



Presenter Information – Hybrid Room

Thank you for participating in AMCIS 2022! This year's conference provides for three meeting rooms that are equipped with hybrid technology. Below are details for Presenters that are joining **in-person** and **virtually in the hybrid rooms**. Please review the information carefully as there are required steps that are new due to the hybrid component, which we haven't encountered earlier during in-person or virtual only events.

Five Key Points

- Arrive to paper session room 15- minutes early.
- Check-in with the Session Chair upon arrival in room.
- In-room attendees must use aisle microphones to ask questions after paper presentations (otherwise, no one joining via Zoom can hear the questions).
- Authors cannot present their paper from their personal laptop. If presenting live in the conference room, then presenters must use a flash drive to copy & load their PPT file onto TSS's laptop.
- Authors must use the in-room clicker (a.k.a. slide advancer), the podium microphone and remain near the podium when presenting their paper. Otherwise, those joining virtually will be unable to hear nor see the presenter during the presentation.

Session Structure

Sessions will be conducted synchronously according to the conference schedule but will NOT be recorded.

- Paper Session Schedule can be found at <https://connect-v3.jujama.com/AMCIS-2022>
- Sessions will be 90 minutes in length and include 3 to 4 papers per session
 - Sessions in hybrid rooms (Symphony I-III) will include a mixture of on-site and on-line presenters, as well as a mixture of live presentations.
 - Live & on-site presentations will be delivered in the paper session room, from a speaker podium that is equipped with a microphone and a slide-advancer (clicker). See Room Diagram below.
 - Authors should remain in the session for the entire session duration.
- *Presenters and co-authors should join the session no later than 15 minutes before the scheduled start time.*
- All presenters must first **Check-in with the Session Chair** as soon as they join - prior to the start of their session. The check-in process will include the following steps:
 - Presenters should locate and introduce themselves to the Session Chair (front of room) - who will be seated at a table in the front of the and will have "Session Chair" in front of their screen name on Zoom.

- Delivery format whether in-person or virtual is live.
- If the presentation delivery format is **live & on-site**, then the presenter will need to share their PowerPoint PPT file on a flash-drive with the Session Chair.
- The Session Chair will then work with the room’s Technical Support Staff (TSS) to load the PowerPoint PPT files onto TSS’s laptop
- If an author is presenting in the session **on-line**, we recommend using a desktop/laptop to access the virtual Zoom room, instead of a mobile device.
- Allotted time Per Paper:
 - Completed Research Papers: 30 minutes total
 - 12-15 minutes live presentation/video, with remaining time for Q&A
 - ERF Papers: 15 minutes total
 - 7 minutes live presentation/video, with remaining time for Q&A
 - Teaching Cases: 30 minutes total
 - 12-15 minutes live presentation/video, with remaining time for Q&A
- Download the AMCIS 2022 conference event hub App – <https://connect-v3.jujama.com/?ConferenceId=lpwBBTHZiPA%253d>
 - This will provide paper sequence, access to papers and videos on the eLibrary
 - All times are initially noted in CST. Please select your time zone option when accessing the event hub. Subsequently, all times noted on the event hub will be based on your selected time zone.
 - Confirm your session time/date in **your** time zone.
- Arrive 15 minutes early, prior to the start of the session.
- Check-in with the Session Chair upon arriving in the session.
 - If presenting **on-site & live**, bring your PowerPoint PPT file on a flash drive so that it can be loaded on the TSS laptop
- If presenting **virtually**, make sure you use the session link that can be found on the conference app / event hub to join the session
- Please contact Robina Wahid at robina@aisnet.org should you have any technical support staff related questions during the conference.

