PACIS 2025 Track Chair Guide – Tips and Tricks

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Our timeline for notifying authors of decisions on their papers is very tight. We, therefore, MUST stay on track with each milestone on our timeline. Please see the full timeline at the end of this document. We count on the timely completion of your milestones.

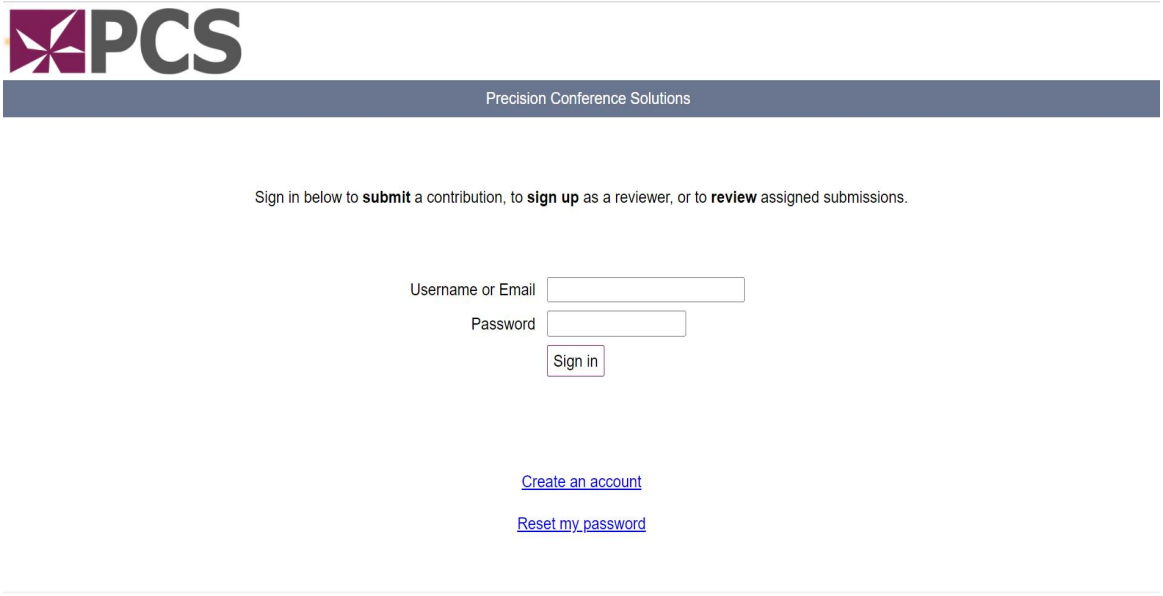
Managing Initial Submissions

Below, you will find information on navigating the AE assignment and review process and the PCS system.

Logging In

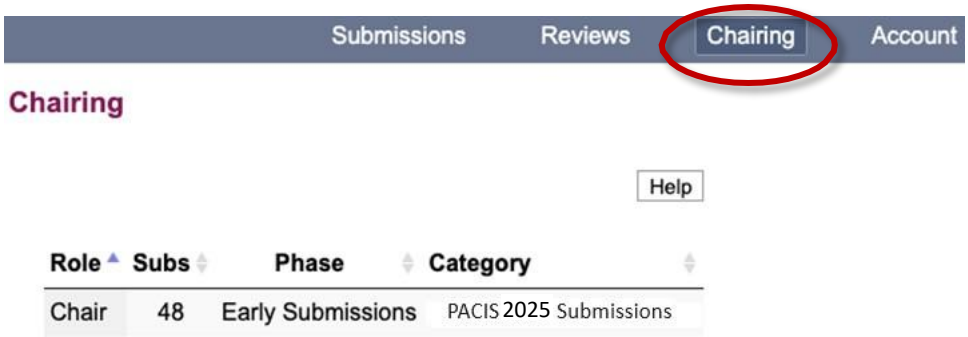
1. Go to the PACIS 2025 submission site: https://new.precisionconference.com/user/login
2. Enter your "**Username or Email**" and "**Password**" and "**Sign in**"
    a. If this is your first time logging in, refer to the login email that you received from PCS in December 2025 OR enter the email address that you provided to the PACIS 2025 Program Chairs.

b. If you do not know your password or have forgotten it, click on "**Reset my password**."



