Minitrack Submissions - Tips and Tricks

Contents
Submitting a Minitrack ................................................................. 1
Logging Into Bepress ................................................................. 2
Identifying Minitrack Co-Chairs ..................................................... 3
Revising a Minitrack Proposal ....................................................... 5

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.
Logging Into Bepress

Please note that Bepress logon 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.

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.

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.

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.

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

**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 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);

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.

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.