



ABSTRACT PROPOSAL UPLOADING GUIDE

STEPS FOR UPLOADING AN ABSTRACT

Microsoft Conference Management Toolkit (CMT) is used as the paper management system at the 3rd International Congress on Academic Studies in Philology (BICOASP). Only abstract proposals submitted using Microsoft CMT will be considered. In order to submit an abstract proposal via Microsoft CMT, you must first register to the system. You can create your CMT account and submit your abstract proposal by following the steps below:

A) LOGIN TO THE ABSTRACT PROPOSAL MANAGEMENT SYSTEM AND THE REGISTRATION SCREEN

1. In order to access the CMT system, please go to the congress website (<https://bicoasp.bandirma.edu.tr/tr/bicoasp>) and click on the “Send Abstract” menu.
2. Alternatively, <https://cmt3.research.microsoft.com/> you can log in to the system by clicking on <https://cmt3.research.microsoft.com/>.
3. The interface of the CMT system will appear on the screen. (see Picture 1)



The image shows the Microsoft CMT login interface. It features a teal header with the text 'Microsoft CMT'. Below the header, there are two input fields: 'Email *' and 'Password *'. The 'Email *' field contains the placeholder text 'Email', and the 'Password *' field contains the placeholder text 'Password'. Below these fields is a prominent blue button labeled 'Log In'. At the bottom of the form, there are two links: 'Forgot your password?' and 'New to CMT? Register'.

Picture 1. CMT Login Screen

4. If you have an active CMT account, you can log in to the CMT system by providing the details of your current account. If you are going to use the system for the first

time click on the **Register** button at the lower right corner of the CMT Login Screen (see Picture 1. CMT Login Screen)

5. On the registration screen, you will see the page below (see Picture 2) You can register to the CMT system by entering your personal information on this screen.

The screenshot shows the 'Create New Account' registration page. At the top, there are three tabs: 'Login', 'Registration', and 'Reset Password'. The 'Registration' tab is active. Below the tabs, the heading 'Create New Account' is displayed. The form is organized into two main sections: 'Login information' and 'Personal Information'. In the 'Login information' section, there are three required fields: '* Email' (with a red border and a note 'This email will be used to login into CMT'), '* Password', and '* Confirm Password'. The 'Personal Information' section contains seven fields: '* First Name', 'Middle Initial', '* Last Name', 'Nickname', '* Organization Name', and '* Country/Region' (a dropdown menu).

Picture 2. Creating a New Account

6. After filling in your login information, personal information, and other profile information, if any, accept the Terms of Use by checking the box next to the "**I agree to the Microsoft CMT's Author's Statement, Terms Of Use and Privacy & Cookies**" option and click on the **Register** button. You must fill in the mandatory fields indicated with an asterisk (*). In particular, please make sure that you have written your institution details correctly.

Enter the characters you see*

New | Audio



I agree to the Microsoft CMT's [Author's Statement](#), [Terms Of Use](#) and [Privacy & Cookies](#)

[Register](#) [No, thanks](#)

Figure 3: Accepting the Terms of Use

7. Complete your membership process by clicking on the activation link sent to the email account you provided during the registration. Some corporate email servers may have problems accessing Microsoft Conference Management System emails. If you cannot receive the activation email due to such a problem, you can make a new registration with an alternative email address such as Gmail, Hotmail, etc.

B) FINDING THE CONGRESS IN THE CMT SYSTEM

1. After registering and logging in to the system, write the **"BICOASP2023"**, the abbreviated name of the conference, in the filtering section shown in Picture 3.

