

2022 AMCIS Minitrack Chairs Guide – Tips and Tricks

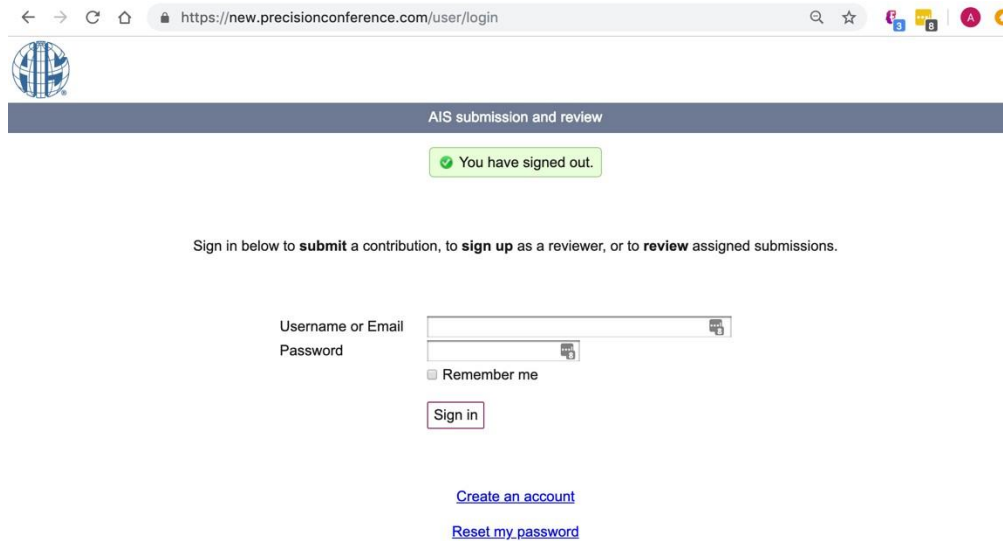
Table of Contents

Managing Reviews of a Submission	1
Logging In.....	1
Reviewing Initial Submissions	2
Assigning Reviewers.....	5
Minitrack Chair Recommendations	6


Managing Reviews of a Submission

Logging In

1. Go to the AMCIS submission site: <https://new.precisionconference.com/ais>
2. Enter your “**Username**” and “**Password**” and “**Sign in**”
 - a. If this is your first-time logging in, refer to the login email that you received from PCS or enter the email address that you provided when you submitted your Minitrack Chair Proposal.
 - b. If you do not know your password or have forgotten it, click on the Forget your password? “**Reset my password**” link.



← → ↻ 🏠 https://new.precisionconference.com/user/login 🔍 ☆ 🌐 📧 📅 📌

 AIS submission and review

✔ You have signed out.

Sign in below to **submit** a contribution, to **sign up** as a reviewer, or to **review** assigned submissions.

Username or Email

Password

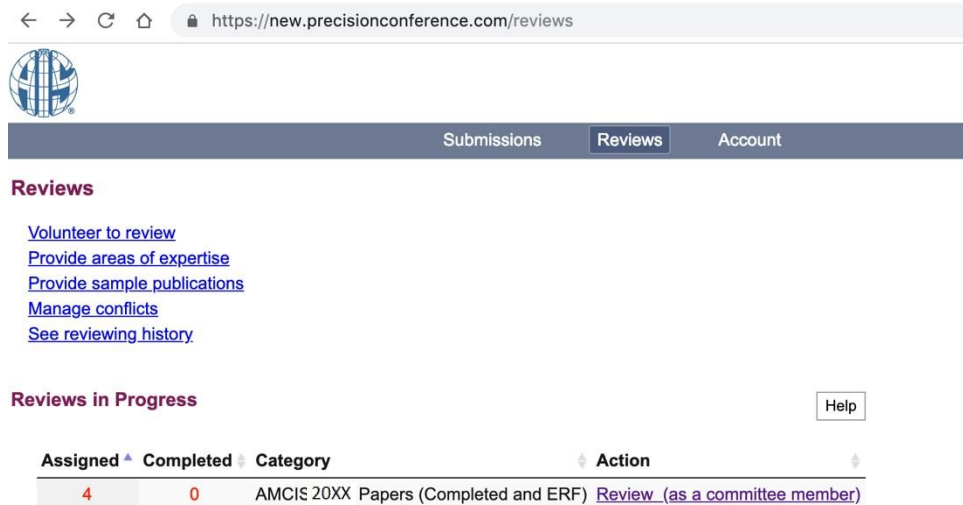
Remember me

[Create an account](#)


