SOUTHEAST ASIA-JAPAN CONFERENCE ON COMPOSITE MATERIALS 2024

Deadline for Extended Abstract Submission: 31 May 2024

Checklist before Submission of Abstract

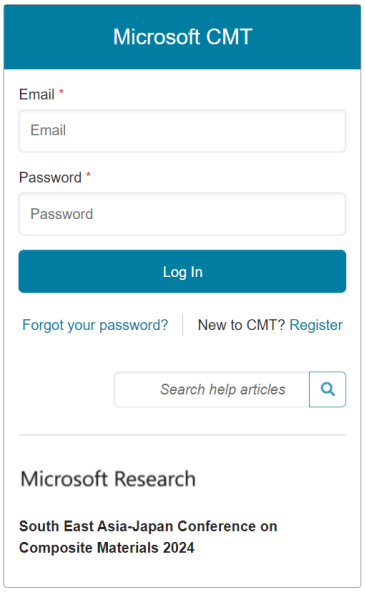
1. Primary author with CMT Account (register using organization email address)
2. Title of Submission
3. Abstract of Submission (150 - 250 words)
4. Name, email address, and organization of all co-authors
5. Extended abstract (word file). The extended abstract template can be downloaded here.

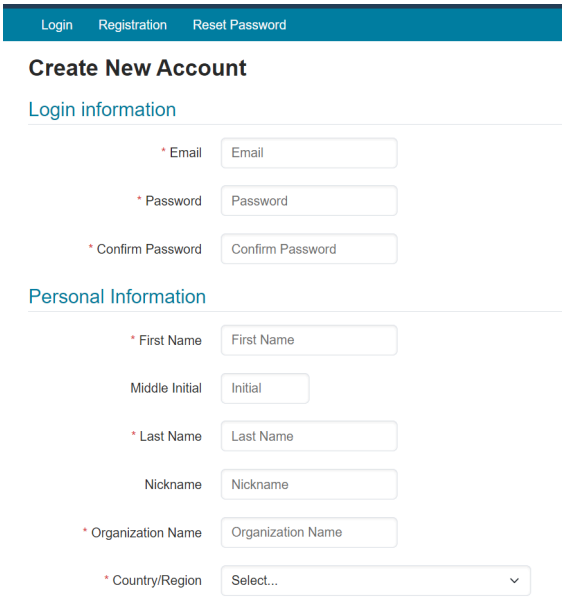
How to register?

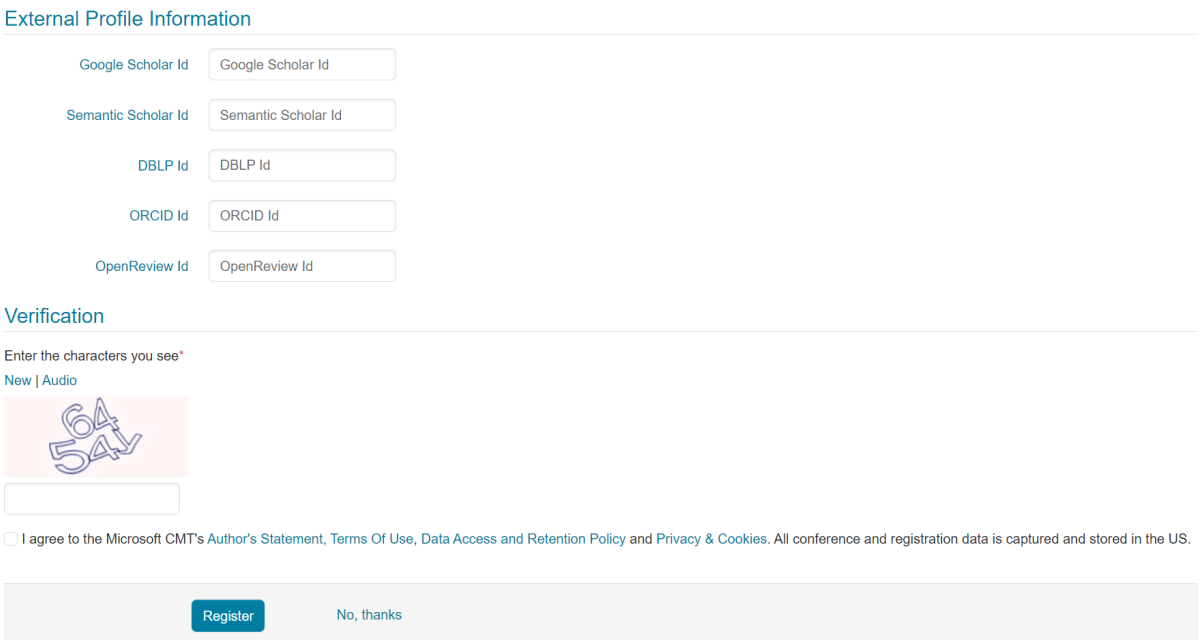
Please refer to the SEAJCCM 2024 website for the registration link.

