

Minitrack Submissions - Tips and Tricks

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Submitting a Minitrack

On the Minitrack Submission website (http://aisel.aisnet.org/amcis2013_minitracks/), you have two methods to submit your minitrack: 1) using the link in the text “AMCIS 2013 Minitracks” or 2) using the link in the “Submissions” section on the right side of the page.

2013 Minitracks | Association for ... +

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AMCIS 2013 MINITRACKS

The 19th Americas Conference on Information Systems will be in Chicago, Illinois, USA on August 15 - 17, 2013 (Thursday - Saturday).

AMCIS 2013 is organized into tracks and minitracks. Tracks are listed on the AMCIS 2013 website. To propose a minitrack, use the [Submit Minitrack](#) link.

Minitrack chairs will be responsible for a) promoting their minitrack to generate manuscript submissions to AMCIS; b) soliciting and assigning reviewers for manuscripts submitted to the minitrack; c) making recommendations to track chairs about each manuscript submitted to the minitrack. Each of these important dates and activities are identified on the [AMCIS 2013 website](#).

Your author login consists of your email address and your Bepress password.

Be prepared to enter a) minitrack chair information; b) shared email address used by minitrack co-chairs (if available or needed); c) affiliated track for the proposed minitrack; d) 150 word description of minitrack for the website; and e) proposed call for papers.

Minitrack submissions are due October 18th.

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Track Chairs

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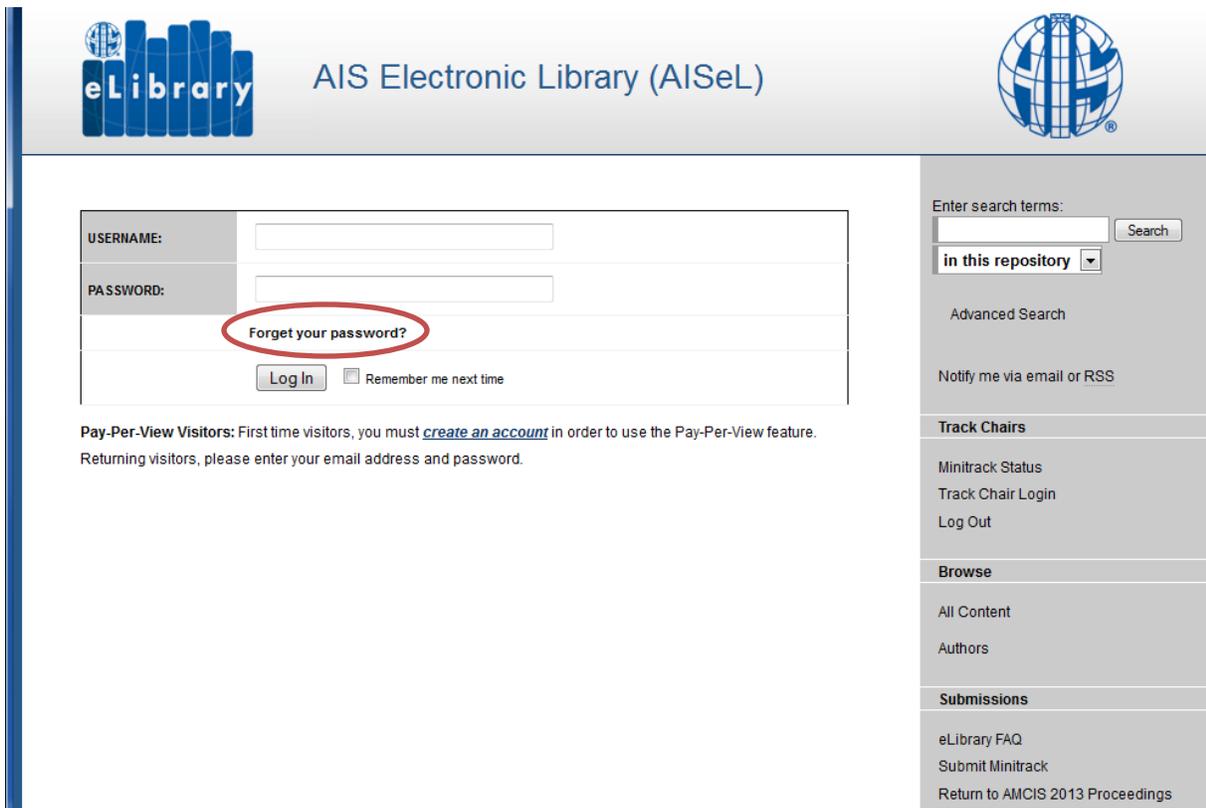
Submissions

eLibrary:FAQ
[Submit Minitrack](#)

Logging Into Bepress

Please note that Bepress login credentials are different from your AIS membership and eLibrary access credentials. However, if you have submitted an article to one of our journals previously, you will be able to login with the credentials that you used then.”

Your Bepress login is your email address. If you do not know your password or have forgotten it, click the “Forget your password?” link.



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USERNAME:

PASSWORD:

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Remember me next time

Pay-Per-View Visitors: First time visitors, you must [create an account](#) in order to use the Pay-Per-View feature.
Returning visitors, please enter your email address and password.

Once you log into Bepress, you will be asked to read Submission Instructions as well as state if you comply with the submission agreement.