[Reset my password](#)

Reviewing Initial Submissions

1. Once logged in, select “**Reviews**” tab then “**Review (as a committee member)**” for AMCIS 2022 Papers (Completed and ERF)



← → ↻ 🏠 https://new.precisionconference.com/reviews 🔍 ☆ 🌐 📧 📅 📌

 Submissions **Reviews** Account

Reviews

[Volunteer to review](#)

[Provide areas of expertise](#)

[Provide sample publications](#)

[Manage conflicts](#)

[See reviewing history](#)

Reviews in Progress

Assigned ▲	Completed ▾	Category	Action
4	0	AMCIS 20XX Papers (Completed and ERF)	Review (as a committee member)

2. Here you will see all paper submissions to your minitrack. You can click on the submission title to see the full information for each submission.

Committee Member

[All reviewers](#)
[Send email](#)
[Email log](#)
[Email templates](#)
[Spreadsheet of my submissions](#)
[Archive of my submissions and reviews](#)

Submissions to Coordinate (as minitrack chair) Help

Revs	Cmte	Status	ID	Submission	Minitrack	Note	Actions
0/0	0/0	incomplete	1003	Test Submission 3			Edit review
0/1	0/0	incomplete	1001	Test Submission 1			Edit review
0/1	0/0	incomplete	1002	Test Submission 2			Edit review

Submissions to Review (as minitrack co-chair)

Revs	Cmte	Status	ID	Submission	Note	Actions
0/0	0/0	incomplete	1004	Test Submission 4		Edit review

- You can also select “**Spreadsheet of my submissions**” to see a spreadsheet of your submissions. This view allows you to sort by each of the columns, modify the columns, or even download the view into an Excel document.



[Submissions](#) [Reviews](#) [Account](#)
 AMCIS 20XX Papers (Completed and ...)

Committee Member

- [All reviewers](#)
- [Send email](#)
- [Email log](#)
- [Email templates](#)
- [Spreadsheet of my submissions](#)
- [Archive of my submissions and reviews](#)



[Submissions](#) [Reviews](#) [Account](#) [sign out](#)
 AMCIS 20XX Papers (Completed and ...)

My Submissions

Previous Next Show entries Search:

ID	Title	Role	Note	Subcommittee	Decision	Reviews Total	Reviews Done	Reviews Left	Reviews Tentative	Discuss Comme
1001	Test Submission 1	minitrack chair				2	0	2	0	0
1002	Test Submission 2	minitrack chair				2	0	2	0	0
1003	Test Submission 3	minitrack chair				2	1	1	0	0
1004	Test Submission 4	minitrack co-chair				1	0	1	0	0

Previous Next Showing 1 to 4 of 4 entries

no review
 incomplete review
 tentatively assigned review

entries Search:

