

# WELCOME AND INTRUCTIONS

Submissions Select Your Role : Author ▾

## Create New Submission

Welcome to the Contoso Conference. Please have your papers submitted by the deadline.

**TITLE AND ABSTRACT**

\* Title

\* Abstract

2000 characters left

## TITLE AND ABSTRACT

- The Title field is for the title of the paper.
- The Abstract field is where you put the summary of your paper. Note, you are allowed to submit the Title and Abstract without uploading file(s) when creating a submission. You can edit the submission subsequently to upload file(s) before paper deadline.

## Create New Submission

Welcome to the Contoso Conference. Please have your papers submitted by the deadline.

**TITLE AND ABSTRACT**

\* Title

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2000 characters left

# AUTHORS

- The Author section is prepopulated with your profile information and you are preselected as the Primary Contact.

**AUTHORS**  
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	ft.com	L	:	CMT-Test	x ↑ ↓

Email  + Add Value is required.  
Enter email to add new author.

- To add a co-author, enter the co-author's email address into the field (in yellow below) and click add.

**AUTHORS**  
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	microsoft.com	L	:	CMT-Test	x ↑ ↓

adamant@contoso.com + Add   
Enter email to add new author.

- If the co-author you wish to add is not a user in CMT, you will see "User was not found. To add a new user, please enter information below and click Add Button." If the co-author is already a user, the co-author will be added to the end of the Author list.

**AUTHORS**  
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	.com	:	:	CMT-Test	x ↑ ↓

adamant@contoso.com + Add User was not found. To add new user, please enter information below and click Add button.

Enter email to add new author.

First Name  Last Name  Organization   
Country/Region

### IMPORTANT

Adding an unregistered email (an email that is not a valid account in CMT) as a co-author **will not** add the user to the conference; it only acts as a placeholder in the submission for the co-author.

**The co-author is required to register their email in CMT.**

- Enter the co-author's first and last names along with the Organization to which he or she belongs and the Country/Region where they reside. Then click the Add button.

**AUTHORS**  
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	.....t.com	L.....	.....	CMT-Test	<input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

adamant@contoso.com  User was not found. To add new user, please enter information below and click Add button.

Enter email to add new author.

First Name  Last Name  Organization

Country/Region

Once added, the co-author's profile will appear in the list.

- You may change the Primary Contact to the co-author by clicking Primary Contact radio button in co-author's row. The 'X' and 'arrow' icons on the end of the rows are there so you may delete the entry and/or move it up in hierarchy.

**AUTHORS**  
You may optionally add your collaborators.

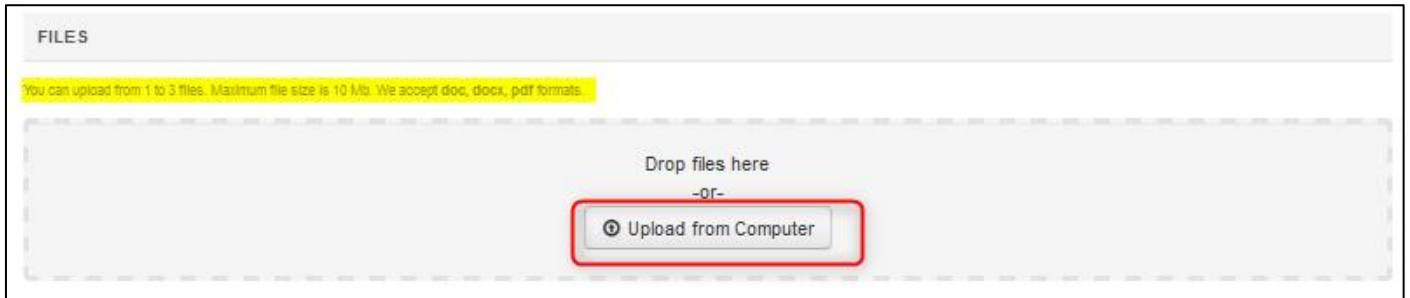
Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	.....ft.com	.....	.....	CMT-Test	<input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
<input type="radio"/>	adamant@contoso.com	Adam	Ant	Contoso	United States <input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

Email

Enter email to add new author.

## FILES

- To upload file for your paper, drag and drop the file into the dotted region or click the "Upload from Computer" button. Please note the number of files you may upload, the size and the type of documents allowed. Uploaded file will not be saved unless the Submit button at the bottom of the form is clicked.



## SUBMIT AND CANCEL BUTTONS

- Once the form is filled out with all the required information, click Submit.