Identifying Minitrack Co-Chairs

After you enter the Minitrack Title, you will be asked to identify minitrack co-chairs. To do so, begin by typing the co-chair's name to see a list of potential matches. After the person is identified from the list (note that there could be duplicate names), they will be added to the Minitrack Chair list.

NOTE: If multiple names are available, you may select any option, as long as the spelling of the name is correct and the institution is correct.

AMCIS 2013 MINITRACKS

REQUIRED Minitrack Title

Enter Title of Mini-Track

Teams in Virtual Projects

REQUIRED Minitrack Chair(s)

Enter information for the person(s) that will serve as minitrack chairs.

Stacie

- Stacie Petter University of Nebraska at Omaha
- Stacie Petter University of Nebraska Omaha
- Stacie Petter Georgia State University
- Stacie Petter University of Nebraska at Omaha
- Stacie Petter University of Nebraska Omaha
- Stacie Petter Georgia State University
- Stacie Petter Information Systems & Quantitative Analysis, University of Nebraska at Omaha, Omaha, NE, United States.
- Stacie Petter University of Nebraska at Omaha
- Stacie Petter University of Nebraska at Omaha
- Stacie Petter University of Nebraska Omaha

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This will populate the first name, last name, and institution for the minitrack co-chair. However, you need to enter the co-chair's email address as part of the submission.

NOTE: Without an email address, your co-chair(s) will not receive notifications regarding the status of the minitrack.

To add the email address of minitrack co-chair to the submission, click on the Edit button as shown below.

AMCIS 2013 MINITRACKS

REQUIRED Minitrack Title

Enter Title of Mini-Track

Teams in Virtual Projects

REQUIRED Minitrack Chair(s)

Enter information for the person(s) that will serve as minitrack chairs.

1	(aisauthor1@gmail.com) Author 1	 
2	Stacie Petter, University of Nebraska at Omaha	 
		

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Then, enter the email address for the minitrack co-chair in the email address field. After entering in the email address, click anywhere on the screen. You can now see the email address in the minitrack chair list.

REQUIRED Minitrack Chair(s)

Enter information for the person(s) that will serve as minitrack chairs.

Search For An Author Using: Last Name, First Name, or Institution

1	(aisauthor1@gmail.com) Author 1	 				
2	(spetter@unomaha.edu) Stacie Petter, University of Nebraska at Omaha	 				
	Email	First	Middle	Last	Suffix	Institution
	spetter@unomaha.edu	Stacie		Petter		University of Nebraska at Omaha
	Corporate <input type="checkbox"/>					
						

Track Chairs

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If you do not enter an email address for a minitrack co-chair, you will receive an error message.

 Email is required in row 2.

AMCIS 2013 MINITRACKS

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Advanced Search

IMPORTANT NOTE: If you receive this error message or any other error message when you submit your minitrack, you will need to upload your Call for Papers document again.

Revising a Minitrack Proposal

Minitrack proposals can be revised before the due date of October 18th. To revise your minitrack proposal: 1) log into Bepress using via the URL identified in the email sent to you to confirm your minitrack submission; 2) click on the “Minitrack Status” link on the AMCIS 2013 Minitrack landing page; or 3) use the following URL to log into Bepress

(http://aisel.aisnet.org/cgi/preview.cgi?article=1017&context=amcis2013_minitracks);

The screenshot shows the AIS Electronic Library (AISeL) website. The main content area is titled "AMCIS 2013 MINITRACKS" and contains information about the 19th Americas Conference on Information Systems. A sidebar on the right contains a search bar and a "Track Chairs" section. In the "Track Chairs" section, the "Minitrack Status" link is circled in red.

You will need to log in with your email address and password for Bepress. If you have submitted multiple minitracks, you will see the following screen as you login.

The screenshot shows the Bepress user account page. The "My Account" section includes a "Log Out" button and a table for "EVENTS FOR REVIEW". The table has two columns: "Title" and "Status". The first row is "Michelle Test" with a status of "under review", which is circled in red. The second row is "Test Tmitri Mini-Track" with a status of "review completed".

Title	Status
Michelle Test	under review
Test Tmitri Mini-Track	review completed

Click on the name of the appropriate minitrack to revise in the “Events” section in the AMCIS 2013 Minitracks table.

You can view the original file submitted as well as the PDF using the “Download Native” and “Download PDF” buttons, respectively.

To change details about the minitrack (i.e., minitrack co-chairs, description, title, etc.), click the “Revise Event” on the left side of the page.

To withdraw the minitrack and no longer have the minitrack considered, click on the “Withdraw Event” link.

The screenshot shows a web browser window with the URL `aisel.aisnet.org/cgi/preview.cgi?article=1012&context=amcis20:`. The page is titled "AMCIS 2013 Minitracks" and features the Bepress and Digital Commons logos. A sidebar on the left contains several links, with "Revise event" circled in red. The main content area displays submission details: Title: Another minitrack test; Authors: Author 1 (Big School); Status: under review. Below this, there are two buttons: "Download Native" and "Download PDF". An "Abstract" section follows with the text "Another description of a great minitrack". At the bottom, a "Revision History" section contains a table with the following data:

User	Comment	Date	Native	PDF
Program Chair	Initial Submission <i>Auto-converted to PDF: Tue Sep 18 14:50:19 2012</i>	Tue Sep 18 14:50:00 2012	MS Word 2007	PDF

Below the table, there is a note: "Editor selected version" and "NOTE: All times are in PT (Pacific Time)".