SCHEDULE FOR MINITRACK CHAIRS

SOLICIT PAPERS NOW – The quality of your Minitrack is directly related to the effort you put into this first step.

Prepare both paper and electronic versions of your Minitrack CFP. This document should explain in detail the scope, purpose, and emphasis of the Minitrack. Be sure your CFP refers to the conference website (http://www.hicss.hawaii.edu) so that authors can see the contents of the entire conference. If you set up a website for your Minitrack, please send the URL to the HICSS office (hicss@hawaii.edu) to be included with the description of your Minitrack on the HICSS site. Also, please remember in your electronic CFP to put in a hotlink back to the HICSS site (http://www.hicss.hawaii.edu).

You may use ISWorld list serve if you are an AIS member.

SUBMISSION PROCESS BY AUTHORS
NOW - June 15

Abstracts are encouraged – but not required. Abstracts can be useful to you in several ways:

• They give you an early indication of the topics of manuscripts that you will be receiving – which areas of interest will be covered, and which will not. This is much better than finding out in June, when it will be very difficult – if not impossible – to secure additional manuscripts.
• They can show if you have inadequate coverage in a particular area. You can send out personal messages to those working in a particular area requesting a manuscript for consideration. Tip: Use some combination of personal notes, e-mail, and fax, as well as broader distribution mechanisms, including IS World if you are a member.

You should give Authors who submit an abstract to you careful guidance to make their paper more likely to be accepted. Tell them if you want them to re-direct or re-focus part of the manuscript to deal with certain issues.

By June 15 Authors must submit manuscripts via our conference’s Peer Review site. These submissions must be in publication format (maximum ten pages) to, according to the instructions to be posted on the HICSS web site. Author names cannot be included on this initial submission.

REVIEW PROCESS
June 20 – August 31
Assign Reviewers to each submitted manuscript. Designate at least 4 reviewers for each manuscript, including yourself. Reviewers post their review and evaluation on the Peer Review site as soon as possible, but no later than Aug 1.

Aug 1
Reviewers must post their evaluation to the Peer Review site. Follow up a few days before this deadline to assure the reviews are forthcoming. Waiting is cumbersome, often not effective, and can result in your not having adequate reviews.

August 15
Decide A or AM or R for each submission. You must use the Peer Review site to record your decisions. You may also use personal email to inform individuals of your decision. The Peer
Review Site will notify all authors of posted decisions by August 16. If you do not meet the Aug 15 deadline, authors are told to contact you by August 19. It is extremely inconsiderate if you do not give Authors adequate time to revise A-M papers – all authors, of course, must add author names as a minimal revision. Please make sure authors understand they are not to add authors after this acceptance, i.e. the accepted paper should match the uploaded paper.

**August 31 – Sept 10.**
Manuscripts that have been “conditionally accepted” (A-M or Accepted with Mandatory Changes) should be re-submitted by the authors to the Peer Review Site by SEPTEMBER 4. Check the site frequently and make your Final Decisions by Sept 10. Notify these authors of Final Acceptance or Rejection as soon as possible. Be sure to change from A-M to A on the Peer Review site to indicate your Final Acceptance or R (Rejection).

**PUBLICATION PROCESS**

**Sep 15**
All Authors must submit their Final Papers to a Publication site – not our Review site. (Author names must be added for every paper.) Please make sure authors understand they are not to add authors after this acceptance, i.e. authors on the accepted paper should match those on the uploaded paper.

At least one Author of each paper must register for the conference by this date to ensure publication of their papers in the Proceedings. You should also register by this date, even if payment may be delayed for fiscal process reasons.

**Sept 21**
The Conference Office will send to you (with a cc to Track Chairs) names of those Authors in your Minitrack who did not register by Sept 20. Contact these authors immediately. Papers with no registered authors by October 15 will be withdrawn from the Proceedings. If you are made aware of extenuating circumstances, you must let hiccs@hawaii.edu know before Oct 15.

**Oct 1**
Submit a one-page Introduction to your Minitrack, following instructions on the Peer Review site.

**Oct 15**
Papers with no registered authors are withdrawn from the Proceedings. You and the authors will be immediately notified of the withdrawal. Withdrawn papers will not be scheduled for presentation nor will they be noted in the program.

**Nov 1**
Submit your minitrack’s Best Paper Nomination(s) to hiccs@hawaii.edu as well as to your Track Chair(s).

Submit the Presentation Order of your papers in your sessions to hiccs@hawaii.edu.