Step 1: Log in to the Microsoft CMT using the registered email address and password. If you are new to the Microsoft CMT, please register by creating a new account.

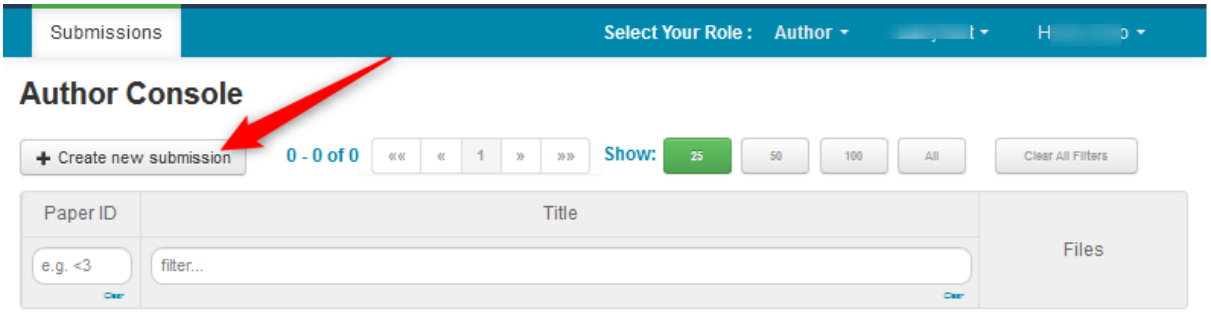
Note: the registered email address must be provided by your educational institution/organization.







Step 2: To start the submission, please click the **"+ Create new submission"** button.

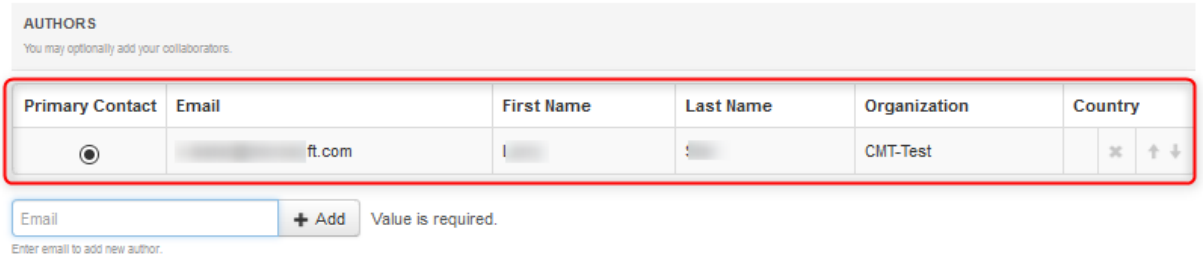


Step 3: Insert the title and abstract of your paper

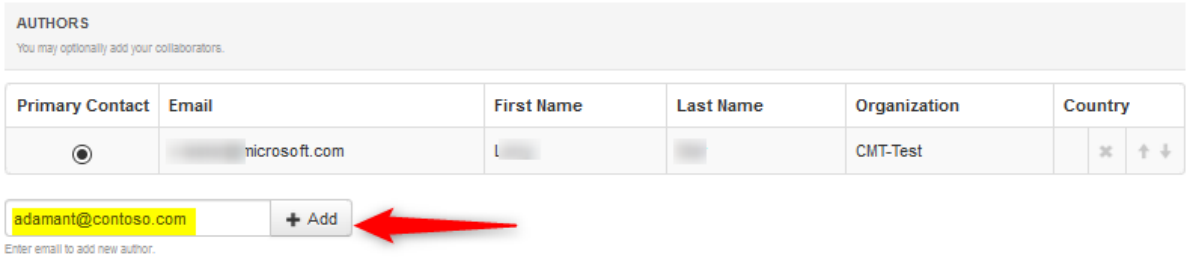
- The Title field is for the title of the paper.
- The Abstract field is where you put the summary of your paper. Note that the character (not word) limit is 2000 characters.

