Complete Paper Presentation Guidelines

Each regular 90-minute paper session scheduled at ECIS 2019 includes 3 paper (or 2 paper) presentations and 1 session chair. Each paper session room is equipped with a Computer, a Screen, and a Data Projector. No laptops will be provided. We recommend the session chairs and presenters bring their own laptops for backup.

Presenters should come to the room on the break before the session so that you meet your session chair before the session so he/she will know who you are. Furthermore, the presentation can be loaded well for presentation. There will be volunteers in the rooms available to assist the session chairs and presenters.

Session Chair

As the chair of the session it is your responsibility, prior to the start of the presentations, to check that the speakers are in the room and that they uploaded their presentations to the computer (to ensure smooth transition between the presentations). When you are ready to start the session, you will make the audience feel welcome, introduce the session and explain how it will unfold. During the session you will introduce each speaker, facilitate discussion or Q&A periods and ensuring that time limits are strictly adhered to (i.e. time keeping). 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. Finally, it is the responsibility to call the session to a close and to thank the speakers and the audience again. Each session room will have time cards for the chair to indicate the remaining minutes (5, 1, and 0) for each presenter.

If any problems appear, there is a dedicated ECIS2019 volunteer in the room for assistance.

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. 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 midpoint of their presentation to the end in the remaining minute or two.

Audience

Although we will not have formal discussants of the papers in a session, we recommend that the audience reads the papers beforehand. Sometimes presenters are not fully able to get their message across in the presentation which might stifle questions and discussion, frustrating both the audience and the presenter. By reading the paper beforehand we can still have a lively discussion and we believe both the audience and the speaker will benefit from this.