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 <u>https://www.ukat.uk/media/1393/ukat-conference-proposal-form.dotx</u>, or from the links on the Call for Proposals page of the the UKAT website (<u>https://www.ukat.uk/conference/call-for-proposals</u>)

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-forproposals and click the *Submit Your UKAT Proposal* button in the Submit Your Proposal to the UKAT Conference section of the page (Figure 1).

Submission Instructions

If you want to present a session or poster at the conference, please submit complete the online proposal form to submit a proposal which complies with the guidance given in the *Understanding the Online Application Form* section below. You don't need to create the presentation or poster itself at this stage.

You can submit as many proposals for consideration as you like. Your proposal(s) must be submitted through the online proposal submission system. Full details for using the system to submit your proposal can be found in the Instructions for using the Conference Management Toolkit to submit your proposal.

Access the Online Submission System

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.

Login		
	Email	Email
	Password	Password
		Login of Create Account

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

Create New Ac	count	
Login information		
* Email	Email	This email will be used to login into CMT
* Password	Password	
* Confirm Password	Confirm Password	
Personal Informati	on	
* First Name	First Name	
Middle Initial	Initial	
* Last Name	Last Name	
* Organization Name	Organization Name	
Phone Number	Phone Number	
Alternate Email	Alternate Email	
Verification		
	46RA2Y	s
	Enter Code	
	□ I agree to the Microsoft CI	IT's Author's Statement, Terms Of Use and Privacy State

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.

Submissions		Select Your Role :	Author -	UKAT2017 -	Test User 🗸
Create New Su	bmission				
Track: UKAT2017					
TITLE AND ABSTRACT					
* Title	Title				
* Abstract					
	3000 characters left				
AUTHORS You may optionally add your collaborators.					

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			
	-01-			
	• 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.