Step 4: Add co-authors

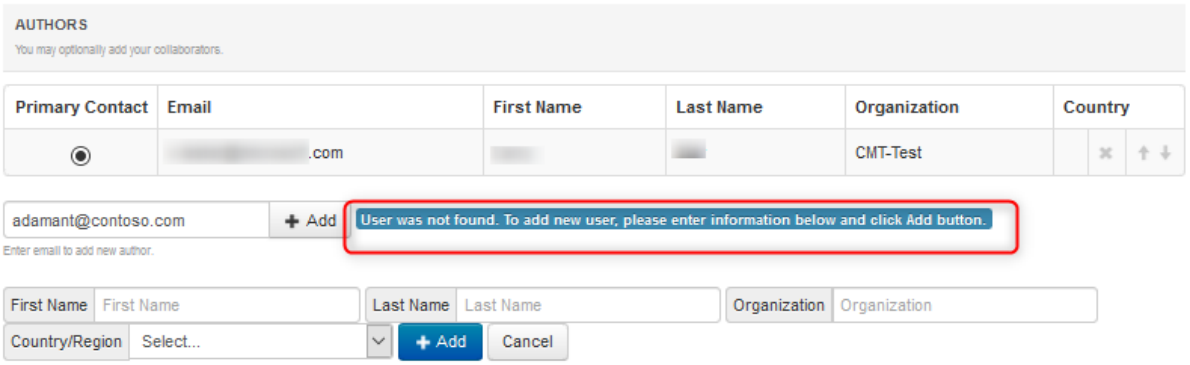
- The Author section is prepopulated with your profile information and you are preselected as the Primary Contact.



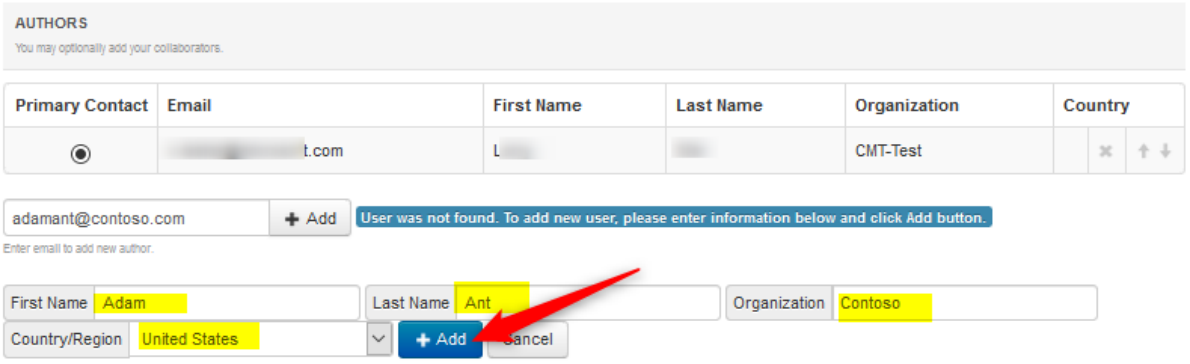
- To add a co-author, enter the co-author's email address into the field (in yellow below) and click "**+ Add**'.



- 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 the 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.

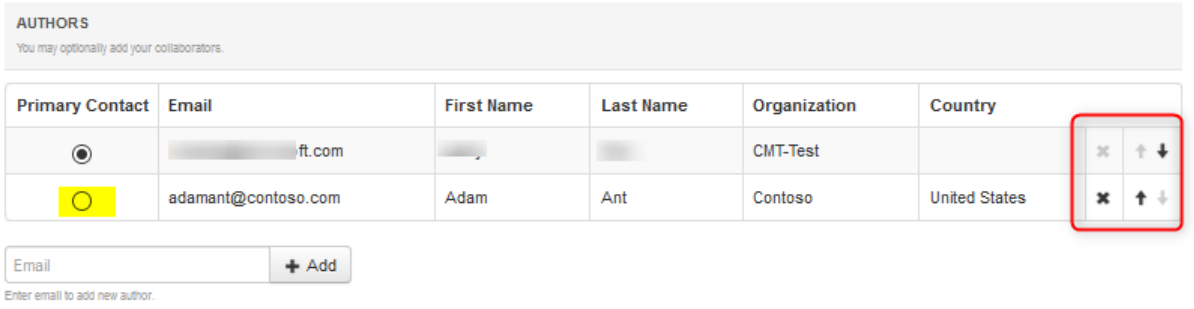


- Enter the co-author's first and last names along with the Organization to which he or she belongs and the Country/Region where they reside. Then click the **+ Add** button.