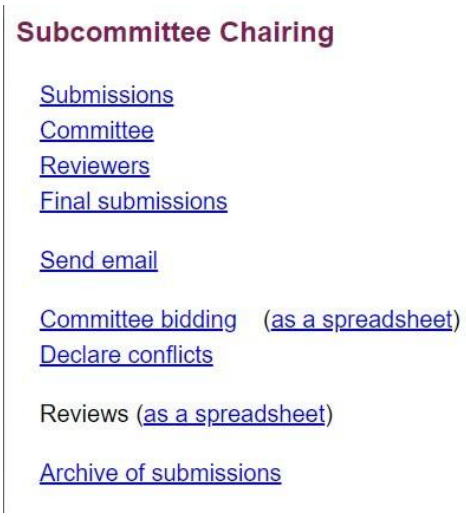
Menu Options

1. Once logged in, select "**Chairing**" from the top menu navigation and then click "PACIS 2025 Submissions" from the "**Category**" column.



Please note that "Subcommittee Chair" here is synonymous with "Track Chair."

2. Here you see all actions available to you, as a Track Chair, within the PCS system.

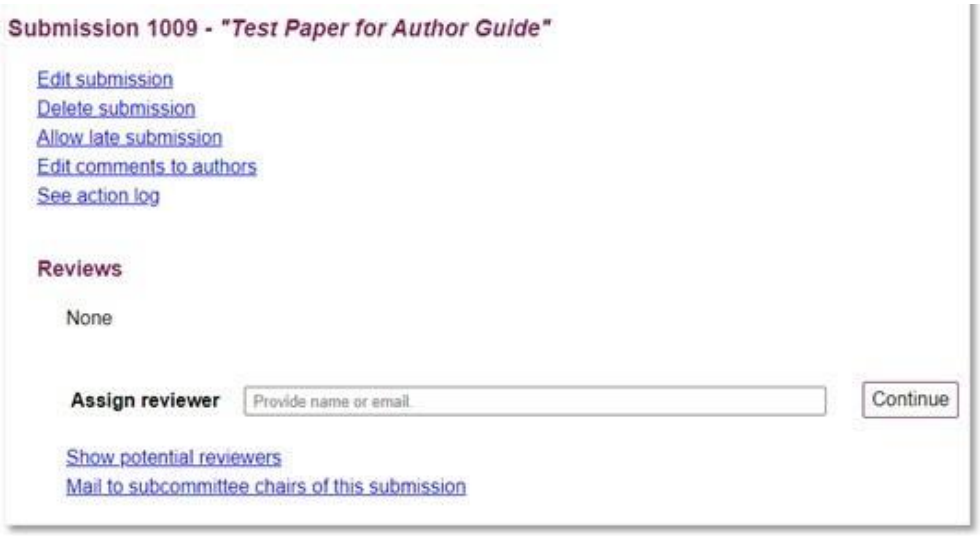


Viewing Initial Submissions

1. From your main menu, choose the "**Submissions**" link to see all of the submissions made to your track. *Note: there are various other links available on this page. However, it is recommended that you only use the "**Submissions**" link.*

   a. The **Submissions** view will show you a spreadsheet view of all paper submissions on your track. You can use any of the headings to sort your papers. Note: The **Paper Type has been selected by the manuscript authors and should not be changed** by the Track Chairs. *Please note that all co-chairs of a given track will see the same list of papers.*

2. You can click on the submission "**Title**" to see the full information for each submission.



IMPORTANT! Before assigning papers to the Associate Editors:

a. **Check for Conflicts**: Make sure that the papers are not authored or co-authored by you or your co-chairs. If you find your paper or a co-chair's paper in your list of track submissions, please let the Program Chairs know. They will reassign it.

   If your paper is within the scope of your *own track*, submit it to the General Track.

   If your paper is within the scope of *another* track, submit it to that track.

   Do not assign a paper to an AE at the same institution as the authors. TCs have ultimate responsibility for monitoring any conflicts of interest in your track (follow the MISQ conflicts of interest policy: https://misq.org/conflict/).

b. **Fit of Papers with Track:** Authors have an obligation to select the appropriate track for their papers and should not rely on the Program Chairs or Track Chairs to identify the right track.

   But, do not early reject submissions for lack of fit with your track.

