Guidelines for Session Leaders or Minitrack Chairs

An important objective of HICSS is to promote strong interaction and discussion. The success of the conference depends heavily on quality paper sessions. Therefore, please strive to assure adequate presentation and discussion time.

GETTING STARTED – Begin the session on time
- Introduce the session, yourself and the authors who are present.
- **Best Paper Nominees** – If you have best paper nominees in your session, please mention that fact at the beginning of the session. Encourage everyone to attend the Best Paper Award presentation lunch. Winning authors in attendance will receive a koa-framed award. After the conference, non-attending authors may request an unframed document to be mailed to them.
- Provide an overview of how the session will be conducted, including the order of the papers and an explanation of time limits and discussion periods.
- Please make an effort to schedule the papers in the order shown in the program, as the audience may have planned their time accordingly. Point out any change.

SESSION TIME AND LOCATION – Please do not change the time or location of your session. Should you have a problem or conflict, please notify the HICSS onsite staff so they can work with you to accommodate your concerns.

FORMAT – Most sessions contain three (3) papers in a 90-minute time period. Authors are encouraged to summarize their papers instead of merely reading them, because the discussion should be most valuable for everyone. The format may vary somewhat, but please promote discussion as much as possible. Allow 15 minutes for authors to summarize the paper and 15 minutes for discussion. Give a 5-minute warning before the end of each author’s allotted time. If it seems necessary – politely cut them off. Encourage people to continue discussions after the session ends. HICSS designs its conference so that break times and locations are encouraging for continued discussions.

DISCUSSION – Discussion usually starts spontaneously as participants are ready and willing to ask questions. As the session leader you should have 1-2 questions ready to get the discussion started if necessary. If discussion trails off before the end of the author’s allotted time, go on the next paper. There may be time at the end of the session for more discussion to compare and integrate the papers.

AUDIO VISUAL NEEDS – Each room will have an overhead projector and screen. HICSS is works with authors to meet their audio-visual needs. Authors’ AV needs should be conveyed to the HICSS office prior to December 15 via the Audio Visual Form found on the web site or by contacting the HICSS office directly (hicss@hawaii.edu or 808-956-3251) or the staff on site.

ABSENCES – Authors who cannot attend at the last minute should have appointed someone to make the presentation in their absence. Please identify any such substitutions and be sure they have appropriate instructions. Report unexpected “no shows” to your track or minitrack coordinators and use the extra time for additional discussion. Also, let the HICSS staff know so attendance can be noted properly.

TRACK CHAIR MEETING AND AUTHOR MEETINGS – Monday, January 6, 4:15 pm to 5:30 pm
Locations will be posted on site. The first meeting is between Track Chairs and Minitrack Chairs to review specific issues within the track. At the authors’ meeting immediately following, the minitrack chairs should: 1) Provide an overview of how sessions will be conducted, including the order of the papers. 2) Confirm the time provided for each presenter. Some authors may want more presentation time, but explain that the discussion time will be very valuable, and the 90-minute timeframe is in everyone’s interest. 3) Emphasize that papers should be summarized – not merely read – in order to fit the time schedule. 4) Advise the presenters that they will be given a 5-minute warning before the end of their presentation. 5) Verify the audio-visual needs for your authors. If an author misses this meeting, make every effort to contact them as soon as possible, in advance of the sessions. Your instructions may affect their presentation and – ultimately – the success of your session.