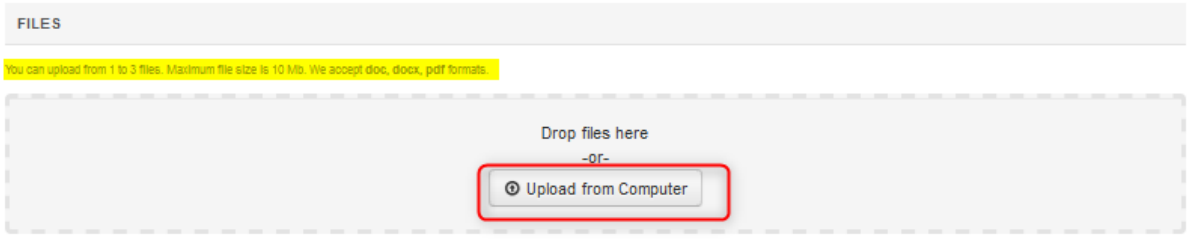
Once added, the co-author's profile will appear in the list.

- 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 in the hierarchy.



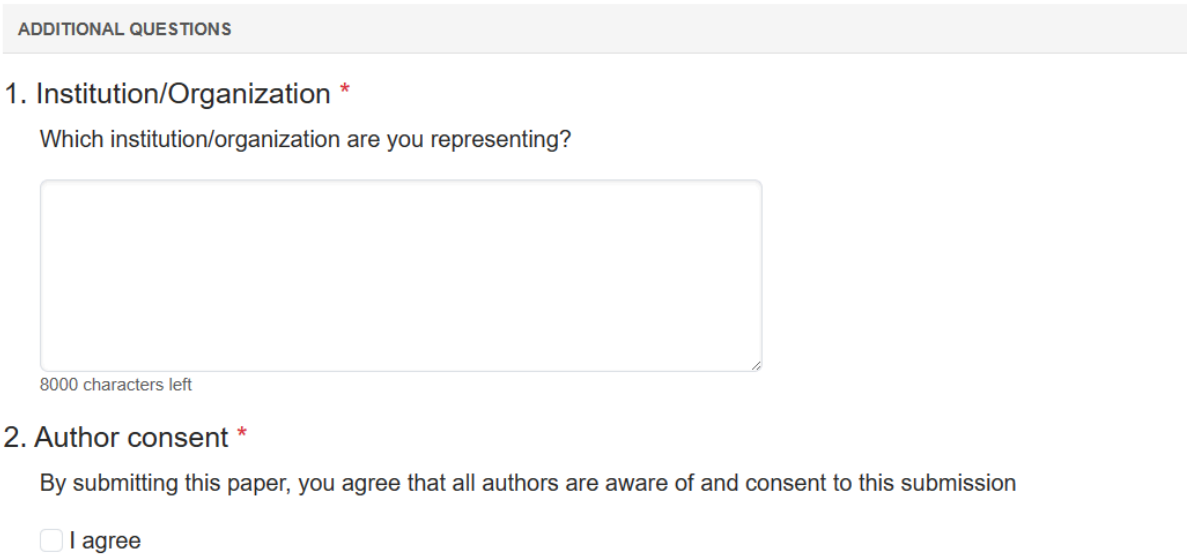
Step 5: Upload Abstract File

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.

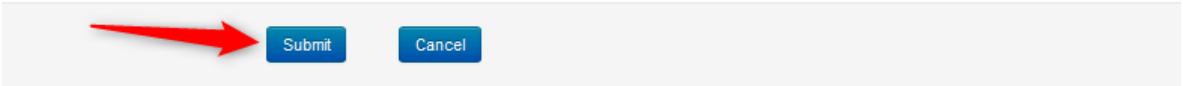


Step 6: Fill in the Institution/Organization

Fill in your representing institution/organization (in ALL CAPITAL FORM), and tick **"I agree"** if all authors are aware of and consent to this submission.



