Registering and logging in for PCS 2.0

1. Go to the ICIS 2024 submission site: https://new.precisionconference.com/user/login
2. If you do not have an account for PCS 2.0 (you will, if you have submitted to recent conferences such as AMCIS, ECIS, HICSS), you will need to create an account.
   a. Create Account:
   ![Create Account Image]
   
   b. Enter your suggested Login Information:
   ![Login Information Image]
   
   c. Obtain your Login Information by checking your inbox and confirming the email address:

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Review-Coordinators Email: icis2024.queries@gmail.com
d. You will receive an email asking to confirm the email address:

![Email confirmation](image)

**PCS account registration: Please confirm your email**

- users@precisionconference.com
- 
- Thank you for registering with the PCS submission and review system.
- Please click below to confirm your email and set up your account: [Confirm your email](https://example.com/confirm)
- If you did not initiate this registration, you may safely ignore this email.
- Thank you.
- (This is an automatically generated message.)

e. After confirming, you will be asked to specify a username and password.

![Username and password](image)

Welcome to PCS. Here you can submit to conferences, review for conferences, and chair your own conferences.

Please choose a username and password:

- **Username**: TestUser
- **Password**: ********
- **Retype Password**: ********

[Submit]

Next, you'll be asked to provide your contact information.

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f. Specify personal information (user and contact information):

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g. Agree to terms of use and privacy information:

3. If you already have an account for PCS 2.0
   a. Enter your “Username” and “Password” and select “Sign in”
   b. If you do not know your password or have forgotten it, click on the “Reset my password” link.

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Submitting a Paper

1. Once logged in, select the “Submissions” tab. Then choose “AIS” under Society.
   a. For all submissions, select “ICIS 2024” as the Conference/Journal.
   b. For all submissions, except TREO, select “ICIS 2024 Submission” (to submit either a completed research paper, a short paper, a literature review, a teaching case, a PDW or a panel proposal) as the “Track”.
   c. If submitting a TREO paper, please select “ICIS 2024 TREO” as the “Track”. **Note:** The system will be open for TREO submissions in August 2024.

   **Note:** “Track” in PCS designates a paper as a completed research paper, short paper, teaching case, literature reviews, PDW/panel proposal OR TREO submission. **After you have created your new submission,** you will be able to select one of the specific research tracks for your paper.

2. Hit GO:

3. This will create a new submission.

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4. Edit your submission to complete it

5. Once you click “Edit submission”, the first thing you will need to do is choose your track:

6. Next, choose your paper type, insert the paper title, add all authors with their corresponding affiliation, enter an abstract (max 150 words), the impact statement (max. 200word), as well as at least three keywords:

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**Paper Type** (required)
- Completed Research Paper
- Short Paper
- Teaching Case
- Literature Review

**Paper Title** (required) (author can also edit when revised submissions are allowed)

**Authors** (required) (hidden from reviewer, 2AE)

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
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**Abstract (no more than 150 words)** (required) (author can also edit when revised submissions are allowed)

150 words left.

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7. Next, state the use of generative AI tools in writing the paper. This statement will be included in the published version of the paper.

8. Next, confirm that none of the authors have more than 5 submissions to ICIS 2024.

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9. Please indicate whether a version of this paper has previously been published or is under review. If yes, please indicate the changes made in the text box under “Changes from Previous Paper”:

10. Next indicate whether the first author is a PhD student and/or a Practitioner

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11. Next indicate whether the paper is eligible for the Kauffman-sponsored AIS Best Paper award on Information Systems, Innovation and Entrepreneurship. **Only click this if your paper is on Innovation or Entrepreneurship.** Also indicate whether the first author is a PhD student at the time of the ICIS 2024 Conference in December 2024. (Click on links for further information on the Awards eligibility requirements.)

**Kauffman Sponsored Best Paper Eligibility**
- Please indicate if your paper is eligible for the Kauffman Sponsored Best Paper Award ([see details here](#)).
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- If so, please indicate whether the first author of the paper is a PhD student at the time of the ICIS 2021 conference ([see details of the Kauffman Sponsored Best Student Paper Award here](#)).
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13. Finally, upload your paper. Papers must be in PDF format. Before you convert to PDF, make sure you have anonymized your paper. Please use one of the following methods in MS-Word, depending on the version of MS-Word you have:
   i. Click on Tools>>Options, and then click on the Security tab. Under Privacy Options, select “Remove personal information from file properties on save” OR
   ii. Click on File>>Properties, and then remove Author Information.

Provide a “Note” concerning the file type of the paper, e.g., “Completed Research Paper,” “Short Paper,” “PDW,” “Panel,” or “Teaching Case and Note” (please note that for the initial
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submissions Teaching Cases and Notes should be compiled to one file!). Then click Record Changes as shown.

14. You should receive a confirmation mail and the status of the paper should change to “complete”.

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