



Session Chair / Room Host Information – Hybrid Rooms

Revised Dec. 2

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 Session Chairs that are joining **in-person** and **virtually (will have an in-person Room Host) in a hybrid room**. Please review the details carefully as there are required steps that are new due to the hybrid component, which we haven't encountered during in-person or virtual only events.

NEW! Five Key Points

- Arrive to paper session room 15- minutes early.
- Authors will check-in with the Session Chair (or Room Host) upon arrival in room and confirm presentation delivery mode.
- In-room attendees must use aisle microphones to ask questions after paper presentations (otherwise, no one in the Zoom room 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.
 - Session Chairs (or Room Host) must use their laptop to join the Zoom session and manage online chat
- 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, the Zoom room attendees 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.

- • **NEW!** 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 will include a mixture of on-site and on-line presenters
 - 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.
 - Session Chairs/Room hosts/Authors should remain in their session for the entire session duration.
- *Session chairs, room hosts and presenters should join the session no later than 15 minutes before the scheduled start time.*

- All presenters must first **Check-in with the Session Chair / Room Host** 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 / Room Host - will have “Session Chair” in front of their screen name on Zoom.
 - Presenters should re-confirm their delivery format (on-line or on-site, live presentation).
 - If the presentation delivery format is **live & on-site**, then the presenter will need to share their Powerpoint PPT file on a flash-drive to the Session Chair / Room Host.
 - The Session Chair / Room Host 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
 - Short 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

Session Chair / Room Host Responsibilities

The **Session Chair** will have the following responsibilities during paper sessions. If a Session Chair is virtually attending the session, then these activities will be jointly conducted with the **Room Host**, who is attending the session on-site in the conference room.

- Session Chairs and Room Hosts should attend one of the Orientation Sessions before the conference - Zoom links given at the end of this doc
- Arrive 15 minutes (in-person/virtually) prior to session start time
- Introduce themselves to the TSS (seated at the back of the room at a table)
- Manage the allotted session time - 90 minutes.
- Bring own laptop, and join the Zoom meeting via the event hub app
 - Make sure to use the Zoom session link that can be found on the event hub app to join the session. Remember to mute your Zoom session – this is very important
 - TSS will make the Session Chair / Room Host co-hosts in the Zoom Session
 - Add “Session Chair” or “Room Host” in front of your screen name in Zoom
- Check-in the presenting authors (as previously described)
 - Work with TSS to load presenter’s PPT files of the **Live & On-site** authors from a Flash Drive onto TSS’s Laptop (as previously described). Flash drive will be provided by TSS
 - Review the paper session delivery modes schedule with TSS after presenters are checked-in
- Use the podium mic to welcome the attendees and presenters and review the session format and provide instructions

- The stationary room camera will be directed at the podium. Please note that virtual attendees will be able to see those at the podium only
- Use the wireless handheld microphone provided at the “Session Chair” table to communicate with **in-person** and **virtual** attendees. This is the only way the virtual attendee will be able to hear you. (Make sure that your laptop’s microphone is completely muted.)
- Session Chairs have discretion to adjust / manage time allotments based on the number of papers assigned to a session and / or circumstances taking place during the session.
- Session Chairs will direct authors to begin / end presentations (as needed).
- Session Chairs will manage Zoom chat and Q&As.
- Prepare 2-3 questions in advance for each paper.
- Remind **in-person** attendees that they need to go to the aisle mic on stand to ask questions.
 - This is the only way the virtual audience can hear the questions.
- Remind the virtual audience that their audio capability has been muted. Attendees should submit questions for each paper in the Zoom chat box.
 - Inform audience that when submitting questions via chat, include the paper sequence (i.e., P1, P2, P3) in case the question isn’t answered due to time limitations so that it can be addressed later by the author. Participants can continue the discussion with the authors via the conference app, eLibrary, or email.
- Session Chairs will inform Program Chairs if a paper presenter is a no-show

Tech Support Staff (TSS) Responsibilities

Tech Support Staff (TSS) will be present in each room in the conference venue and will launch the virtual sessions and will be available for technical issues and the following:

- TSS will launch and end the Zoom virtual sessions
- TSS will be available to answer technical questions and help virtual presenters to share their screen and access the webcam, as needed.
- TSS will provide the in-person Session Chairs with a red “Session Chair” name badge which must be worn during the session to help in-person presenters easily identify the Session Chair
- TSS will assign the session chairs and presenters as co-hosts.
- TSS will post session welcome opening information slide.