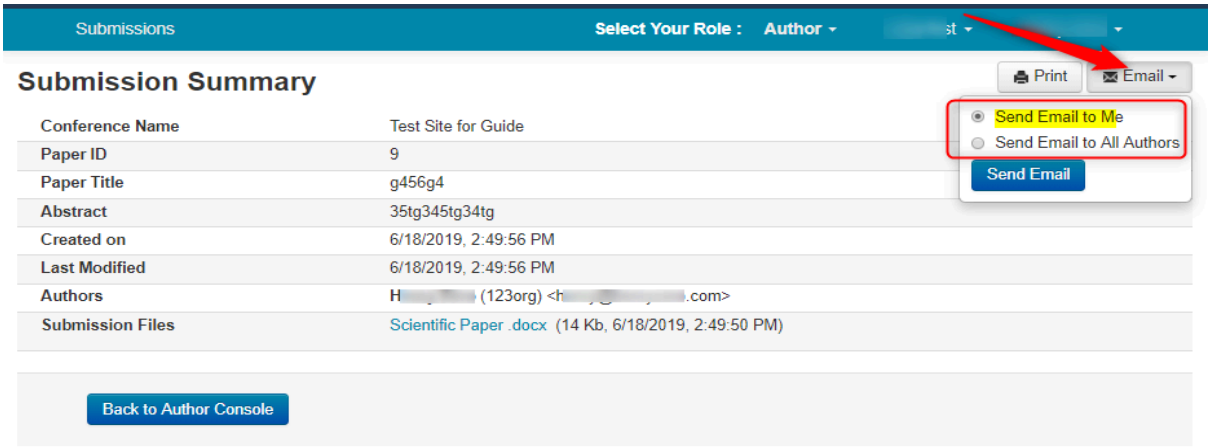
Step 7: Submit



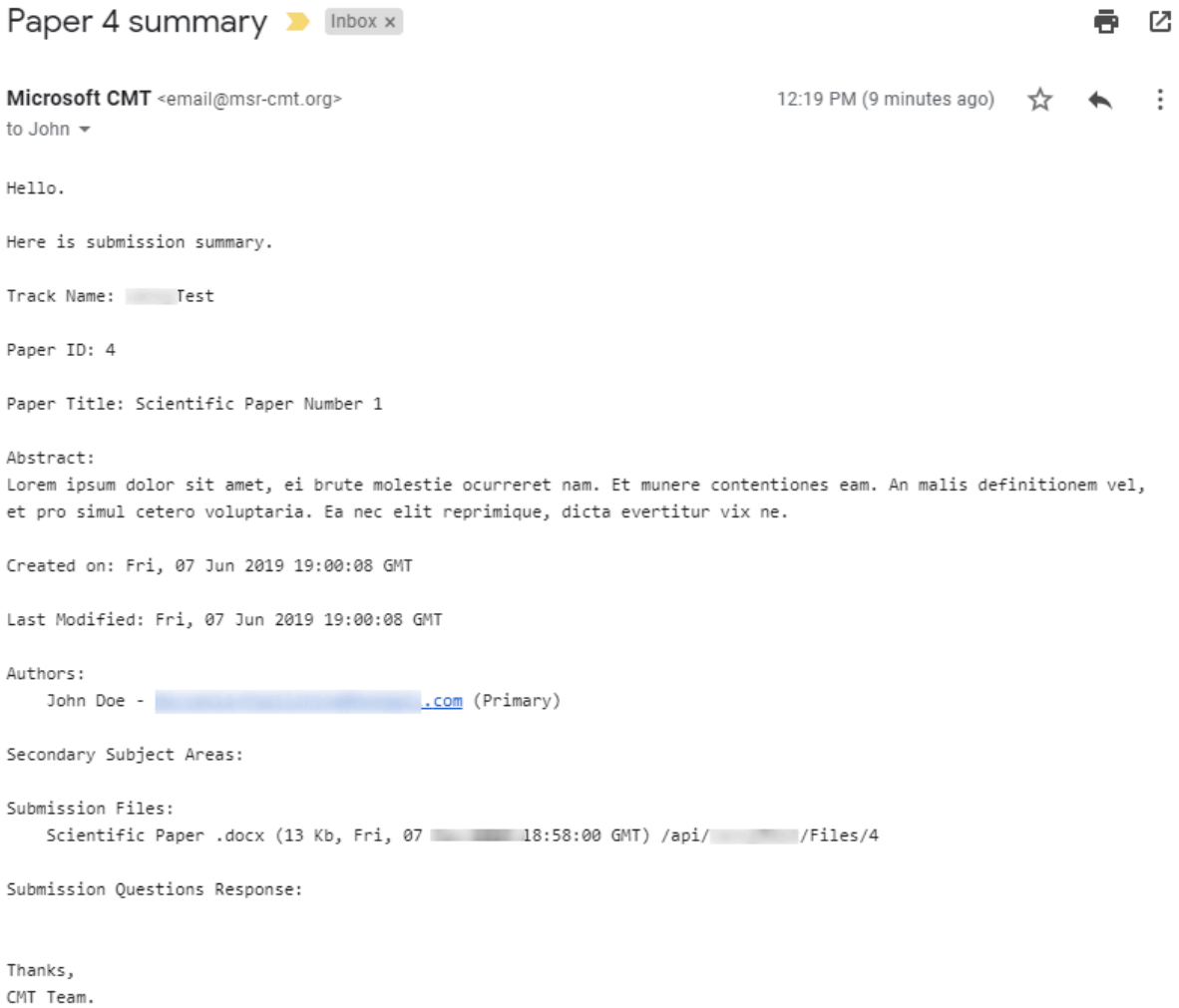
Step 8: Confirmation email

Note: CMT generates a confirmation email to all authors and co-authors*, even co-authors without a CMT account. However, any* ***authors who do not register*** *their email with CMT* ***will not get any emails*** *from the conference Chairs or PC members.*

Authors may also email a confirmation manually by clicking on the **"Email"** button on the upper right of the Submission Summary page. You have the option to send it to yourself or all authors. Click **"Send Email"**.



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



Paper 4 summary Inbox ×

Microsoft CMT <email@msr-cmt.org> 12:19 PM (9 minutes ago)
to John

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Hello.

Here is submission summary.

Track Name: Test

Paper ID: 4

Paper Title: Scientific Paper Number 1

Abstract:
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Created on: Fri, 07 Jun 2019 19:00:08 GMT

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

Authors:
    John Doe - .com (Primary)

Secondary Subject Areas:

Submission Files:
    Scientific Paper .docx (13 Kb, Fri, 07 18:58:00 GMT) /api/ /Files/4

Submission Questions Response:


Thanks,
CMT Team.
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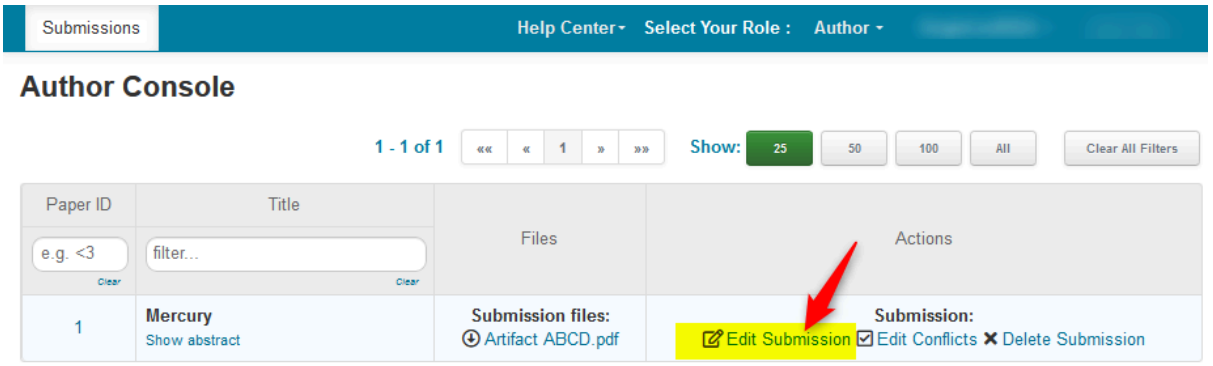
Edit a Submission?

Primary authors are allowed to edit the submission via the author console. Note that editing submission is allowed before the deadline. **A confirmation email will be sent by CMT when authors modify their papers.**


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
Clear
filter...
Clear
1
Mercury
Show abstract
Submission files:
Artifact ABCD.pdf
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Edit Conflicts
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