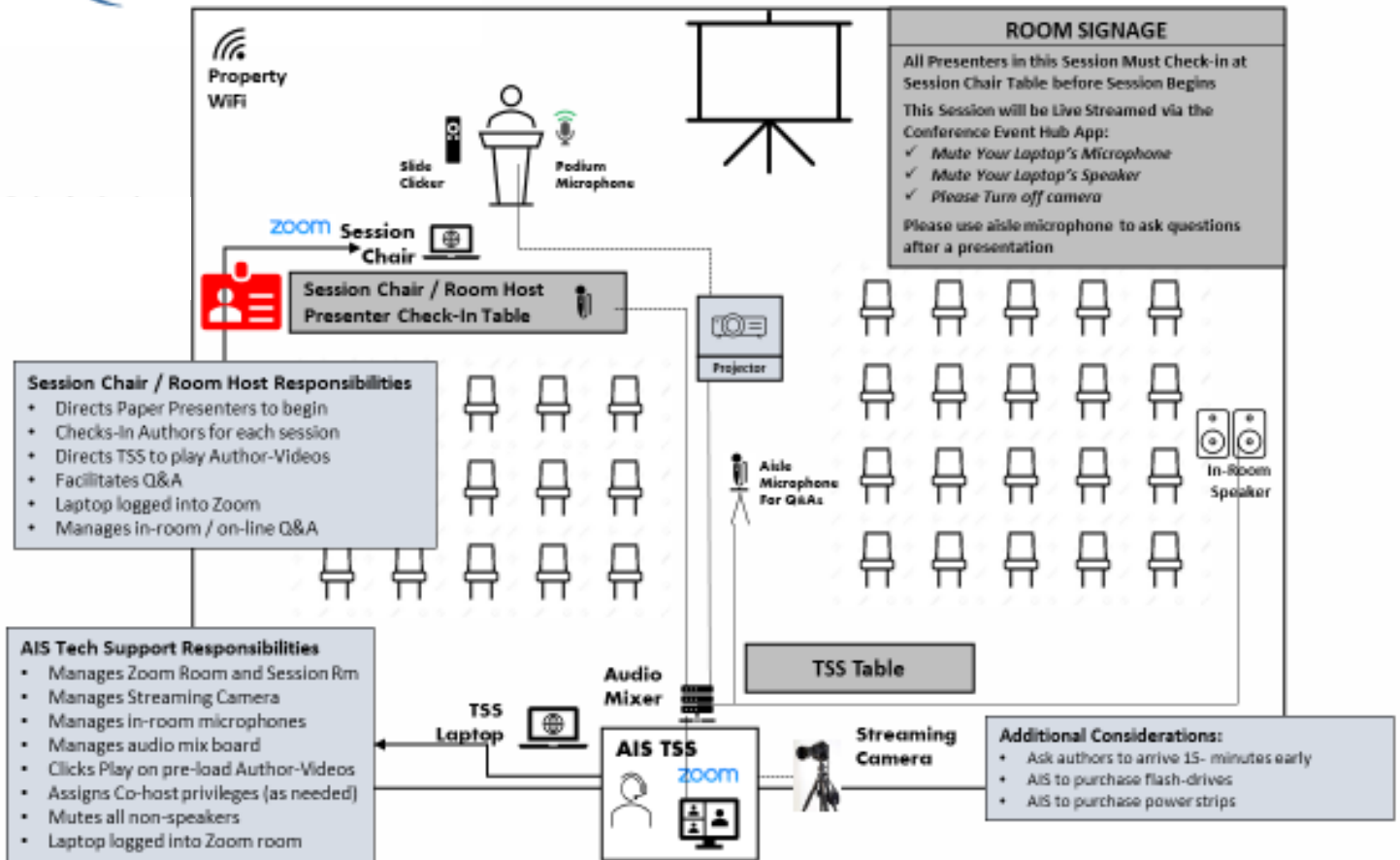
Additional Details

- Papers are available via the conference app within 24 hrs. (business) upon registering for ICIS.
- Videos will be available via the conference app at the beginning of the conference
- The event hub is now live. If you have registered for the conference and have not received the event hub log-in details, please contact membership@aisnet.org
- For issues logging in during the conference dates, please contact Robina Wahid via WhatsApp at +1 404-451-5527.
- The Tech Support Staff will post opening slides prior to the start of paper sessions. An example of the opening slides is pasted below.

Hybrid Room Configuration



HYBRID CLASSROOM CONFIGURATION – Paper Sessions Dedicated AIS Tech Support (AIS TSS)



Welcome! This session will begin soon.

This session will be livestreamed via the Conference Event Hub

The Session Chair will ...

- ✓ Facilitate Q&As
- ✓ Keep the session on schedule
- ✓ Facilitate Transition from one paper to another
- ✓ Add "Session Chair" in front of their Zoom screen name

Online questions can be submitted via Zoom Chat

On-site questions can be asked using the center aisle microphone after a presentation



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AUTHORS are asked to...

On-site in Conference Room

- ✓ Confirm your presentation delivery mode
 - Live Presentation
- If Presenting Live, then see Session Chair to...
 - Pre-Load your PPT file
 - When directed by Session Chair, use Podium to present paper
 - A wireless slide clicker and microphone are provided at the podium

Online in Zoom Room

- ✓ Add "Author" in front of your Zoom screen name and the paper's order # (P1, P2, P3, P4)
- ✓ Check-in with Session Chair
 - Live Presentation
- ✓ Session Chair will direct Tech Support Staff (TSS) to begin the slide presentation



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PARTICIPANTS are asked to...

On-site in Conference Room

- ✓ Mute Your Laptop's Microphone
- ✓ Mute Your Laptop's Speaker
- ✓ Turn-off Your Laptop's camera
- ✓ Please use the center aisle microphone to ask questions after a presentation

Online in Zoom Room

- ✓ Mute Your Microphone
- ✓ Questions can be submitted via Zoom Chat or verbally after a presentation (as directed by Session Chair)
- ✓ If technical support is needed send chat message to "Technical Support Staff" in Zoom Participant List



Thank you, authors, for presenting your work.
Thank you for attending AMCIS 2022.

Be safe and stay healthy!

*Have more feedback for the authors?
Did not get your question answered?*

Then please consider...

- ✓ Post your question / comment in [AIS eLibrary](#)
- ✓ Send an email to the author(s)
- ✓ View author-video posted in [AIS eLibrary](#)
- ✓ Download the article from [AIS eLibrary](#)

