

Abstract Submission on Microsoft CMT for SCOPEIITK2025

1. Login / Create Account

- ❖ Visit the official CMT link for **SCOPEIITK2025** (given on the conference website).
- ❖ If you already have a CMT account, sign in with your email ID.
- ❖ If you are new, click “**Register**” and create a free account using your email address.

2. Select the Conference

- ❖ After logging in, you will see the list of conferences linked to your account.
- ❖ Click on “**SCOPEIITK2025**” to open the conference dashboard.

3. Open Author Console

- ❖ On the top menu, click “**Author**” role.
- ❖ This will open the **Author Console**, where you can start the abstract submission process.

4. Create a New Submission

- ❖ Click on “**Create New Submission**”.
- ❖ Fill in the following details carefully:
 - **Title** of your abstract.
 - **Abstract text** (paste into the box or upload a file, depending on conference instructions).
 - **Keywords** (select from the list that best matches your research).
 - **Track** (choose the most relevant track for your paper, as mentioned on the conference website).

5. Add Authors

- ❖ Enter your details (name, email, institution).
- ❖ If you have co-authors, add their details as well. Ensure emails are correct so they are linked to the submission.

6. Upload the File (if required)

- ❖ Some tracks may require uploading a formatted PDF/Word file of the abstract.
- ❖ Use the official template provided on the SCOPEIITK2025 website.
- ❖ If only text is required, paste it directly into the submission box.

7. Review Your Submission

- ❖ Double-check all details: title, abstract, authors, and track selection.
- ❖ Make sure the formatting matches the **SCOPEIITK2025 guidelines**.

8. **Submit**

- ❖ Click “**Submit**” to finalize your abstract.
- ❖ You will receive a **confirmation email** once the submission is successful.

9. **Track Your Submission**

- ❖ At any time, return to the **Author Console** → **My Submissions** to see the status (Submitted / Under Review / Accepted).
- ❖ You may edit your submission before the abstract deadline, if the option is enabled.