ECIS 2014 – Presentation Guidelines

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➡ Paper presentation guidelines for Completed Research

Completed research papers are presented in 90-minute paper sessions. Each session includes 3 or 4 presentations. The meeting rooms, in which these sessions are held, are equipped with a computer (Windows OS), a screen, and a data projector. Presenters should bring their presentations on a USB drive so that they can be uploaded to the computer in the room. PowerPoint and PDF presentation formats will be supported.

PLEASE NOTE: Presenters will not be able to connect their own laptops to the data projector.

During the break prior to the session, presenters should come to the room to upload their presentations and introduce themselves to the session chair. That way the session chair is can be informed about which authors are present, who will present each paper, how the presenters’ names are pronounced and any other pertinent information. In case of technical difficulties, technical support staff and ECIS 2014 volunteers will be available.

Even though the conference facility has free wi-fi, we would recommend that presenters not rely on online material (e.g., live streaming of a YouTube video) as part of their presentations as this might cause undue delays.

**Session Chair**

Session chairs are responsible for the smooth running of the session. This includes:

- **Reading the papers** in the session in order to be able to engage the authors in a conversation after their presentation in case the audience does not ask any questions; papers will be available for download both on the ECIS website and the AIS eLibrary prior to the conference
- **Deciding on the session structure** and communicating this to the authors and session attendees, i.e., how much time to give to each presentation, how much time for Q&A both after each presentation and/or at the end of the session, when questions can be asked
- **Ensuring that all presentations are uploaded** to the computer in the room during the break
- **Starting the session on time** by welcoming the audience and introducing
the session

- **Introducing each paper** and the presenting author(s)
- **Managing the time allotted** to each presentation: there will be cards in each indicating the remaining time (5, 1 and 0) minutes; if the presenter goes on past their allotted time, one time keeping strategy is to get up and stand close to the presenter, effectively 'taking their stage'
- **Encouraging and managing conversation** about the paper after the presentation
- **Closing the session**: presenters and the audience should be thanked for their participation and summary comments about the research presented can be made

If any problems arise, please reach out to one of the ECIS 2014 volunteers.

**Presenting Authors**

Given the time limits for each paper presentation, presenting authors should keep the number of slides in their deck to a minimum. Ideally, presentations should make the motivation of the research clear, as well as highlight the research question(s), the central argument/theories, the key findings and the paper's contributions. Also, making key points and sharing key insights early in the presentation will ensure that the audience hear them and that they will not be inadvertently lost when the presenter runs out of time.

There should be only limited text on each slide to ensure that the font size is large enough for the audience to read. When it comes to presenting elaborate tables or busy schematics taken from the paper itself, consider reformatting them to show only the data that will be highlighted in the presentation.

Finally, we ask that each presenter practice his/her presentation at least once beforehand. Ideally, such a practice run should involve talking the presentation out loud and timing it. A few practice sessions will ensure that authors make a lively, focused presentation and avoid the unsatisfying experience of trying to get from the mid point of their presentation to the end in the remaining minute or two.

If you have any questions about the presentations, please get in touch with the program chairs Michel Avital, Jan-Marco Leimeister and Ulrike Schultze <ecis2014@gmail.com>

**Audience**

To foster conversation about a given paper during the session, we recommend that audience members read the papers beforehand. The conference proceedings will be available both on the AIS eLibrary, as well as the ECIS website.
Paper presentation guidelines for Research in Progress (RIP)

Research-in-Progress (RIP) papers are presented as posters at ECIS 2014. There are two Poster sessions: Monday and Tuesday at lunchtime. Each paper will be allocated a poster board, measuring 150 centimeters high x 85 centimeters wide, and identified by an address (a number from 1-75) that can be found in the ECIS program.

The poster boards will be available for the duration of the conference. Authors are requested to mount their posters no later than one hour prior to the lunchtime sessions. Tacks and technical equipment will be provided for the hanging of posters. “Monday” authors are asked to take down their posters by Monday evening so that the boards are available the next morning for “Tuesday” authors.