Name	Start Date	Location	External URL
Welcome to the CMT Site Request Submission System!	1/1/2035		
Tackling Climate Change with Machine Learning at NeurIPS 2022	11/28/2022	New Orleans, United States	https://www.climatechange.ai/events/neurips2022
Climate Change AI workshop at NeurIPS 2021	12/14/2021	Virtual, Virtual	https://www.climatechange.ai/events/neurips2021.html
Climate Change AI workshop at NeurIPS 2021 - Mentorship program	12/6/2021	Virtual, Virtual	https://www.climatechange.ai/events/neurips2021.html
Climate Change AI workshop at ICML 2021	7/23/2021	Virtual, Virtual	https://www.climatechange.ai/events/icml2021
Climate Change AI workshop at ICML 2021 - Mentorship program	7/23/2021	Virtual, Virtual	https://www.climatechange.ai/events/icml2021
ACMIMS Journal of Data Science	5/30/2022	online, online	http://jds.acm.org
STConf2024	4/1/2022	redmond, usa	http://contoso.com
Journal of Engineering, Project, and Production Management	1/1/2022	Lawrence, USA	http://www.ppmi.uri.tw/EPPM_Journal/
The 6th International Conference on Unsaturated Soils (UNSATChief-2024)	11/20/2024	Chief, Algeria	https://www.univ-chief.dz/unsat-chief/index.php
International Conference on Applications of Machine Intelligence and Data Analytics 2024	10/18/2024	Chhatrapati Sambhajinagar, India	https://icamida.mgm.ac.in/
2024 IEEE International Symposium on Phased Array Systems and Technology	10/15/2024	Boston, United States	http://ieeepasat.org

Picture 4. Finding the congress from the list

C) UPLOADING THE ABSTRACT OF THE PAPER

1) Before you start uploading your abstract proposal, make sure your role is **"Author"** and the congress name is **"BICOASP2023"**. (see Picture 4)



Picture 5. Role and congress information

2) When you are sure that your role and the elected congress are correct, click on the **"Create a New Submission"** button and fill in the information requested from you on the form to upload your abstract proposal. (see Picture 5)



Picture 6. How authors upload their papers to the system

3) Provide the title and summary of your paper. (see Picture 6)

Submissions Search help articles Help Center Select Your Role : Author BICOASP2023 Can Yolcu

Create New Submission

Değerli araştırmacılar, Kongre özetlerinizi en fazla 2 bin karakter olarak girebilirsiniz.

TITLE AND ABSTRACT

* Title ← özet başlığı

* Abstract ← çalışma özetinizi ve altına anahtar kelimeleri yazabilirsiniz

2000 characters left

AUTHORS *
You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input type="checkbox"/>	canercetinerkku@gmail.com	Can	Yolcu	Banü	

← ek yazar bilgilerini girebilirsiniz

Picture 7. Entering the title and abstract of the paper

4) If you want to add additional authors to the study, please enter the email address of the person concerned. Now, choose your field of expertise. If there is a file that you want to add, add your file and click on the “**Submit**” button to save your abstract proposal. (see Picture 7)

AUTHORS *
You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
	canercetinerkku@gmail.com	Can	Yolcu	Banü	

Email + Add ek yazar mail adresi girişi

Enter email to add new author.

SUBJECT AREAS * uzmanlık alanı seçimi

Ancient Languages and Cultures - Eski Çağ Dilleri ve Kültürleri
 Applied Linguistics - Uygulamalı Dilbilim
 Classical Turkish Literature - Klasik Türk Edebiyatı
 Comparative Literature - Karşılaştırmalı Edebiyat
 Contemporary Turkish Dialects and Literatures - Çağdaş Türk Lehçeleri ve Edebiyatları
 Modern Turkish Literature - Yeni Türk Edebiyatı

Translation Studies - Çeviribilim
 Turkish Folklore - Türk Halk Bilimi
 Turkish Language - Türk Dili
 World Languages and Literatures - Dünya Dilleri ve Edebiyatları

FILES
You can upload from 1 to 2 files. Maximum file size is 5 Mb. We accept doc, docx, pdf formats.

Drop files here
-or-

kaydet

Picture 8. Adding additional authors, selecting a field of expertise and saving the abstract proposal

Please do not hesitate to reach us on bicoasp@bandirma.edu.tr for your questions.