedings, please forward the following information to elibrary@aisnet.org:

1. Name of the conference/group/journal:
2. Acronym for conference/group/journal:
3. What year(s) are we putting up (sais2028, sais2029, etc):
4. Who will serve as administrators/editors (names and email addresses):

Please review the upload instructions while waiting for the series to be set up.

- Batch Reference Guide: https://www.bepress.com/reference_guide_dc/batch-upload-export-revise/
- Batch Video Tutorial: https://www.bepress.com/reference_guide_dc/excel-batch-upload-tutorial/

Questions or comments about the newsletter?

Please send us a note! aiscommunities@aisnet.org

You are receiving this message because of your leadership position in an AIS SIG, Chapter, or College.
If your role has changed, please contact AIS at aiscommunities@aisnet.org.

Association for Information Systems | 55 Park Place NE Suite 1747 | Atlanta, GA 30303 US

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