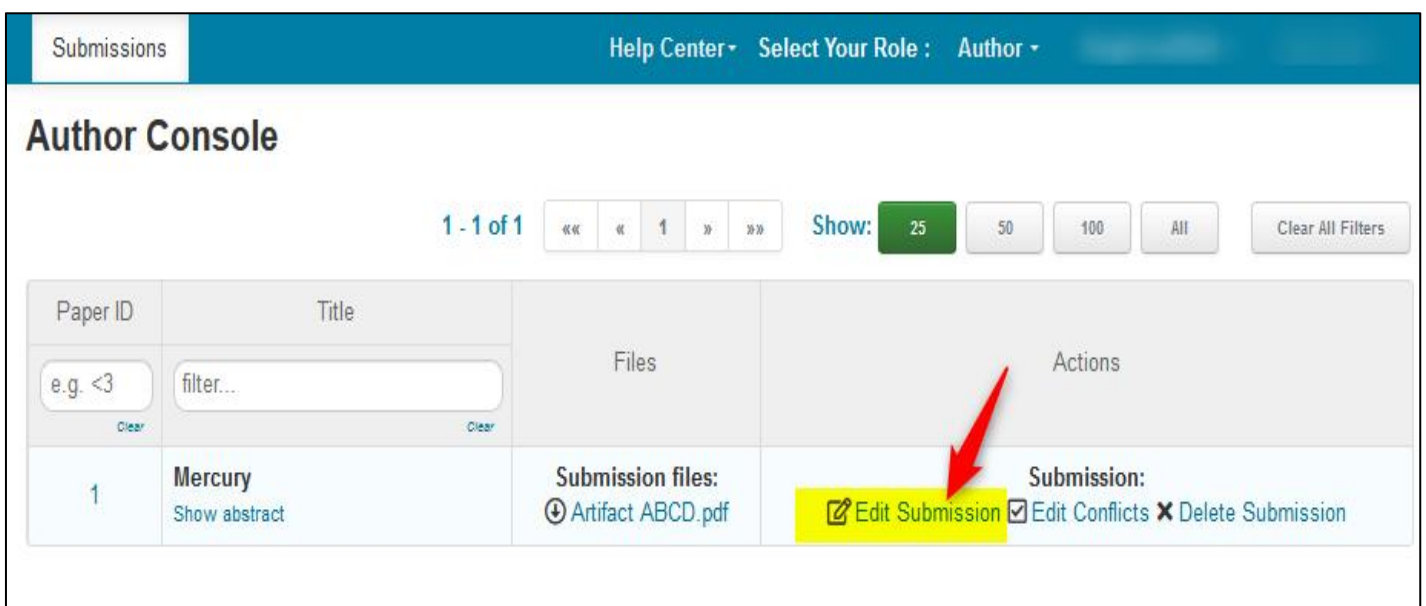


## EDIT A SUBMISSION

### NOTE

A confirmation email will be sent by CMT when authors modify their paper.

- When the 'Edit Submission' phase is enabled, authors will be able to edit their submission by clicking the link.
- 



The screenshot shows the "Author Console" interface. At the top, there is a navigation bar with "Submissions", "Help Center", and "Select Your Role : Author". Below this, the "Author Console" title is displayed. The interface includes a pagination control showing "1 - 1 of 1" and a "Show:" dropdown menu with options "25", "50", "100", and "All". A "Clear All Filters" button is also present. The main content area is a table with columns for "Paper ID", "Title", "Files", and "Actions". The first row shows a submission with Paper ID "1", Title "Mercury", and a file "Artifact ABCD.pdf". The "Actions" column for this submission contains three links: "Edit Submission" (highlighted in yellow with a red arrow), "Edit Conflicts", and "Delete Submission".

Paper ID	Title	Files	Actions
1	Mercury <a href="#">Show abstract</a>	Submission files: Artifact ABCD.pdf	<a href="#">Edit Submission</a> <a href="#">Edit Conflicts</a> <a href="#">Delete Submission</a>

The 'Edit Submission' page opens and the author can modify various sections depending upon how the chair configured the settings. Some will allow adding/modifying co-authors, some will not. We suggest your contacting the chair of the conference to clarify what can and cannot be edited.

Submissions Help Center ▾ Select Your Role : Author ▾

## Edit Submission

Paper ID: 1

### TITLE AND ABSTRACT

\* Title

\* Abstract 

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1877 characters left

### AUTHORS

You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	cmt.cmt	Germany <span style="float: right;">✕ ↑ ↓</span>

Enter email to add new author.

### FILES

You can upload from 1 to 3 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats.

[Artifact ABCD.pdf \(49 Kb, 3/10/2022, 4:42:41 PM\) ✕](#)

Drop files here  
-or-

# DELETE A SUBMISSION

## NOTE

No confirmation email will be sent by CMT when authors delete or withdraw a paper.

- When the 'Edit Submission' phase is enabled, authors will be able to delete their submission by clicking the link.

Submissions Help Center ▾ Select Your Role : Author ▾

### Author Console

1 - 1 of 1 « « 1 » » Show: 25 50 100 All Clear All Filters

Paper ID	Title	Files	Actions
e.g. <3 <small>Clear</small>	filter... <small>Clear</small>		
1	<b>Mercury</b> <a href="#">Show abstract</a>	<b>Submission files:</b> <a href="#">Artifact ABCD.pdf</a>	<a href="#">Edit Submission</a> <input checked="" type="checkbox"/> <a href="#">Edit Conflicts</a> <input checked="" type="checkbox"/> <a href="#">Delete Submission</a>

# WITHDRAW A SUBMISSION

- If the chair enables the setting 'Allowing author to withdraw submission paper after the deadline' then the author can then click the 'Withdraw Submission' link (once it appears after the deadline). We suggest your contacting the chair of the conference to clarify if and when the paper can be withdrawn.

Submissions Help Center ▾ Select Your Role : Author ▾

### Author Console

1 - 1 of 1 « « 1 » » Show: 25 50 100 All Clear All Filters

Paper ID	Title	Files	Actions
e.g. <3 <small>Clear</small>	filter... <small>Clear</small>		
1	<b>Mercury</b> <a href="#">Show abstract</a>	<b>Submission files:</b> <a href="#">Artifact ABCD.pdf</a>	<a href="#">Withdraw Submission</a>