

# Instructions for using the Microsoft Conference Management Toolkit to Submit a Proposal for the UKAT Conference 2020

## Step 1 – Download the Word Proposal Template

Download the Word template for creating a UKAT Annual Conference session proposal. You can access this at <https://www.ukat.uk/media/1393/ukat-conference-proposal-form.dotx> , or from the links on the Call for Proposals page of the the UKAT website (<https://www.ukat.uk/conference/call-for-proposals> )

Save the template to your computer and double-click to open it in Word. Complete each of the fields of the template by clicking on the grey instructional text. This will provide you a space to enter information or offer you dropdown lists from which you should make a choice. You must complete all the required sections of the form.

Once you have completed the template, save it on your computer. You can save it in any location that you choose, so long as you know where to find it again.

## Step 2 – Access the CMT Submission System

Visit the UKAT website conference submission page (<http://www.ukat.uk/conference/call-for-proposals>) and click the *Submit Your UKAT Proposal* button in the Submit Your Proposal to the UKAT Conference section of the page (Figure 1).

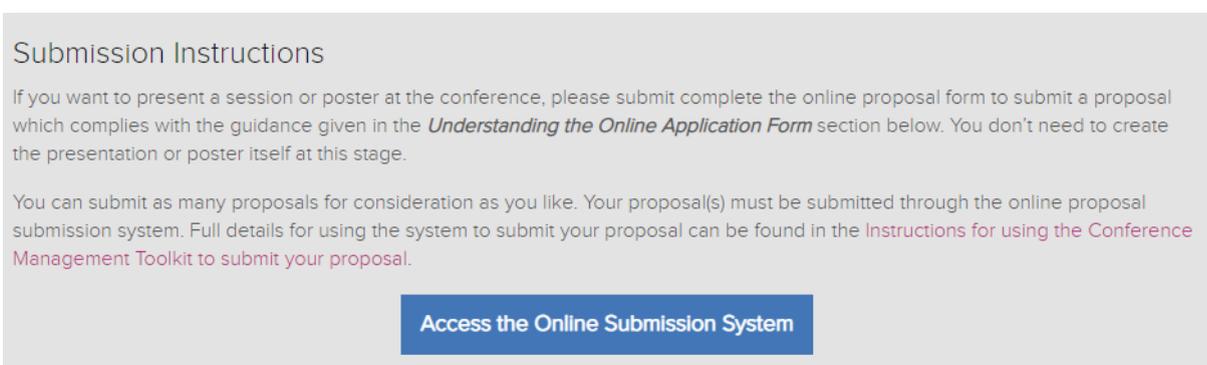


Figure 1 : Submission button on the UKAT Conference Submission page

## Step 3 – Login or Create a New Account

Your browser will be redirected to the Microsoft Conference Management Toolkit site for the UKAT

2020 conference and the login page will be displayed to you (Figure 2). **If you have previously submitted a paper to a conference using the CMT system (e.g. UKAT Annual Conference 2019), please login using the email and password you created when you first signed up to CMT and go to Step 3.**

If you have never submitted a paper via CMT before, select the *Create Account* option

On clicking the *Create Account* option, you will be taken to the account creation page. You need to complete the registration form (Figure 3), providing all the required fields and creating a password for yourself. You should make note of this password as you will need this

to log back into the system to check the status of your proposal.

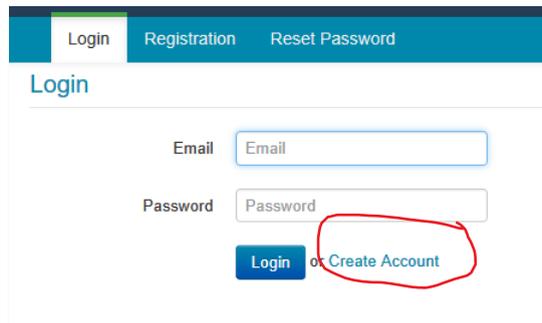


Figure 2 : Login/Registration page of the Microsoft Conference Management Toolkit Site

Once you have completed the form, enter the verification code displayed and click the Register button, ensuring that you have ticked the box to accept the Terms of Use and Authors' Statement

