

## **ICIS 2009 Guidelines for Paper Session Participants**

Each regular paper session scheduled at ICIS 2009 includes 3 paper presentations and 1 session chair. There are no discussants this year.

Each paper session room will be equipped with a Screen, a Data Projector, a podium microphone, and one wired lapel microphone. No laptops or Internet access will be provided. Presenters should bring their own laptop.

### **Session Chair:**

The session chair will play the key role in making the session work by ensuring that time limits are strictly adhered to. Sessions should start on time, with each paper being allowed 30 minutes, including 10 minutes for questions and for transition to the next presenter. This means each author will have approximately 18 minutes for the actual presentation.

Each session room will have time cards for the chair to indicate the remaining minutes (5, 3, and 1) for each presenter. There will be a little math involved, as the chair records the beginning time of each paper and calculates when the time notifications are to be made.

This may sound mechanical, but making the session flow on a strict schedule is the best way to make all presenters feel they have had an equal opportunity to convey their research and its importance. It also allows the audience to have confidence that there will be adequate time for open discussion.

### **Presenting Authors:**

Given the time limits for each paper presentation, presenting authors should have no more than 10 to 12 slides. Slides should have large font sizes. Slides that are full of text are essentially useless, if not harmful - the audience cannot read them, and the author cannot easily summarize them. The author then too often resorts to reading them to the audience. Instead of that familiar scenario, the slides should have a limited amount of large text that stimulates the audience members' thinking about the research question, the unique aspects of the authors work, the key contributions the research makes, and the most interesting and its most surprising results or implications.

Finally, we ask that each author practices making the presentation at least once beforehand, keeping in mind that thinking through how they will make the presentation is very different from actually speaking it out loud. A few practice sessions will ensure that the authors make a lively, focused presentation and avoid the stressful experience of rushing from the mid point of their presentation to the end in the remaining minute or two.