Please note that a poster should not just be a copy of the RIP submission or a set of linear Power Point slides that would have been used in a full paper presentation. Instead, it should be a large-format, ideally graphical display of the key elements in the paper so that conference participants can glean an overview of the research and easily engage in conversations with the authors. Ideally, authors should keep the text on their posters to a minimum and make what text there is large enough for conference participants to read at a bit of a distance.

One or more of the authors MUST be present during your Poster Presentation session. It is suggested that a 30-60 second oral “elevator pitch” be prepared by the presenter. The pitch should answer the following questions: (1) What is the novel contribution to knowledge? (2) Why is it important? (3) How was the contribution supported (the convincing evidence)? The purpose of the Poster Presentation is to encourage informed participation and discussion among ECIS participants. If one author represents the entire team, that person should be capable of answering any questions concerning the presentation.

The Poster:

- Your poster (no larger than 150 centimeters high x 85 centimeters wide), should be printed on paper (not on material and not a roll-up).
- Make sure that your presentation (text, illustrations, and so forth) is bold enough to be readable easily from a distance of two meters and that it is eye-catching (use large fonts for keywords, use different colors for graphs/illustrations, and so forth). It is suggested to print content by using a minimum of 72 point font.
- Allocate the top of the poster for the title and authors as stated on the submitted abstract.
- Ordinary typewritten copy or carelessly prepared handwritten copy is not acceptable.
Some Helpful Hints:

- In planning your presentation, draw a rough sketch of your presentation first. Remember the size should be no larger than 150 cm high x 85 cm wide. Graph paper and post-it notes may help you visualize where the components will go.
- Carefully edit your presentation to reduce cluttering and improve readability. Make sure every item is necessary.
- Use blank spaces to highlight or offset information. Place related materials such as photos accompanying text close together.
- Space your information proportionately. A good way is to divide your presentation either horizontally or vertically into three or four sections, and place materials within those sections.
- When choosing a background to frame your visual presentation, remember that neutral or grayish colors will be easier on the eyes than a bright color.
- Transport your poster to the meetings in a mailing tube or portfolio case.

More general advice from other sources on how to present your poster can be found here: http://www.swarthmore.edu/NatSci/cpurri1/posteradvice.htm (by Colin Purrington, Department of Biology, Swarthmore College, Pennsylvania)

Handouts: Be sure to bring at least 10 copies of your original paper (these can be double sided). Have your papers readily accessible for attendees to pick up. If you run out of papers, take the business cards of the attendees interested in your work or write down their email addresses. You can also provide attendees with details (for instance, a URL or QR code) for downloading a copy of the paper from a remote server.

If you have any questions about the poster presentations, please get in touch with the RIP chairs: Steve Alter, Lior Fink and Mark Silver ecis2014pdw@yahoo.com.

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Paper presentation guidelines for Prototypes

Prototypes will be presented in one session on Tuesday at lunchtime. Authors are expected to bring their own laptops. Each author will be given a table and access to power.

Prototype authors have the option of presenting an additional time on Wednesday, between 12:00 and 14:00, which will be during a break in the Industry Day program. This will give presenters an opportunity to meet with senior practitioners and demonstrate your prototype to them. Please inform the RIP chairs (their email is ecis2014pdw@yahoo.com) if you would like to present on Wednesday (Industry Day) in addition to Tuesday.

Since conference participants are likely to start a conversation with the authors by asking “so tell me about your research,” it behooves authors to prepare an “elevator pitch,” that is, a short summary of the research, what is interesting about it and what contribution it makes. Such an elevator pitch promises to be an effective start to a more in-depth conversation.

Handouts: Be sure to bring at least 10 copies of your original paper (these can be double sided). Have your papers readily accessible for attendees to pick up. If you run out of papers, take the business cards of the attendees interested in your work or write down their addresses. You can also provide attendees with details (for instance, a URL or QR code) for downloading a copy of the paper from a remote server.

If you have any questions about the prototype presentations, please get in touch with the RIP chairs: Steve Alter, Lior Fink and Mark Silver ecis2014pdw@yahoo.com.