   Bring submissions that do not fit your track to the Program Chairs' attention **by March 10, 2025.**

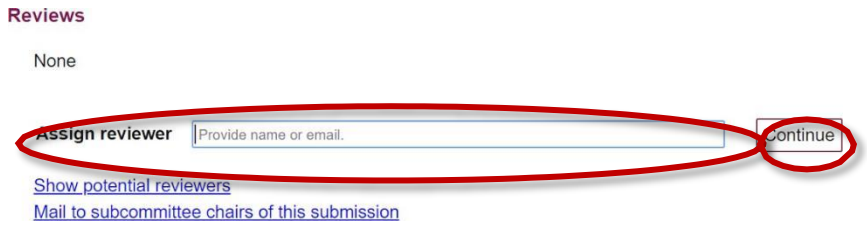
Early Rejects

The Program Chairs encourage you to prescreen papers and identify any that should be early rejected. If you think the paper is not an MIS paper OR that its quality makes it unlikely to survive the review process, you may early reject it.

Assigning Associate Editors

1. To assign AEs, click on the "**Submissions**" link.

2. Select the paper for which you would like to assign an AE.
3. On the reviewing page, you will see an "**Assign Reviewer**" input field. Please use this to search for specific AEs.



4. If there is an AE match, click on the name that comes up, and then click "**Continue.**" If there is not a match, you will have to work with the PACIS 2025 Review Coordinators (pacis2025programchairs@gmail.com) to get the AE added. Given that you have pre-recruited AEs and they are not assigned to multiple tracks, this should happen very rarely; you should striveto use the AEs you pre-identified.

5. Once you have selected the AE, click on the "**invite"** option to send the AE an email informing them of the AE assignment (there is a pre-populated email template that will pop up). **Please CC yourself in the email**. Please **check back to ensure the AE has accepted your invitation** (as per Step 1 in the Monitoring Review Progress section of this guide). If AEs appear unresponsive, **follow up with the AEs outside PCS and invite alternate AEs, as needed**.

Note: If you assign an AE and later want to "**remove**" them, you will see that option too by the AE's name (see above).

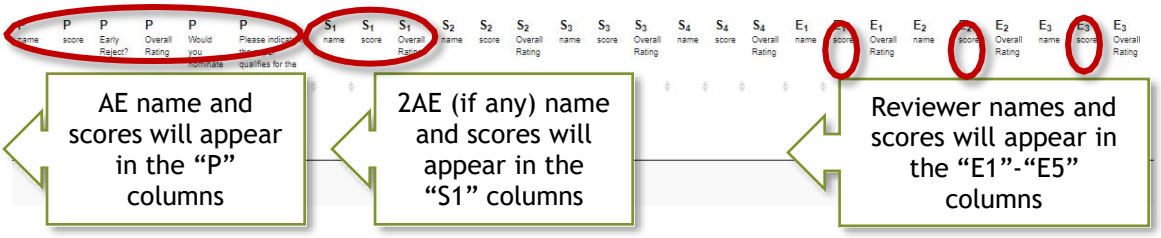
6. Repeat this process until you have invited an AE for each submission. Please assign no more than 3 papers per AE.
7. Please make sure that you assign these papers to individual AEs to process no later than **March 12, 2025**.

Monitoring Review Progress

Between assigning AEs and making final recommendations, you would want to monitor the progress of getting reviewers assigned, getting a sufficient number of reviews back, and the submissions of AE reports. This information is available from the "**Submissions**" link.

1. To verify the assignment of AEs, look at the entries in the column labeled "**P name**." If an AE is assigned, their last name will appear here. Further, to check reviewer assignment, their last names will appear in columns labeled "**E1 Name**" though "**E5 Name**" depending on the number of reviewers assigned. Note: "P" stands for primary (e.g., AE), "S" is secondary (if more than one AE is assigned) and "E" refers to an external evaluator (reviewer). AEs should have assigned reviewers by **March 17, 2025**.

   Sometimes, AEs will ask other AEs (from your or other tracks) to serve as reviewers on their papers. This practice is fine, and AEs often do this for each other so that they get quality reviews. If another AE has been assigned as a reviewer, this AE will show up as a secondary AE ("2AE"). Please click on the paper. Where you see the reviewer assignments, change the role of the 2AE to "**reviewer**" by clicking the link "**set role to 'reviewer.'**"
2. To check review completion, once the reviews (and scores) are entered, the scores will appear in the columns labeled E1-E5 score. Reviewers should complete the reviews by **April 13, 2025.**
3. To check AE report completion, once AEs enter their reports, their scores will appear as well (in the "P" columns). If there is a 2AE on the paper, their scores will appear in the "S" columns). AEs should complete their reports by **April 20, 2025.**



Track Chair Recommendations

1. After receiving the AE reports, submit track chair recommendations by **April 25, 2025**. To do so, click on the "**Submissions**" link and select the paper from all the papers in this track by clicking its "**Title**." You can access the whole paper by selecting "**The file**" at the bottom of the page, under the "**Document**" heading.
2. To see the AE report and the reviews, click the "**review"** link alongside each AE/reviewer's name and score. If you feel that the reviewers or AEs need to improve the quality of their reports, you may contact them ASAP and have them make changes to their review (without changing their recommendation).

