GUIDELINES FOR AUTHOR PRESENTATIONS

An important objective of HICSS is to promote interaction and discussion among the participants. Therefore, the success of the conference depends heavily on the paper sessions. It is important that each Author gives only a summary of their paper in the allotted time in order to be prepared for the desired discussion. The following are some requirements to assure a successful presentation:

MINITRACK CHAIRS AND AUTHORS’ MEETING – MONDAY, January 6, 2014
5:00 pm to 5:30 pm. Please plan to attend these meetings. Room locations will be posted on bulletin boards around the registration area. Authors must receive important information by the time of presentation. If it is impossible to arrive in time for this meeting, you should appoint a designee, or contact your Session Leader as soon as possible. At this meeting, Minitrack Chairs will:

• Provide an overview of how sessions will be conducted, including the order of the papers (which may have change from the printed program).
• Confirm the time allowed for each presentation. Describe how closely the session timeframe must be followed.
• Remind authors that discussion following presentation is a very valuable feature of a HICSS conference, and confirm that a five-minute warning will be issued before the end of each author's allotted time of presentation.
• Verify the audio-visual needs for authors.

SUMMARIZE, DON’T READ YOUR PAPER
• Convey the main concepts, key results, implications, and future work. This suggests the use of 4 or 5 transparencies with several bullet points on each.
• Use only 15 minutes to summarize the paper and allow 15 minutes for discussion. The discussion that follows will prove valuable to you and your research.
• Please do not use time allocated to other presenters by going over your time. Respect your colleagues by honoring the 5-minute warning given before the end of your allotted time.

AUDIO-VISUAL NEEDS
A data projector/ beamer and screen will be provided for every room. You are responsible for bringing your own computer. If you need anything other than a data projector and screen please email hicss@hawaii.edu with your request by December 15. An Audio-Visual Request Form may be found on the HICSS Web site or you may request one from the HICSS conference Office. You may fax this form to 808-956-5759 by December 15. (After this date, we cannot guarantee meeting your needs.)

ABSENCES / Substitute Presenters
Only a last-minute emergency should prevent your attending the conference. In this case, please immediately appoint a substitute to present your paper, and let the HICSS Registration desk and your the Session Leader / Minitrack Chair know of any substitution. The substitute should be given clear instructions and a copy of these guidelines, and should be encouraged to contact the Session Leader upon check-in. Appoint someone who is familiar enough with the paper to summarize it and to lead a discussion on it. Do not appoint some merely to "read the paper" -- informed discussion is basic to a HICSS conference.

AFTER THE CONFERENCE
HICSS has a high ratio of conference papers that become journal articles. Plan to submit your paper to a journal, making revisions based on discussion during your session. Consult with your Minitrack Chair for suggestions and/or to see if a special issue of a journal is planned.