CAA 2023 – Author Submission Guidelines

Before submitting your abstract, please read the call for papers (available at: https://2023.caaconference.org/call-for-papers/) and the descriptions of this year's conference sessions, available on the CAA 2023 webpage https://2023.caaconference.org/sessions/, to select the most relevant one(s) for your presentation.

Please note that CAA conferences are running a double-blind review process, therefore authors' affiliation and/or any information within the text that may indicate who the author(s) might be should be omitted from your submission.

1) If you are not a registered user in the CMT system, please **create/request** a user account at https://cmt3.research.microsoft.com/CAA2023 .
2) Check your inbox for an email from CMT with your password. If you have not received it within 5 minutes, please check your spam folder.
3) Login to the CMT system using the link above and your credentials.
4) The Author Console page for the CAA 2023 conference appears.
5) Click on the "+ Create new submission" button.
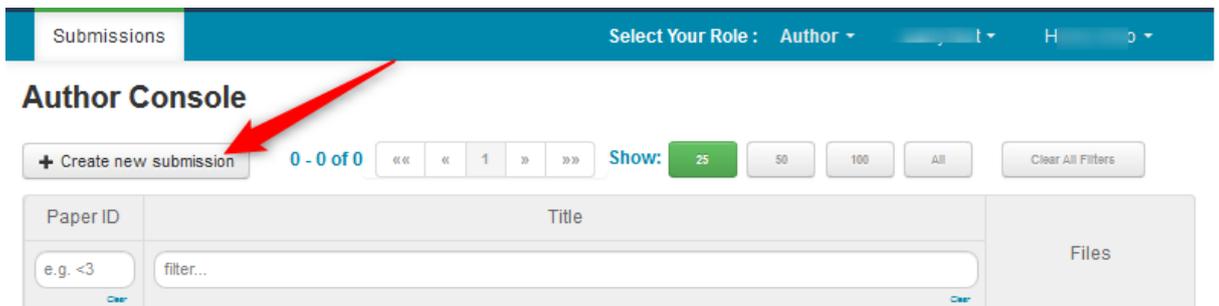
6) Enter the title of the paper or poster in the Title field.
Enter your abstract (up to 1000 words + 3 citations) in the Abstract field. Please refer to step 13 if you wish to upload a file of your abstract. You can edit your submission at any point before the paper/poster submission deadline.

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

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

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.

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.

Once added, the co-author's profile will appear in the list. You may change the Primary Contact to the co-author by clicking the Primary Contact radio button in the 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 or down to reflect author order.

9) The subject areas correspond to the conference's accepted sessions. Authors **need to select** one Primary Subject Area indicating the preferred session for their submission. You can find a link to the abstracts for the sessions at the top of this document.

10) To **upload a file** for your paper's abstract, 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 and the size and the type of documents allowed. Uploaded files will not be saved unless the Submit button at the bottom of the form is clicked. You may upload an image, graphical abstract or a

pdf version of your abstract. **Please ensure your name and affiliation does NOT appear in these documents, as we are running a double-blind review process.**

FILES

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

Drop files here
-or-
⊕ Upload from Computer
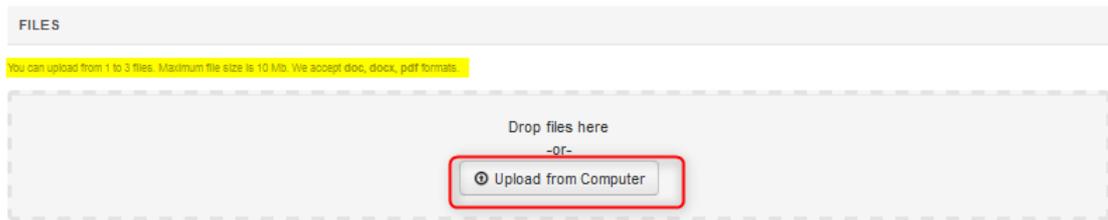
11) <u>Before</u> submitting, you will be asked to **answer a few additional multiple-choice questions**. These include the required agreement to the CAA Ethics Policy.

12) Once the form is filled out with all the required information, click **Submit**.

Submit   Cancel

13) Although there is <u>no automatically generated confirmation email</u>, you may do this manually by clicking on the "Email" button on the right. You have the option to send it to yourself or all the authors. Click send Email.

Submissions   Select Your Role :   Author ▾   st ▾

Submission Summary   🖨 Print   ✉ Email ▾

		● Send Email to Me
Conference Name	Test Site for Guide	○ Send Email to All Authors
Paper ID	9	**Send Email**
Paper Title	g456g4	
Abstract	35tg345tg34tg	
Created on	6/18/2019, 2:49:56 PM	
Last Modified	6/18/2019, 2:49:56 PM	
Authors	H_____ (123org) <h_____.com>	
Submission Files	Scientific Paper .docx (14 Kb, 6/18/2019, 2:49:50 PM)	

Back to Author Console

The email that the system sends to the Author(s) looks like this:

Paper 4 summary ▶ Inbox ×

🖨 ⬈

Microsoft CMT <email@msr-cmt.org>
to John ▾

12:19 PM (9 minutes ago) ☆ ↩ ⋮

Hello.

Here is submission summary.

Track Name: ▒▒▒▒ Test

Paper ID: 4

Paper Title: Scientific Paper Number 1

Abstract:
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Last Modified: Fri, 07 Jun 2019 19:00:08 GMT

Authors:
    John Doe - ▒▒▒▒▒▒▒▒▒▒▒▒▒▒.com (Primary)

Secondary Subject Areas:

Submission Files:
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Submission Questions Response:

Thanks,
CMT Team.

17) At this point your submission is complete. You should expect to hear from the Scientific Committee and the chair of your session about the results of the review process after several weeks. Your paper will be accepted with no revisions required or declined. Thank you for your participation.