3. Please submit your recommendation (not final decision) to the Program Chairs after selecting the paper using its "**Title**" under the "**Submissions**" view. On this screen, you will note there is a column labeled "**Decision**" to enter your recommendation.

4. Click the **"Submissions"** link and select the paper from all the papers in this track by clicking its **"Title"** to input the TC recommendation:

   a. Select the **"Final Evaluation"**: "Accept" or "Reject"

      The maximum number of papers (completed and short) that your track may accept will be communicated to you by the Program Chairs before your recommendations are required. The Program Chairs will also ask you to provide a rank-ordered list of your track papers with your recommendations. Your recommendation for each paper entered into the system should match that in the form sent to the Program Chairs.

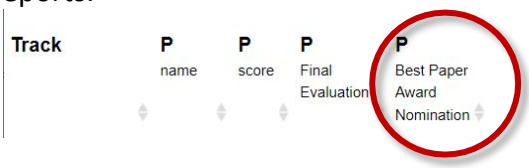
   b. Select **"Best Paper Award Nomination"**: "Yes" or "No"

      You may nominate ***one paper*** *from your track* ***in each*** *of these categories*.

      - Best completed research paper
      - Best short paper

   Additionally, you will receive a form from the Program Chairs to provide your nominations. You should input your nominations into the system, as well as fill them in the form to email back to the Program Chairs.

   The AEs may also nominate papers for these awards. You will find their nominations in the "P" columns of the "**Submissions"** view, as shown below. The AEs have also been advised to justify their best paper recommendations in the **"Comments to the Track Chair**" in their AE reports.



   The AE may also have indicated whether the paper qualifies for these awards. You will find this information in the "P" column next to the column that indicates the AE's best paper nominations (see figure above).

5. Please submit your recommendation (not final decision) to the Program Chairs after selecting the paper using its "Title" under the "Submissions" view. On this screen, you will note there is a column labeled "Decision" to enter your recommendation.

6. All your recommendations must be entered into PCS by **April 25, 2025**.

7. You will also receive an Awards form from the Program Chairs requesting your best paper and best AE/reviewer nominations around this time. Please complete and return this form as requested.

Nominate Best Reviewer and AE

We would like to recognize the contributions of reviewers within each track who have provided high-quality and timely input. AEs have been encouraged to nominate reviewers for this recognition. Please consider their nominations along with your co-chairs and identify one reviewer who will be recognized as the best reviewer for your track.

Likewise, we wish to recognize the contributions of our AEs. Again, working with your co-chairs, please identify an AE who has been exceptional in assisting you to manage the quality and timeliness of the review process. This person will be recognized as the best AE for your track.

The Awards form noted in the Track Chair Recommendations process above will permit you to record your nominees for best AE/reviewer. Please complete these and return them to the Program Chairs as requested.

Closing Out the Review Process

This conference would not be possible without the contributions of our many AEs and reviewers. We encourage you to acknowledge the contributions of the **AEs and reviewers** who worked for your track by sending out **Thank You** emails to them once the review process is completed.

Full Timeline

Deliverable	Due	From
Regular Track submissions	March 1, 2025	Authors
Papers released to TCs after format and duplication checks	March 8, 2025	Review Coordinators
Identify and inform PCs of any papers to be moved to other tracks	March 10, 2025	TCs
AE assignment	March 12, 2025	TCs
Assignment of 3 reviewers	March 17, 2025	AEs
Paper reviews	April 13, 2025	Reviewers
AE reports and recommended decisions, and best paper recommendations	April 20, 2025	AEs
TC Paper (recommended) decisions, best paper nominations, and best AE and best reviewer nominations	April 25, 2025	TCs
Author decision notification	May 1, 2025	PCs
Camera-ready (PCs assign final camera-ready paper format and contact authors)	May 3, 2025	PCs
Camera-ready submissions	June 1, 2025	Authors