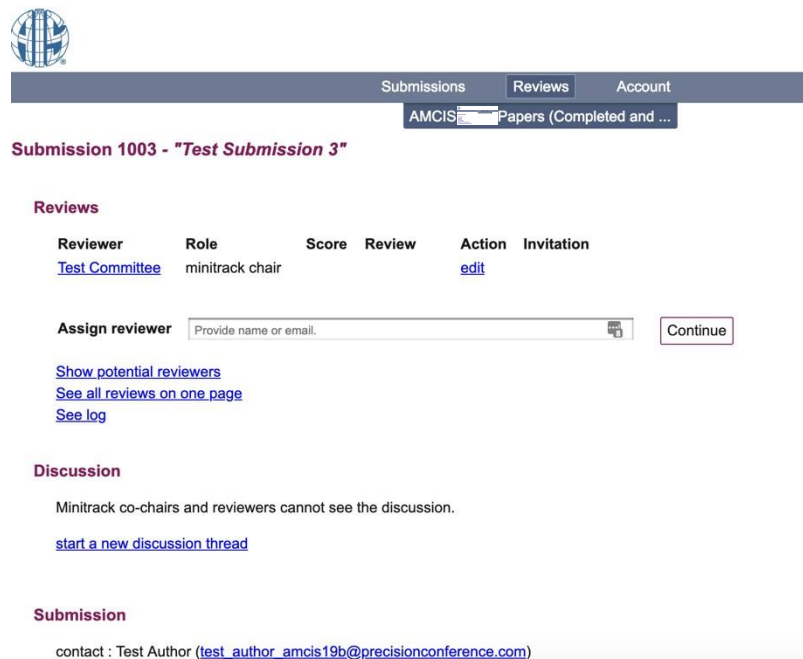
ID	Title	Role	Note	Subcommittee	Decision	Reviews Total	Reviews Done	Reviews Left	Reviews Tentative	Discussion Comments	Committee Score	Reviewer Score	Overall Score	Overall StdDev	Minitrack
S3	Literature review cor	E4	Paper is written c												
S3	Methodology appro	E4	Paper will draw ar												
S3	Evidence supports a	E4	Paper is well orga												
S3	Paper makes a usefi	E4	Literature review k												
S3	Overall Rating	E4	Methodology appr												
S4	name	E4	Evidence support												
S4	score	E4	Paper makes a us												
S4	Objectives clear and	E4	Overall Rating												
S4	Paper is written cle	E5	name												
S4	Paper will draw an a	E5	score												
S4	Paper is well organ	E5	Relevance to Trac												
S4	Literature review cor	E5	Objectives clear a												
S4	Methodology appro	E5	Paper is written c												
S4	Evidence supports a	E5	Paper will draw ar												
S4	Paper makes a usefi	E5	Paper is well orga												
S4	Overall Rating	E5	Literature review k												

IMPORTANT! Before assigning papers to reviewers:

- a. Make sure that the papers are not authored or co-authored by you or your co-chairs. If you still find your paper or co-chairs' paper listed under your minitrack, please let the program chairs know. We will move it to the general papers section.
- b. Check each paper to make sure that it conforms to the AMCIS format and that the paper meets the submission requirements (e.g., 10 pages for completed research and 5 pages for ERFs). Also check that the author information is omitted. If any papers significantly deviate from the suggested format or contain author's information, please let the program chairs know.
- c. In addition to formatting, do a brief review of each submission to make sure that the paper "fits" in your minitrack. If you think that any papers belong to a different minitrack, please notify the program chairs. We will work with you to redirect those papers to appropriate minitracks.

Assigning Reviewers

1. To assign reviewers you can choose to "**Show potential reviewers**" to "**Assign**" a reviewer or you can directly enter the email address of a reviewer of your choice in the "**Assign reviewer**" box and select "**Continue**".



The screenshot shows the AMCIS Minitrack Review interface for Submission 1003, titled "Test Submission 3". The interface includes a navigation bar with "Submissions", "Reviews", and "Account" tabs. Below the navigation bar, the submission title is displayed. The "Reviews" section contains a table with columns for Reviewer, Role, Score, Review, Action, and Invitation. The table lists "Test Committee" as the reviewer with the role "minitrack chair" and an "edit" action. Below the table, there is an "Assign reviewer" section with a text input field labeled "Provide name or email." and a "Continue" button. At the bottom of the "Assign reviewer" section, there are three links: "Show potential reviewers", "See all reviews on one page", and "See log". The "Discussion" section contains a message stating "Minitrack co-chairs and reviewers cannot see the discussion." and a link to "start a new discussion thread". The "Submission" section displays the contact information for the author: "contact : Test Author (test_author_amcis19b@precisionconference.com)".