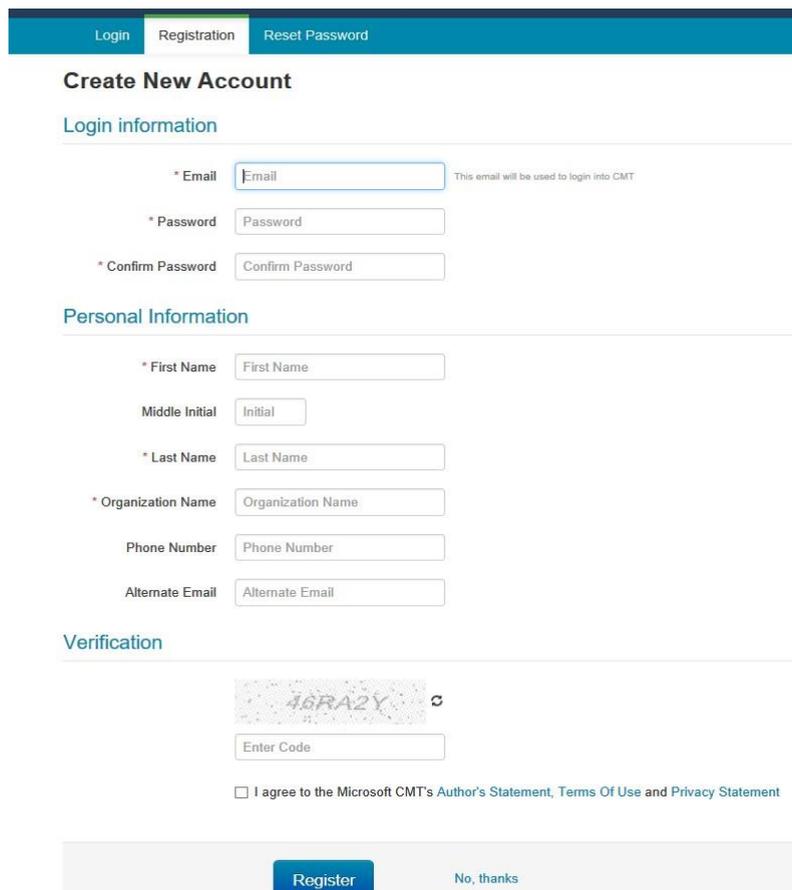


Figure 3 : New account registration form

## Step 4 – Submit Your Proposal

If registration and/or login is successful, the Author Console window (Figure 4) will appear. Click the *Create new submission* button to submit your proposal.

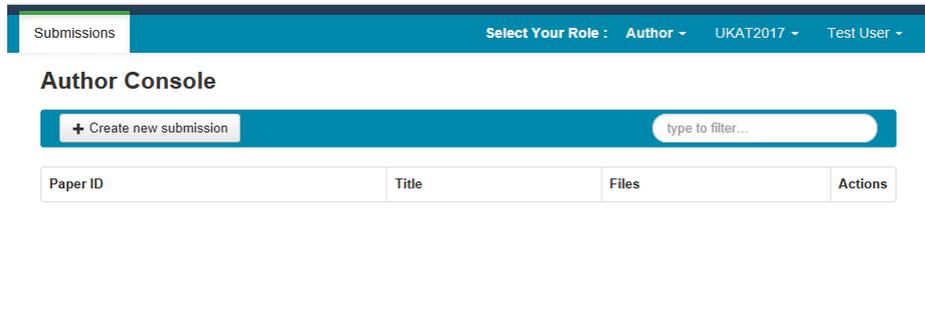


Figure 4 : Author Console window

The *Create New Submission* page (Figure 5) will appear. Complete the form on this page and click the **Submit** button at the foot of the page.

Figure 5 : Create New Submission page

Please copy the abstract from your completed proposal template form (Step 1) and paste it in the *Abstract* section of the form.

Enter the contact email address and names of all authors in the *Authors* sections of the form and indicate which of the authors will be the Primary Author for the purpose of correspondence with the conference organisers.

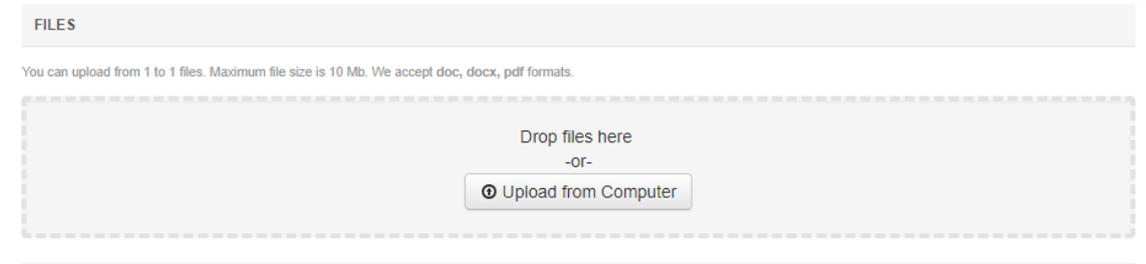
Under the *Subject Areas* section of the form, please place a tick next to the conference theme which aligns most closely with your proposal.

Attach your completed proposal template to the submission form in one of the following ways:

- a) Open the file browser on your computer and browse to the location where you saved the completed proposal template form (Step 1). Drag and drop the completed proposal

template file into the shaded '*Drop files here*' section of the Files section of the form (Figure 6)

- b) Click the Upload from Computer button in the Files section of the form. A file browser windows will appear. Use this to browse to the location where you saved your complete proposal template and select the complete proposal template file to attach it to the form.



FILES

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

Drop files here  
-or-

Upload from Computer

*Figure 6 :- Use the Files section of the form to attach your completed proposal template*

Tick the *I agree* box to show your agreement to the Data Protection Agreement in the Additional Questions section of the form.

Click the **Submit** button to submit your proposal.