PACIS 2025
KUALA LUMPUR MALAYSIA
JULY 5-9
PACIFIC ASIA CONFERENCE ON INFORMATION SYSTEMS

PACIS 2025 Session Chair/Presenter Guideline

Key Points

Each session is 90 minutes long.

- Session chairs and presenters should arrive at the session venue 15 minutes early.
- Presenters should check-in with the session chair (or room host) upon arrival in the room.
- A computer, screen, and projector will be provided in the room. This would be the default for the presentation.
- Presenters and session chairs should bring their own USB flash drives to copy and load the presentation files onto the computer provided in the session venue (i.e., the preferred way).
- Presenters and session chairs may bring their personal laptop and a slide advancer dongle (if applicable) as a fallback for the presentations.
- Presenters would use the podium microphone (if applicable) and remain near the podium when presenting their paper.
- Presenters and session chairs must ensure they are audible to the audience in the room.
- Presenters and session chairs should ensure that all slides and presentations do not feature content related to politics or controversial topics (e.g., east sea, nine-dot line) which may lead to termination of the conference.

Session Structure

Paper session schedule can be found at https://pacis2025.aisconferences.org/program/conference-program2025/
Session chairs and presenters should arrive at the session venue 15 minutes early.

- Presenters should check-in with the session chair (or room host) upon arrival in the room.
- Each session is 90 minutes long. Session chairs and presenters should remain in their session for the entire session duration.
- Allotted time per paper:
    - Completed Research Papers: 25 minutes total
        - 20 minutes live presentation, with 5 minutes for setup and Q&A
    - Short Papers: 15 minutes total
        - 10 minutes live presentation, with 5 minutes for setup and Q&A

  The type of each paper can be found in the program or paper schedule document on the website link above.
- Each paper session room is equipped with a computer, a screen, and a projector. We recommend the session chairs and presenters bring their own USB flash drives to upload the file to and present from the computer provided in the room (preferred way) and bring their own laptops for back-up only.
- There will be volunteers in the rooms available to assist the session chairs and presenters.

Session Chair Responsibilities

The Session Chair will have the following responsibilities before and during paper sessions.

Before the Session

- Get familiar with your session and room:
    - It is expected that a session chair has read the papers that will be presented in the session, and should prepare 2-3 questions in advance for each paper.

- Get familiar with your room well and resources available before the session starts.
- Meet your presenters:
  - Arrive 15 minutes prior to session start time.
  - Check that the presenters are in the room and that they have uploaded their presentations to the computer provided (default) and personal laptop (back-up). USB flash drive uploading prior to the start of the paper session is preferred to ensure a smooth transition and minimal delay between the presentations.
  - Log the attendance of the presenters in the session.
  - If session chairs cannot find all speakers for the session, please check with the registration desk to see if any relevant paper authors have arrived. Please let the Track Co-chairs (TCs) and Program Co- chairs (PCs) know if you are still unable to locate your speakers. You may ask a PACIS 2025 volunteer in the room for assistance.

During the Session

- Manage the presentation times for all papers to be completed within the allotted session time - 90 minutes.
- Session chairs should use the podium mic (if applicable) to welcome the audience, introduce the session and presenters, and explain how it will unfold. Session chairs must ensure they are sufficiently audible to the audience in the room.
- Session chairs will introduce each presenter, facilitate discussion or Q&A periods, and ensure that time limits are strictly adhered to (i.e., enforce strict time keeping).
- Sessions should start and complete on time. It is the session chairs' responsibility to call the session to a close and to thank the speakers and the audience again.
- Session chairs have the discretion to adjust / manage time allotments based on the number of papers assigned to a session and / or as circumstances take place during the session.
- Each session room will have time cards for the chair to indicate the remaining minutes (5, 1, and 0) for each presenter.
- Session Chairs will inform the Program Co-chairs if a paper presenter is a no-show for the session.
- If any problems appear, there is a dedicated PACIS 2025 volunteer in the room for assistance.

Presenter/Author Responsibilities

- Paper session schedule can be found at https://pacis2025.aisconferences.org/program/conference-program2025/ Arrive 15 minutes early, prior to the start of the session.
- Check-in with the Session Chair upon arriving in the session room.
- Presenters and session chairs should bring their own USB flash drives to copy and load the presentation files onto the computer provided in the session venue (i.e., the preferred way).
- Presenters may bring their personal laptop and a slide advancer dongle (if applicable) as a fallback for their presentation.
- Presenters must ensure they are sufficiently audible to the audience in the room and remain at the front part of the room when presenting their paper.
- Presenters would use the podium microphone (if applicable) and remain near the podium (if applicable) when presenting their paper.
- If a Session Chair is a no-show, by default the presenter of the first paper will take on the Session Chair role. If the presenter of the first paper is unable to be Session Chair, then the presenter of the second paper will take on the Session Chair role, and so on.