2. Repeat this process until you have invited enough reviewers for each submission.

Minitrack Chair Recommendations

1. To monitor reviews, see the columns to the left of each submission on the “**Reviews**” page. This location shows how many reviews have been done and how many have been assigned.
 - a. Note: The first few columns show the review assignment and completion numbers. Hovering over each heading it helps to clarify (e.g., the cmte column shows minitrack co-chair status and the status heading are your own reviews).

Submissions Reviews Account

AMCIS Papers (Completed and ...)

Committee Member

[All reviewers](#)
[Send email](#)
[Email log](#)
[Email templates](#)
[Spreadsheet of my submissions](#)
[Archive of my submissions and reviews](#)


Submissions to Coordinate (as minitrack chair) Help

Revs ^	Cmte ^	Status ^	ID ^	Submission ^	Minitrack ^	Note ^	Actions ^
0/0+1	0/0	incomplete	1003	Test Submission 3			Edit review
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0/1	0/0	incomplete	1002	Test Submission 2			Edit review

Submissions to Review (as minitrack co-chair)

Revs ^	Cmte ^	Status ^	ID ^	Submission ^	Note ^	Actions ^
0/0	0/0	incomplete	1004	Test Submission 4		Edit review

2. Once your reviewers have submitted their reviews, you will be able to submit your minitrack chair comments, i.e. recommendations to your Track Chairs. You can choose “**review 1**” to read each reviewer’s comments.



Submissions
Reviews
Account

AMCIS Papers (Completed and ...

Submission 1003 - "Test Submission 3"

Reviews

Reviewer	Role	Score	Review	Action	Invitation
Test Committee	minitrack chair			edit	
Alanah Mitchell (Committee)	reviewer	48	* review 1	remove	accepted

Assign reviewer


[Show potential reviewers](#)
[Mail to reviewers of this submission](#)
[See all reviews on one page](#)
[See log](#)

Discussion

Minitrack co-chairs and reviewers cannot see the discussion.

[start a new discussion thread](#)

- Please submit your **recommendation** (not final decision) to the track chairs using the link that says **"Edit review"**.



Submissions
Reviews
Account

AMCIS Papers (Completed and ...

Committee Member

[All reviewers](#)
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[Spreadsheet of my submissions](#)
[Archive of my submissions and reviews](#)

Submissions to Coordinate (as minitrack chair)

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Submissions to Review (as minitrack co-chair)

Revs	Cmte	Status	ID	Submission	Note	Actions
0/0	0/0	incomplete	1004	Test Submission 4		Edit review

- a. Remember to include comments from the minitrack chair role in the section titled **“Minitrack Cochair Review (authors will see)”**. Please note these comments should not indicate acceptance or rejection decisions as recommendations will be made by the track chairs with final decisions from the program chairs.



Edit review of 1003 - "Test Submission 3"

Minitrack Cochair Review (authors will see)

Objectives clear and well described

Strongly Agree

- b. You may include private comments to the AMCIS track chairs and program chairs via the **“Comments to Chairs”** field.

Comments to Chairs

Comments for the review committee that will NOT be sent to the authors:

- c. You may choose: “Recommend accepting the paper ‘as is’”, “Recommend accepting the paper subject to revision”, or “Recommend rejecting the paper.”

Overall Rating

Provide your overall rating

- Recommend accepting the paper "as is"
- Recommend accepting the paper subject to revision
- Recommend rejecting the paper

- 4. Once you have completed entering your ratings and any minitrack chair or confidential track chair comments, be sure to select “**Record changes**” to save your review comments.

Record Changes

- 5. There is an additional option for comments and discussion among minitrack chairs, track chairs, and program chairs using the “**Discussion**” tool. Comments can be made and tracked using the “**start a new discussion thread**” feature if needed.

Discussion

Reviewers cannot see the discussion.

[start a new discussion thread](#)

Minitrack chair (you)

[submit](#) [cancel](#)

Discussion

Reviewers cannot see the discussion.

[start a new discussion thread](#)

[-] **Minitrack chair (you)** Today at 1:43 PM

This is a test.

[reply](#)