Presenter / Author Responsibilities / Guidelines

- **NEW!** Download conference app and the Paper Session Schedule can be found at <https://connect-v3.jujama.com/AMCIS-2022>
 - This will provide paper sequence, access to paper and video on eLibrary
 - 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.

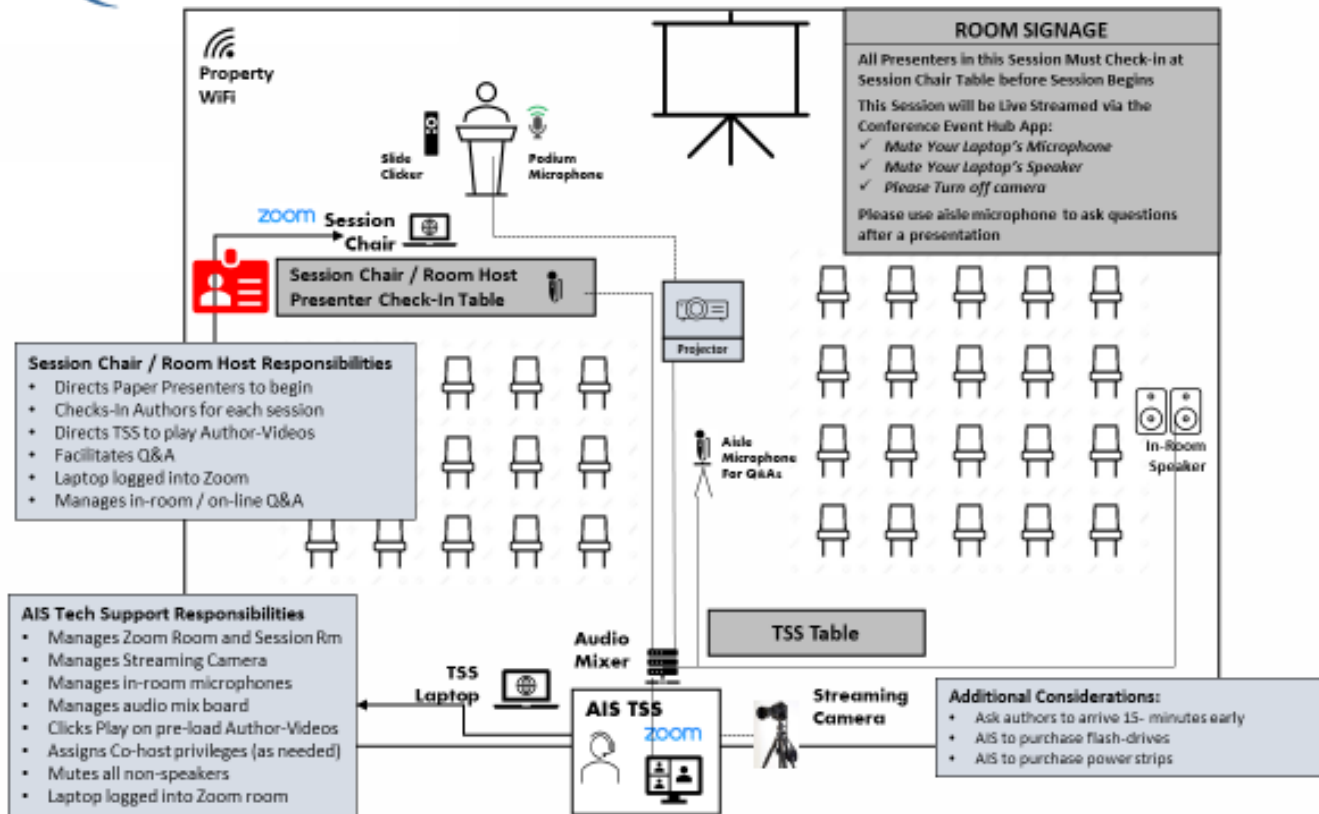
Additional Details

- Papers are available via the conference app within 24 hrs. (business) upon registering for AMCIS.
- Videos will be available via the conference app at the beginning of the conference
- Session Chairs will inform Program Chairs if a paper presenter is a no-show.
- 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



Welcome! This session will begin soon.

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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



Welcome! This session will begin soon.
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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](#)



